



GGEA/GGUSD
Principal-Rep Meeting

October 19 & 26, 2017



- **Introductions**



Objectives

- Provide an orientation for new reps or Principals to allow them to
 - Utilize established norms & protocols to develop working relationships
 - Build a mutual understanding of how issues at the school site can be addressed and solved

WHY? GGUSD-GGEA Protocols?

We work together towards our mutual goal of serving students. We developed protocols for working together to:

- Streamline communication so problems are addressed at the source (and can be resolved before being escalated)
- allow for consistency and fairness
 - in both process and outcome
- assist us in maintaining positive relationships
 - Even when we disagree we can agree on how we treat one another
 - establish HOW we work together as professionals

School Site Problem-Solving

A teacher has a concern. **FIRST**, s/he should discuss with the person with whom s/he has the issue. For school wide concerns, go to FAC.

- Problem is **resolved** after individual teacher goes to other person or FAC.
- Problem is **not resolved**. Teacher discusses with GGEA Rep. **GGEA rep considers the following** (see next page)

School Site Problem-Solving

Once an issue has come to you as a Rep, ask yourself the following questions....

Question	Answer	Follow-up steps
1. Is this a new issue or is there a history?	You do not know history.	Find out more about this issue before proceeding. Get facts and perceptions from others.
	You know all about this issue.	If this issue is known to you but unresolved, go to next question.
2. What type of issue is this?	Staff versus staff issue (peer issues)	You represent all staff. If the person with the concern cannot rectify a dispute directly with another staff member, staff vs. staff issues should be brought to an administrator and may eventually go to Personnel.
	NOT staff vs. staff	Go to the next question.
3. Is this an issue that affects all or just one or few people?	Affects just one or a few people	If this only affects one or a few people, discuss it with the Principal directly. If it remains unresolved, go to next question.
	Affects or could affect all staff	If the person concerned has not already done so, this issue should be brought to the Principals' attention and placed on an FAC agenda if unresolved.
4. Who has the ability to change or affect this issue?	School-level issue	This issue can be resolved through FAC. If not resolved, contact GGEA.
	District-level issue	District issues outside of FAC control should be (1) brought to the attention of the respective district department and GGEA for clarification; (2) if unresolved by district, contact GGEA.
	Outside of school and district control	Issues outside of district and school control can be brought to the attention of GGEA. Although they may not be able to be resolved, suggestions for how to deal with such issue can be identified.



YOUR TURN

We want to hear from you!

- Select an issue that could be a concern at a school
- Refer to the school site problem solving protocol to discuss how this issue might be handled.
 - Is this an individual or school wide issue?
 - Is there history or background on this issue?
 - If it is an individual issue, ask if it can be handled at your site by the administrator and rep?
 - If not, perhaps it is a GGEA or GGUSD issue.
 - If it is a school wide issue, can it be addressed through the FAC and resolved at the school site?
 - If not, perhaps it is a GGEA or GGUSD issue.
- Focus not just on the WHAT, but also on the HOW (using district norms)

GGEA-GGUSD Norms

Be proactive as well as reactive

- Start with the belief that every problem has a solution if you want to find it and if you look for it together
- Avoid surprises and no ambushes
- Seek to understand the background, context and rationale
- Think before you speak
- Complex questions or concerns are best solved face to face
 - if that is not possible or the situation is complex use the phon.
 - use e-mails or texts to set or follow-up for up a face to face meeting

Maintain the right attitude

- You get what you expect... expectations are everything
- Always assume positive intent (don't jump to negative conclusions)
- Always stay on the high road
- Keep your sense of humor
- Approach with an open mind
- Develop and maintain a positive attitude
- Give the benefit of the doubt

Build relationships

- Make time to get to know one another
- Be personable
- Don't be afraid to show vulnerability
- Be tough on the problem, but soft on the person
- Share openly and honestly
- Apologize when you blow it—sometimes even if you didn't—it may take more than once
- Work to see the problem from the other person's point of view
- Make it a goal to build the relationship at the same time you solve the problem at hand
- Discuss issues directly with the person concerned before sharing with others

Norms for Your Site

- GGEA & the District developed norms for how we work with one another:
 - Be proactive as well as reactive
 - Maintain the right attitude
 - Build relationships
- As we consider problem solving, ^{it} is also important to identify actionable norms for our site



Sample Norms

- Operational
- Communication

Tailor **Norms** for your Site

- Using the sample norms just presented and your norms if applicable, discuss for your site what you might:
 - Add
 - Revise
 - Clarify
- Be ready to share!



School Team Planning **Conversations**

How do we make this happen?

G (Goal) - Ensure a positive school climate

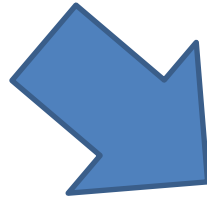
O (Objective) - To share with your staff

S (Strategies) - Develop Strategies to communicate the plan

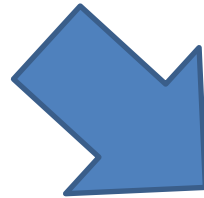
T (Tactics) - Plan for the details



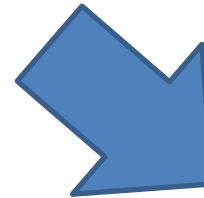
Brainstorm



Clarify




Advocate



Canvas



TAKE YOUR NEXT STEPS



- Talk with
 - Your reps at your site & principal first
 - Your site leadership-FAC, Dept. Chairs, ILT
 - Other teacher leaders on campus

- How will YOU get others involved?
 - Develop interest, why is it a valuable opportunity for leadership
 - Take a leap! Get involved
 - Take pulse checks

- Planning
 - How will all teachers at the site hear this information?
 - How often and when are you meeting with FAC?
 - When will you share with staff?
 - How are we ensuring open, transparent communication?

