

STREATOR TOWNSHIP HIGH SCHOOL

Special Meeting - Board of Education – Collaborative Decision Making Discussion

Discussion Meeting Minutes

October 02, 2013 at 6:00 P.M. – Streator City Hall Community Room

Prepared by Carol A. Johnston, Superintendent Assistant

Call to Order/Roll Call:

President Ricca called the Collaborative Decision Making Discussion meeting to order at 6:00 P.M.

Board members present: Mr. Biroshik, Mr. Darrow, Mrs. Linton, Mr. McFadden, Mrs. Ricca, Mrs. Schuler and Dr. Woeltje

Administration present: Dr. Myers, Superintendent and Mrs. Johnston, Superintendent Administrative Assistant

Meeting Facilitator – Ms. Toni Tollerud, Ph.D. – Department of Counseling, Adult and Higher Education, NIU

Public Comment:

None

Collaborative Decision Making Discussion:

Dr. Toni Tollerud met with the Streator Township High School Board of Education and Administration for the purpose of discussing Collaborative Decision Making. Following is a summary of the information provided and discussed.

COOPERATIVE DECISION-MAKING

Rationale: Cooperative decision-making is a process based upon *principles, assumptions, steps, and techniques* which individuals and groups use to achieve positive results for each other.

Principles:

Focus on issues not personalities.

Focus on interests not positions.

Create options to satisfy both mutual and separate interests.

Evaluate options with standards not power.

Assumptions:

Collaboration enhances relationships.

Both parties can achieve positive results.

Parties should help each other achieve positive results.

Open discussions expand mutual interests and options.

Standards can replace power in arriving at an outcome.

Steps:

Define the problem; clarify the issue.

Identify interests regarding the problem/issue (concern, need, goal).

Develop options (potential solutions to a problem/issue).

Evaluate options by using agreed upon standards.

Agree on tentative solution (single or combined options).

Develop implementation plan.

Evaluate results.

Techniques:

Brainstorming

Consensus Building

Cooperative Decision Making Process

1. Define the problem/clarify the issue.
2. Identify interests regarding the problem/issue (concern, need, goal).
3. Brainstorm options (potential solution to a problem/issue).
4. Evaluate options by using agreed upon standards.
5. Agree on tentative solution (single or combined options).
6. Develop implementation plan.
7. Evaluate results.
8. Reflect on process.

Definitions

- **Issue:** Topic or subject of discussion.
- **Position:** One party's solution to an issue.
- **Interest:** One party's concern about an issue.
- **Options:** Solutions that can satisfy an interest.
- **Standards:** Characteristics or factors to compare and judge options.

Ground Rules (EXAMPLE)

- All issues raised will be addressed.
- Complete sharing of information.
- Respectful interaction—no sarcasm.
- Individuals are never attacked.
- Confine discussion of issues to group.
- Stay on task.
- Honor time lines, meetings and dates.
- Past baggage dropped.
- Be responsive to facilitator.
- Freedom of movement.
- Internal monitoring of process.
- Casual atmosphere.
- Commitment to cooperative decision-making process.
- All are equal participants.
- Respectful listening—one person talking at a time.
- Create vehicle of what to communicate to staff and others.
- Create next meetings agenda.

Team Roles

Facilitator:

Keep the process enjoyable and rewarding for team members.

- Make sure each member has a role and is performing that role.
- Insure that all team members can articulate what has been learned.
- Manage time, stress and conflict.
- Control the process and it's pacing; keep members focused.
- Contribute to the group and actively learn.
- Maintain accountability for the overall performance of the team.

Recorder:

- Document legibly and accurately group decisions and discoveries.
- Prepare a report that can be used for discussion purposes.
- Integrate and synthesize when several ideas are presented.
- Contribute to the group and actively learn.

Timekeeper

Liaison

- Represent grade level.
- Assist in analyzing grade level data.
 - Identify trends

Guidelines for Cooperative Decision-Making

1. Listen.
2. Pay attention to others.
3. Encourage participation.
4. Share information.
5. Ask questions.

6. Don't agree too quickly.
7. Don't bargain or trade support.
8. Don't vote.
9. Treat differences as a strength.
10. Create a solution that can be supported.
11. Avoid reacting blindly for your own views.

Consensus

Consensus is not about agreeing. It is about being able to live with and support a decision. Your ideas have been stated and considered. Others ideas have been stated and considered. All factors were taken into consideration. Everyone has had his or her say. The solution is one that all in the group can live with and support.

A single alternative has been selected.

Each member believes that his or her point of view has been heard and understood.

The decision has been reached openly and fairly. It is the best solution for all at this moment.

Consensus Techniques

Grid

Use standards to evaluate each possible solution.

Thumbs up

If you agree with the solution, thumbs up.

If you are not sure, thumb in the middle. More discussion is needed.

If you disagree, thumbs down.

Alphabet approach

A—I enthusiastically support the decision.

B—I find the decision wholly acceptable.

C—I can live with the decision, but I am not enthusiastic.

D—I don't really like the decision, but I won't stand in the way of it.

Consensus is reached by any combination of A – D.

E—I do not agree and feel strong resistance to this decision.

F—I do not believe we have done enough. We need to have more discussion.

If a person chooses E or F they must propose another solution that takes in consideration the interests of all parties. They must also state their specific objections about the proposed solution.

President's Prerogative

None

Motion for Adjournment

MOTION by Schuler, seconded by Linton, to adjourn from the Collaborative Decision Making Meeting. TIME: 8:55 P.M.

Ayes (7) Nays (0) **Motion carried.**



Mrs. Karen Ricca, Board President



Mr. Steve Biroshik, Board Secretary