

BRIEF

***Check-In* Guidelines**

- Who am I?
- How am I?
- Possible time constraints...
- Who is absent?
- What are the issue/elephants?
- What are my expectations?

DE-BRIEF *Check-Out* Guidelines

- Feedback on session
- What went well? What would I change?
- Concerns for next time?
- Summarize content
- Draft communication to constituents

Ground Rules for Team Meetings

Here are some possible “rules of engagement” when meeting with your team. Your Ground Rules should reflect what the team wants and should be open to review at any time that a member feels an item is no longer viable, or that a new item may be added to improve interpersonal relations.

- Agenda and Ground Rules may be amended as needed
- Allow Processing Time
- Assume Positive Intentions
- Attentive Listeners
- Begin and end on time
- Cell phones silent
- Come Prepared
- Equal Rank and Active Voice
- **Hard** on Problems, *Soft* on People (make it clear that statements reflect passion when discussing “things” and gentle when relating to people.)
- Debrief is the time for sharing any interpersonal concerns that may occur.
Confronting an issue while still present in the meeting is better than allowing anything to fester. Remember the Five Dysfunctions...
- Other “Rules?”

Select any of the above, or none of the above, but be sure to establish your own Ground Rules soon.

- 1.** I can say an unqualified "yes" to the decision. I am satisfied that the decision is an expression of the wisdom of the group.
- 2.** I find the decision perfectly acceptable.
- 3.** I can live with the decision. I'm not especially enthusiastic about it.
- 4.** I do not fully agree with the decision and I need to register my view about it. However, I do not choose to block the decision. I am willing to support the decision because I can trust the wisdom of the group.
- 5.** I do not agree with the decision and I feel the need to stand in the way of this decision being accepted.
- 0.** I feel that we have no clear sense of unity in the group. We need to do more work before consensus can be reached.

*In **Consensus Decision Making**, everyone in a group involved in reaching a decision is heard from and is expected to share information to help the group come to a determination. The end result must be a decision that **every member** of the group can live with, even if it was not a first choice for one or several members.*

What is Consensus Decision-Making?

Consensus is a group decision-making model whereby:

- Everyone discusses the issues so that the group benefits from the knowledge and experience of all its members.
- Everyone in the group is heard.
- There is open discussion and sharing of information
- Every member of the group can live with and support the decision, even though it may not be their first choice.
- The consensus can be tested.

How Do You Test for Consensus?

To test for consensus, check off "yes" to all of these conditions:

- Don't agree too quickly.
- Share information and ideas.
- Listen to others.
- Be open to the ideas of others.
- Offer alternatives.
- Don't trade or bargain.
- Don't vote.
- Treat differences as strengths.
- Create a solution that everyone actively supports.

Ask yourself the following questions:

- Has everyone been heard?
- Can everyone live with the decision?
- Will everyone actively support the decision? (Can you identify behaviors that support the decision?)

"Consensus" is a group decision-making model that requires discussion and the sharing of knowledge and support from everyone in the group. Is "consensus" the right model for all decisions? **Of course not.** It would be inefficient to try to subject all decisions to this model.

When would consensus not work well?

- Emergency situations
- Everyday decisions such as what kind of #2 pencils to buy

On the other hand, when might it be appropriate to use consensus?

- When vital interests are at stake
- When support from everyone is necessary

It is especially important, when vital interests are at stake, to include the stakeholders and gain support from everyone for that decision.

STANDARDS

Ask yourselves the following questions:

Is it.....

- **Legal?**
- **Fiscally sound?**
- **Practical/Manageable?**
- **Ethical?**
- **Measureable?**

Does the contract language apply to all?

Is there value added to the district?

NEGOTIATION STANDARDS

2025-2026

- Legal
- Affordable
- Practical
- Manageable
- Fiscally Sound
- Ethical
- Measureable
- Does contract language apply to all certified staff?
- Is there value added to the District?
- Is it in the best interest of students?
- Equitable

Superintendent's Signature

Date

MCEA President

Date

Minidoka County School District (MCSD)
Minidoka County Education Association (MCEA)
Ground Rules Agreement
NEGOTIATIONS 2025-2026

1. All meetings will be held at a mutually agreed upon location, date, and time. An extension of ½ hour can be granted if both parties agree.
2. All meetings are open to the public.
3. Cell phone etiquette will be observed at all times, by both teams and the audience. Cell phones need to be off, silent or on vibrate. If a call needs to be taken, member will step outside.
4. Only (eight) (ten) team members will be at the table at a time, (four) (five) from each constituent group.
5. Budget requests by the MCEA will be given one week (5 work days) notice before the next scheduled negotiations meeting.
6. Either team may call a caucus at any time. Both parties must agree to length of caucus. If more time is needed, a request can be made. Both parties must agree to the extended time.
7. Every idea is a good idea. Members will not rush to judgment, they will assume positive intentions, and will confirm what they hear before stating disagreement. Focus will be on the issue not the person.
8. Standards will be followed by both parties when making any decisions or proposals.
9. Members of the bargaining team will be punctual. Negotiations will start promptly at the pre-determined time. If a team does not have their (four) (five) members when negotiations begin, they may appoint a substitute. The substitute must be on the list of bargaining members for that team.
10. Any public release of information will be a joint release. Both parties must approve the release before it is sent out. Negotiation specifics will not be discussed by team members with members of the other constituent groups. Team members may communicate with their constituent group.
11. Everyone at the table is equal in this process. It is a safe environment with no rank in the room.
12. Members of both teams will sit alternately, so a MCSD member will be sitting next to a MCEA member. This arrangement will generally happen, unless some members are absent.
13. Decisions will be made by consensus, typically using thumbs up for agreement, sideways for 'live with it', and thumbs down for disagreement.
14. Respect will be given to the person speaking. Only one person speaks at a time. The person speaking will not be interrupted!
15. Outside information sources must be approved by the team. Information by non-table presenters must be approved by the team.

Superintendent's Signature

Date

MCEA President

Date