**The staff have been informed how and when the decision will be made: Date of Decision\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Principal Decision
* Principal Decision with input
* Other team decision with input
* Staff consensus
* Team consensus

***\*Consensus- We have arrived at consensus when all points of view have been heard, and the will of the group is evident—even to those who most oppose it.***

**Problem (AKA THE WHY?):**

|  |
| --- |
|  |

**Information:**

* All staff have been given important data
* The rationale for change has been *thoroughly* explained

**Team/Staff Dynamic:**

* *Staff believe they can give input with clear conscious*
* ***All ideas are based on research or evidence***
* *All ideas keep the adults needs in minds; however, the final decision is based on what is best for kids*

**Top two or three Ideas generated to solve the problem identified by staff:**

1. Solution
   1. Pros
   2. Cons
2. Solution
   1. Pros
   2. Cns

**Staff Consensus Reached:**

* + Thumbs up-Yes
  + Thumbs sideways-Can Live with it
  + Thumbs down-We need more discussion
* Several viable alternatives have been explored and staff have been given an opportunity to give input
* **The decision made was based on research or evidence.**
* **The decision made was best for kids**
* 90%= of the staff trust the decision made

or

* 60%+ of the staff believe the decision is a right decision
  + Of the remaining staff at least 20% more can live with the decision
* Leadership believes there is a high likelihood that this initiative will be implemented in the fashion that it was presented

**Decision made with clear expectations of implementation:**

|  |
| --- |
|  |

**Plan Outline/Timeline**

**Support:**

* A clear plan for training for the new initiative has been organized and established
* A timeline for implementation has been established
* Resources have been established for assistance

|  |  |  |  |
| --- | --- | --- | --- |
| Plan | Timeline | Resources | Training |

**Accountability:**

* Dates/timelines to follow up and revisit established
* **Team Decides Consequences of Employees that Do Not Follow Plan:**
* Staff Role
  + will remind the co-worker of the plan
* Supervisor Role
  + 1st Time-Verbally Remind the Staff Member in a kind manner
  + 2nd Time-Verbally remind staff member in a kind manner and follow up with an email documentation
  + 3rd Time-Formal Write Up filed’

**Communication Plan:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Person Responsible for communication | What will be communicated to parents | What will be communicated to students | What will be communicated to Teachers | What will be communicated to other staff | What will be communicated to the public |
|  | 1.  2.  3. | 1.  2.  3. | 1.  2.  3. | 1.  2.  3. | 1.  2.  3. |

**Follow up Process**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Action | How will changes be communicated? | Person(s) Responsible | Training Needed | Resources Needed |
| Initial implementation logged here |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

[[1]](#footnote-1)

1. Muhammad, Anthony, (2009) *Transforming School Culture*, Solution Tree Press- Staff Training [↑](#footnote-ref-1)