

César E. Chávez Elementary

Staff Group Agreements for 2016-2017

* To be reviewed by staff on 8/31/16

Groups function better if members have clear expectations of what kinds of behaviors are expected. The group agreements are discussed and approved at the beginning of each school year.

Decision Making - All staff decisions will be made by the following procedure:

- Agreement will be reached by consensus. The entire group will vote in favor or opposed.
- If consensus is not reached, the staff will show support with the 5 finger method
 - 5 Strongly agree and I love the idea,
 - 4 Agree and like the idea ,
 - 3 Agree and satisfied with the idea,
 - 2 Agree with reservations that will be shared,
 - 1 Do not agree and have an alternative proposal for the group
- If consensus is not reached initially, a vote of 2/3 of the staff present will be considered as agreement.
- If a 2/3 vote cannot be reached, the issue will be sent to an ad hoc committee for review.
- If the issue is time sensitive, the final decision rests with the school principal.

Group Agreements

- Staff meetings will begin and end on time.
 - Tentative agenda items will be developed at the School Leadership Team Meeting. Additional items can be emailed to the School Administrator (Denisa Taylor @ taylor_d@4j.lane.edu)
 - A timekeeper will be appointed at each meeting.
 - If the agenda is too full, the group will prioritize the items.
 - The School Secretary will record the meeting and will email the minutes to staff in a timely manner.
- All school business designated as confidential should only be discussed with staff members in appropriate places.
- Staff will be conscientious of the use of technology and working on other projects during staff meetings, trainings and professional development workshops with the understanding that active listening and participation is expected.

Staff Norms

- We will practice active listening
- We will be honest
- Be direct, go to person needing to have discussion
- Respect other's comfort level & communication styles
- Be forgiving & forgetting
- Listen w/out judgement/situation
- Be brave & stand up for each other at meetings
- Allow others "process" time
- Hear all sides of a conflict
- Look at "bigger picture" when faced with change/problems
- Watch our words/facial expressions (be aware)
- Try not to take things too personally/sensitively
- Model treating others the way we want to be treated
- Commit to the community
- We will love our people!

Reviewed:

(Staff Name)

(Staff Signature)

(Date)

