

## CFI84 PTSA Essential Agreements & Procedural Norms

| Essential Agreements Mapped To...                                                                                                                                                                                                                                         | Procedural Norms                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <ul style="list-style-type: none"> <li>• <b>Transparency &amp; Responsiveness:</b> We want to be transparent in our norms and work, and responsive to all questions and comments.</li> </ul>                                                                              | <ul style="list-style-type: none"> <li>• Minutes will be taken in line with nonprofit norms and shared in a timely manner with the entire school community.</li> <li>• An anonymous feedback survey will be offered after every meeting.</li> <li>• Questions not answered in the meeting and placed in the Chat, or sent in the survey, will be responded to in a timely manner.</li> <li>• Questions that address topics over which we have no decision-making power or control will be directed to the appropriate parties.</li> </ul>                                                                                                                        |
| <ul style="list-style-type: none"> <li>• <b>Trustworthiness:</b> We want our meetings to be a safe space where everyone feels free to share.</li> </ul>                                                                                                                   | <ul style="list-style-type: none"> <li>• Voting will be anonymous. We'll use Zoom while virtual.</li> <li>• Comments made by someone other than yourself may not be used outside this space.</li> <li>• Comments and questions may only include your own voice.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                       |
| <ul style="list-style-type: none"> <li>• <b>Inclusivity:</b> We want to be an organization that is designed with the inclusion of all people in mind. We shall do our best to break down all barriers to inclusion.</li> </ul>                                            | <ul style="list-style-type: none"> <li>• When presenting or sharing, speak as if your audience is completely new to the topic at hand. We have new parents and staff join our meetings all the time.</li> <li>• Committees will remain open to new members.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                           |
| <ul style="list-style-type: none"> <li>• <b>Respect:</b> We want to be respectful of ideas that are shared and the people who share them. Disagreement is okay, but we can disagree while adhering to the agreements and norms we have established as a group.</li> </ul> | <ul style="list-style-type: none"> <li>• Name-calling, bullying and harassment will not be tolerated at Board or Committee meetings. A reminder to our commitment to adhere to these norms will be given. If the behavior continues, the offending individual may be muted and/or removed from the current and future meetings.</li> </ul>                                                                                                                                                                                                                                                                                                                       |
| <ul style="list-style-type: none"> <li>• <b>Commitment to the Work:</b> We want our Board and Committee meetings to be efficient and effective.</li> </ul>                                                                                                                | <ul style="list-style-type: none"> <li>• We will reaffirm our adherence to these Agreements &amp; Norms at the beginning of every meeting.</li> <li>• We will begin and end on time. Those who join late will be admitted and private messaged the Agreements &amp; Norms. If you choose to stay, you are agreeing to adhere to them.</li> <li>• The CFI84 PTSA, and its committees/coordinators, have specific scopes of work. All officers, chairs, coordinators, members and volunteers who choose to engage in the work agree to support its implementation. Anyone working against the work may be removed or barred from meetings, emails, etc.</li> </ul> |
| <p><b><i>Your continued presence at this meeting affirms your commitment to adhere to these Agreements &amp; Norms.</i></b></p>                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |