

**Site-Based Management Handbook
2019-2020
Operating Principles**

We chose our operating principles based on the eight principles of the SASD Coaching Leadership Team regarding appropriate discussion for the constructive function of the SBT to benefit all involved. (HMMS family)

1. Straight Talk

Definition: Direct, honest, and ethical conversation held with integrity. School centered, open honest, direct conversation, lacking in emotion/personal agendas.

2. Active Listening

Definition: Eye contact, head nods, distraction free, giving the speaker your full attention with simple gestures so they know you are engaged. Listening without interrupting, paraphrasing or repeating what you heard.

3. Conversations After the Meeting

Definition: Holding a meeting after the scheduled meeting was over to complain is counterproductive. Meetings afterward should be to reinforce what was just discussed. Productive and professional conversation to move the group forward.

4. Alignment

Definition: Working with the group openly and honestly towards a decision that benefits the whole school. Setting any differences aside to look at things through a “whole” school lens. Use facts, be prepared and open.

5. Possibility

Definition: Our efforts are for the good of the whole school, creating a healthier culture. Taking a, ‘we can” attitude and thinking outside the box.

6. Accomplishment

Definition: Forward progress and thinking in the completion of the goals we set as a group. Consistent communication, follow-up and proper documentation.

7. Clear Measurable Outcomes

Definition: Specific, Measurable, Assertive, Relevant, Time-bound (SMART). Personal knowledge and investment in our goals.

8. Value Team Members

Definition: Respect each other's time, opinions and contributions to the group.

Establish norms, have a timekeeper, follow the agenda, keep on task, avoid sidebar. Enforcement and violations of said Operating Principles will be addressed as follows:

1. List Operating Principles on agenda.
2. Agree on what to share at the close of the meeting/create a "check-out" list.
3. All team members are the "Keepers of the Operating Principles" at each meeting.
4. Check out on the Operating Principles at the end of each meeting. We will list this as an agenda item so we can talk about how we did or did not observe application of the Operating Principles throughout the meeting.
5. A separate meeting for a violation may be needed.