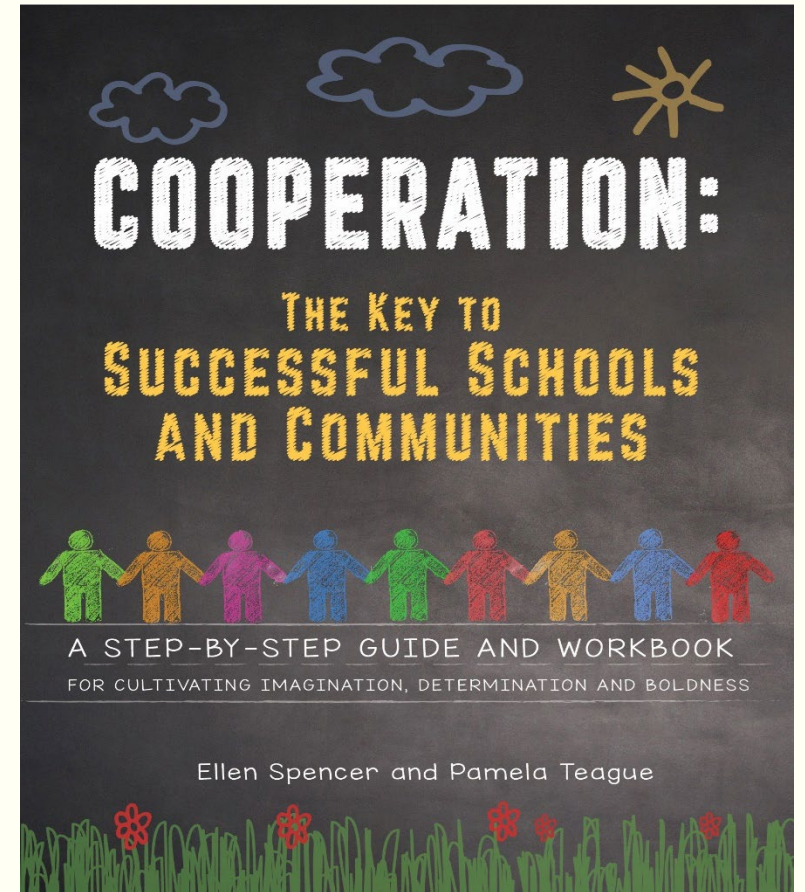




# HOW TO USE THE STEP-BY-STEP GUIDE AND WORKBOOK

*Discover Better Ways to Communicate, Cooperate and Succeed*





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“An educated citizenry is a vital requisite for our survival as a free people.”

Thomas Jefferson  
*3rd U.S. President*





# Current School and Community Challenges

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- ❑ Schools are burdened with
  - Multiple operational and social pressures
  - Teachers retiring or leaving the profession
  - Fewer teachers in the career pipeline
- ❑ Coronavirus Pandemic continuing effects
  - Family and community instability
  - Student learning losses
  - Physical, mental and emotional health issues
  - Masks or no masks
- ❑ Community issues
  - Housing / Health / Food
  - Violent crime
- ❑ Politically motivated laws
  - Critical Race Theory
  - Transgender rules
  - Banning books
- ❑ Deterioration in our abilities to communicate, cooperate and reach consensus



# Stakeholders Working Together is the Key to Success

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- ***School Boards***
- ***Superintendents***
- ***Principals***
- ***Veteran Teachers***
- ***Teachers (Reassigned, New, and Substitute)***
- ***Staff (District and School)***
- ***Parents***
- ***Businesses, donors, and volunteers***
- ***Higher education institutions***
- ***Government Services***
- ***Elected officials***
- ***Community leaders***

# The Butterfly Effect

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- ❖ Each one of us has a role to play
- ❖ Small actions and choices can have large impacts
- ❖ When we act together towards a common goal, we are capable of amazing things



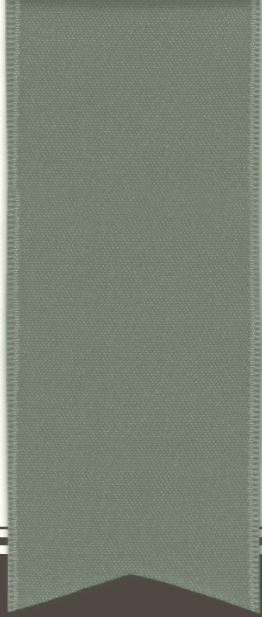
# Training Objectives

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1. Introduce Link ED Solutions Website, Publications and Tools
2. Review the elements for building a Successful School and Community
3. Understand how to put into practice the Guide's 12 Steps, how to use its Workbook and how to manage difficult situations
4. Be able to present these concepts and tools to other group members and stakeholders





# TRAINING OBJECTIVE # 1

Introduce Link ED Solutions Website, Publications and Tools

- Cooperation: Key to Successful Schools and Communities published series
- Free Tools: Health Check Surveys, Case Study, and Training Slide Presentation
- Blogs

# Link ED Solutions Website



[Home](#)

[About Us](#)

[Our Beliefs](#)

[The Model](#)

[Free Tools](#)

[Publications](#)

[Blog](#)

[Contact Us](#)

Smart simple "free and low-cost" tools  
to help schools become effective,  
cooperative and disciplined  
communities.

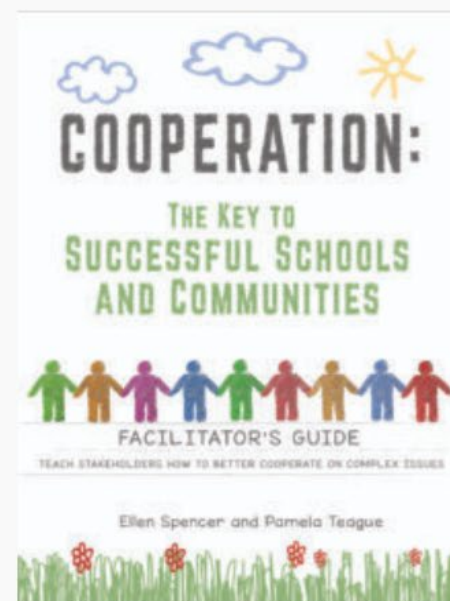
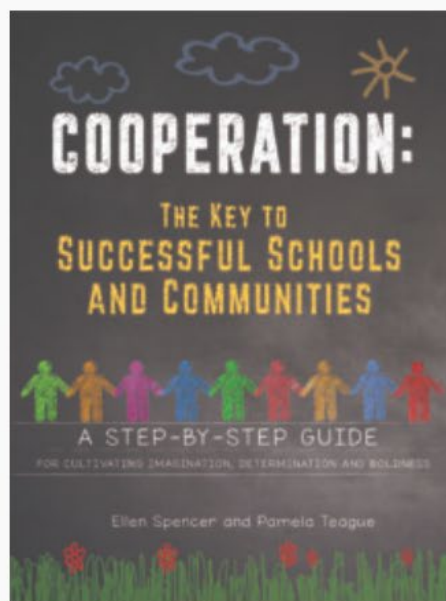
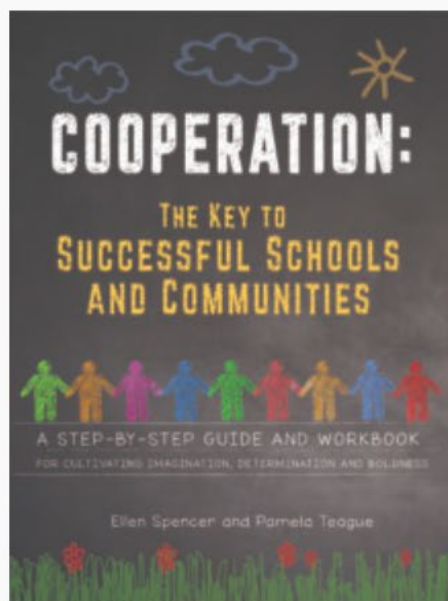
[LEARN MORE](#)

SCHOOLS WORK BEST WHEN  
EVERYONE WORKS TOGETHER

[www.linkedk8.com](http://www.linkedk8.com)



# Link ED Solutions “Low Cost” Publications



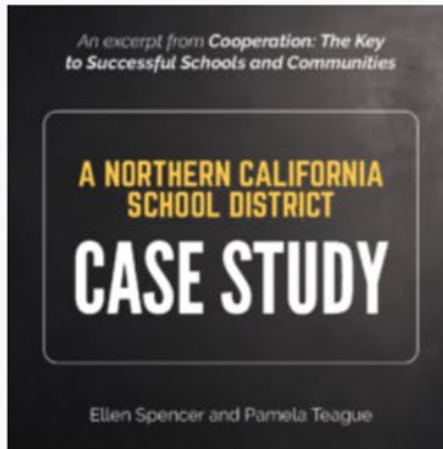
[www.linkedk8.com](http://www.linkedk8.com)



# Link ED Solutions “Free Tools”



A Northern California School District Case Study



School and Community Health Check Surveys



Training Presentation Slides and Notes





# Link ED Solutions Sample Blog Articles



## Cooperation Strengthens Schools

March 15, 2022

No school day or school year is ever the same because of the uniqueness of people and situations including those...

[READ MORE](#)



## Creating "Golden Rule" Schools

February 17, 2022

Most of us may remember hearing about and being asked to follow the "Golden Rule" which is to treat others...

[READ MORE](#)

## Encouraging Civic Engagement and Civility in Our Schools

January 17, 2022

As teachers and administrators, we must communicate a strong and fearless message regarding values such as honesty and treating others...

[READ MORE](#)



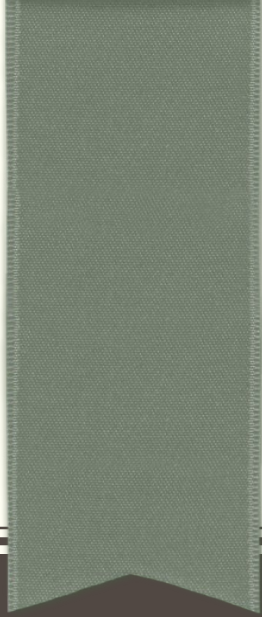
## Make Yourself Proud, Make Your Child Proud

March 22, 2021

Now, more than ever, our idea of a Cooperative School and Community should be prevalent and practiced in all schools...

[READ MORE](#)





# TRAINING OBJECTIVE # 2

Review the elements for building Successful Schools and Communities

- Define the Characteristics of a Culture of Cooperation
- Explain the Model and Practices of a Cooperative School and Community
- Discuss the Habits of Successful Schools and Communities



# Key characteristics of a Culture of Cooperation

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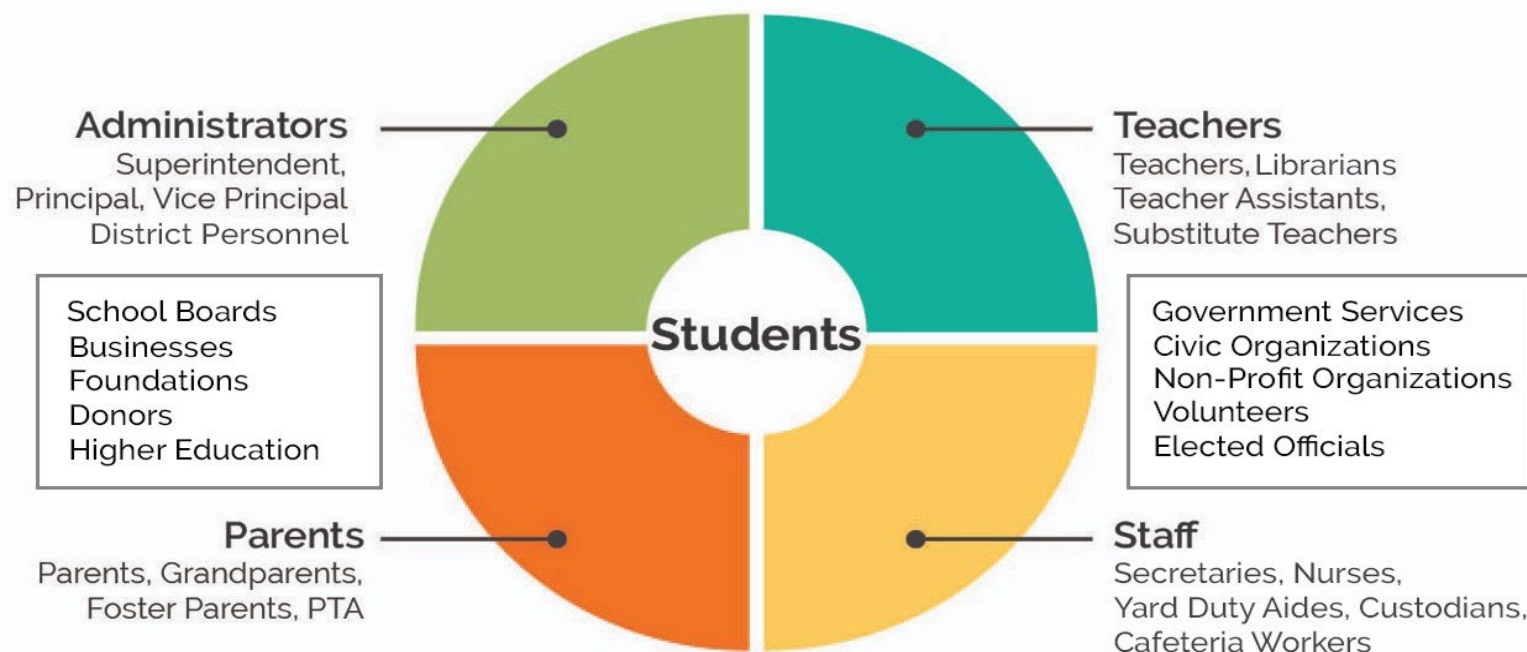


1. Engagement in a solidarity of purpose
2. Determination to aggressively solve problems
3. Risk taking and embracing innovative ideas for improvement
4. Team oriented with a focus on practicing transparent communication
5. Participation of many different people and viewpoints
6. Exemplify attention to detail
7. Readiness to lead projects and activities to successful outcomes

To foster a culture of cooperation, the process has to be collaborative itself and measure collaborative behavior.

# The Model

## COOPERATIVE SCHOOL AND COMMUNITY MODEL



*A Cooperative School and Community is one in which all members —school board, superintendents, principals, staff, students, parents, and others— work together for the purpose of developing well-educated, curious, responsible, and considerate students.*



# ~~The Practices of a Cooperative School and Community~~

It's members realize these things:

- Contribute their skills and talents to advancing the well-being of children and families
- Feel valued and acknowledged.
- Ensure students are held to high standards and are successful academically and socially
- Recognize the value and delivery of timely communication
- Engage respectfully and honestly with others when dealing with issues and problems
- Practice listening skills and consider the pros and cons of each discussion
- Promote the importance of civility and civic engagement.**



# Habits of Successful Schools and Communities

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## WHAT LEADERS DO

- Communicate a positive vision for the school
- Build trust with their school communities
- Lobby elected officials to increase their education budget
- Work with school community members to raise necessary funds
- Regularly upgrade safety plans and connect to needed family services
- Listen respectfully and address all stakeholders' concerns and problems
- Provide timely, transparent and accessible communications
- Work with higher education on reform models and professional development
- Introduce an agreed upon dress code for staff and students

## WHAT TEACHERS DO

- Bring joy, fun and caring to the classroom
- Emphasize hands-on learning and problem-solving
- Reduce the pressures of preparing for standardized tests
- Use multiple measures of success to assess student progress
- Implement creative ideas to broaden the curriculum
- Team experienced teachers with new teachers for support
- Participate in professional development
- Join forces and lobby for better pay and smaller classroom size
- Show compassionate behavior, good communication skills and curiosity

## WHAT STAFFS DO

- Provide clean, safe and friendly campus
- Attend training on school policies and expectations
- Demonstrate positive interactions with students, parents and other staff
- Handle inappropriate student behavior calmly and considerately
- Submit concerns and suggestions that will be taken seriously by management
- Build skills that contribute to better classroom and school success
- Consider pathways for career advancement and higher pay



# Habits of Successful Schools and Communities

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## WHAT PARENTS DO

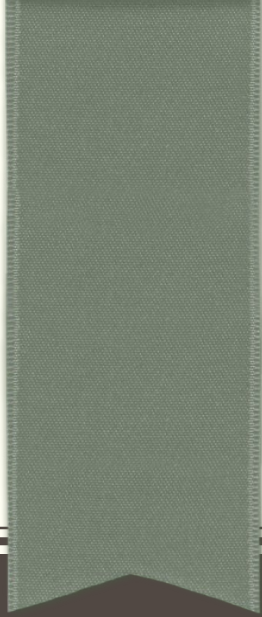
- Make sure their children attend school daily
- Demonstrate a cooperative parent-teacher relationship
- Work with their child's teacher on a school plan and goals
- Insist on consistent and honest communication
- Persist in getting the support their child needs
- Demand transparency and collaborate on important issues
- Attend school functions, PTA meetings, and useful parent classes
- Volunteer
- Participate in parent fundraising efforts
- Lobby state and local officials to allocate more resources for their schools

## WHAT STUDENTS DO

- Attend school every day possible
- Take school seriously
- Do assignments to the best of their ability
- Read
- Participate in extracurricular activities
- Emulate teachers and other adults who are positive and caring role models
- Realize the importance of setting goals for their future
- Make their families proud

## WHAT COMMUNITIES DO

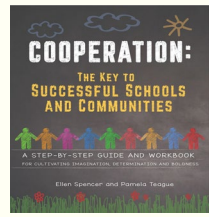
- **Volunteer for various functions and needs**
- **Participate in fundraising for special projects**
- **Provide in-kind resources**
- **Recruit donors**
- **Invite the participation of higher education**
- **Take advantage of government services and programs**
- **Utilize their elected officials influence and support**



# TRAINING OBJECTIVE # 3

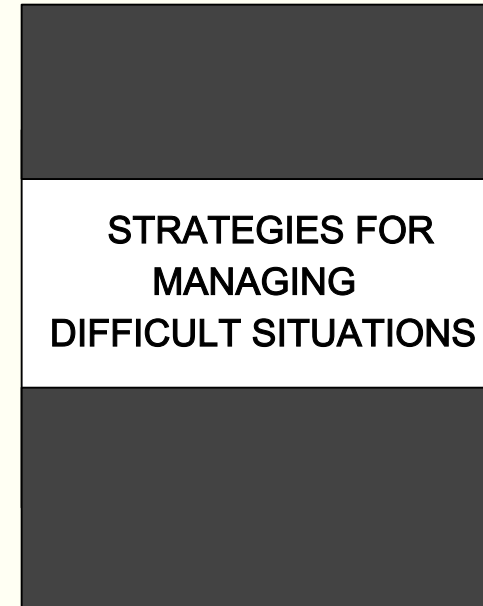
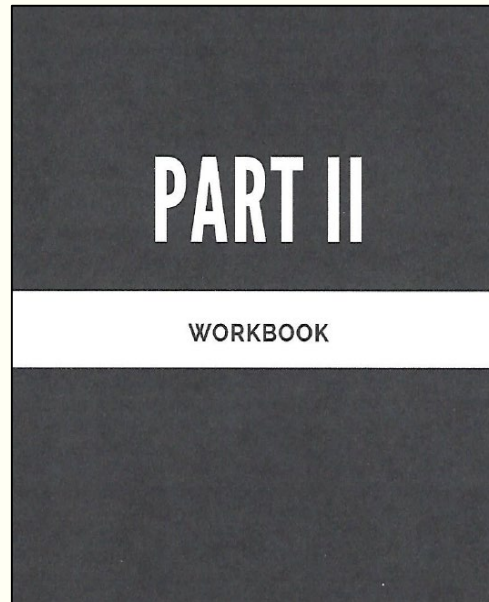
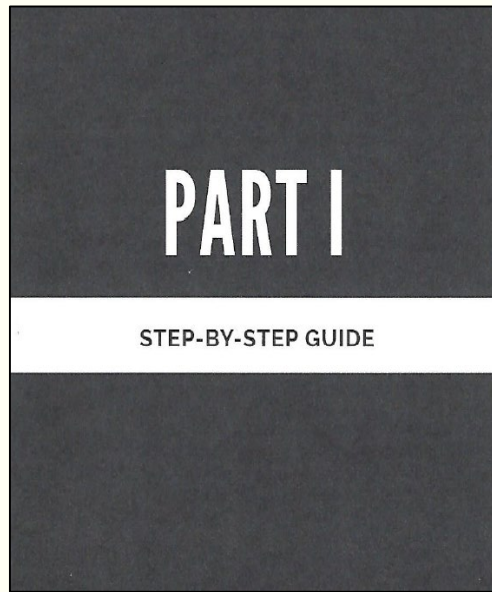
Understand how to put into practice the Guide's 12 Steps, how to use its Workbook and manage difficult situations

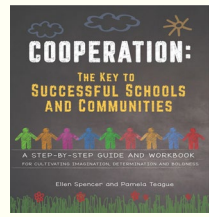
- Describe the 12 Steps and identify how to apply them
- Utilize the Workbook to capture ideas, action plans, timetables and responsibilities
- Be familiar with strategies for managing difficult situations while engaging with others



# Step-By-Step Guide, Workbook and Situational Strategies

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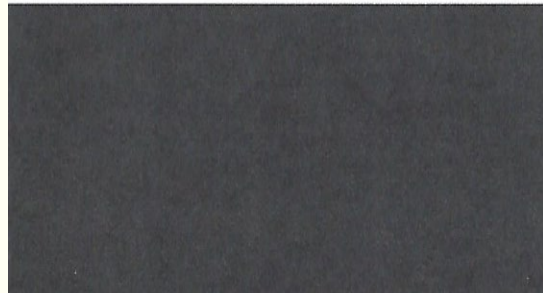




# Step-By-Step Guide Highlights



## STEP-BY-STEP GUIDE



STEP 2

### CONFRONT THE "ELEPHANTS IN THE ROOM"

*You can't correct what you aren't willing to confront.*

— T.D. Jakes  
American Bishop, Author,  
and Filmmaker

#### IDEAS TO ACCOMPLISH STEP 2

**General Ideas:**

- List and describe the challenges of your classroom, school, district, or community
- Evaluate honestly how you are doing (or not) with mitigating persistent challenges
- Prioritize the most significant challenges, such as building trust, growing teacher shortages, learning options, family food shortages and health and safety protocols
- Identify the resources and help you need

**Specific Ideas:**

- Meet with the superintendent, board members, other school leaders, staff, parents, and community members to validate the challenges
- Decide on issues around safety, discipline, equity, diversity, and bias with input from education and community stakeholders
- Enlist human resources, union leaders, or mediators to help deal with difficult issues
- Strive to elevate the level of commitments from local, state, school and community members where they exist

#### Potential Roadblocks

- Not having a well-thought-out strategy for engaging potential partners
- Not having relationships with local leaders or elected officials who can help
- Outreach efforts are ignored by a potential partner
- Losing the drive to keep pursuing the "big fish"
- Be aware of potential corporate donors that may compromise school and community privacy and data

#### A NORTHERN CALIFORNIA SCHOOL DISTRICT CASE STUDY

This case study is threaded throughout the guide and is about a Northern California school district that was failing and underfunded in an economically depressed and high-crime area. The superintendent was determined to set in motion a change that would begin to turn around these intractable hurdles for students, parents, and the surrounding community.

One of her strategies was to launch a new and exciting K-8 school for the following reasons:

1. Student academic performance was poor and deteriorating
2. Many students were enrolling in private schools and other school districts
3. Bold action was needed to stem the flow of students leaving the district

This undertaking would be a monumental task and would require a tremendous amount of planning, expense, and persuasion.



# Steps 1 - 4

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## STEP 1:

### Managing Changing Dynamics

Focuses on responding to internal and external changes promptly, reasonably, and respectfully, such as, leadership changes, environmental and safety issues, political shifts, funding, and so forth.

## STEP 3:

### Adjust Your Goals and Plans as Changes Dictate

Adjust Your Goals and Plans as Changes Dictate Centers on amending plans as needed for effective delivery methods of robust curriculum and equitable access with input from staff, parents, and other important groups.

## STEP 2:

### Confront the Elephants in the Room

Addresses hard issues that are difficult to discuss but cannot be ignored and concur on agreeable solutions to remedy tough problems, such as, teacher shortages, equity, student discipline, teacher biases etc.

## STEP 4:

### Earn Trust Through Transparency

Centers on amending plans as needed with input from staff, parents and other important groups, for example, effective delivery methods of robust curriculum and equitable access.



## Steps 5 - 8

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### STEP 5:

Evaluate Your Existing School and Community Groups

Assess the current activities and capabilities of your school and community groups and determine if they are results oriented.

### STEP 7:

Pursue Donors, Corporations, Foundations, and Universities

Learn how to approach and land major sponsors who can contribute needed resources.

### STEP 6:

Recognizing Training Needs

Increase your groups' knowledge and skills with up-to-date and expert resources and information.

### STEP 8:

Provide Ongoing and Meaningful Communications

Ensure your groups are receiving timely and important information in user friendly formats.



# Steps 9 - 12

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## **STEP 9:**

Look for  
Leaders  
Everywhere

Create a team of in-school and community leaders to assist with school activities, projects, and challenges.

## **STEP 11:**

Create Effective  
School and  
Community Group  
Measurements

Determine if you are measuring useful data and results and work with your staff and others to create reasonable annual measures of success.

## **STEP 10:**

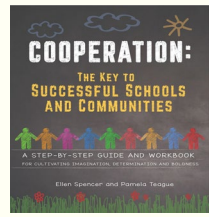
Retain and  
Recruit School  
and Community  
Group

Maintain and nurture an active coalition of members by recognizing their contributions and inviting potential allies to join your efforts.

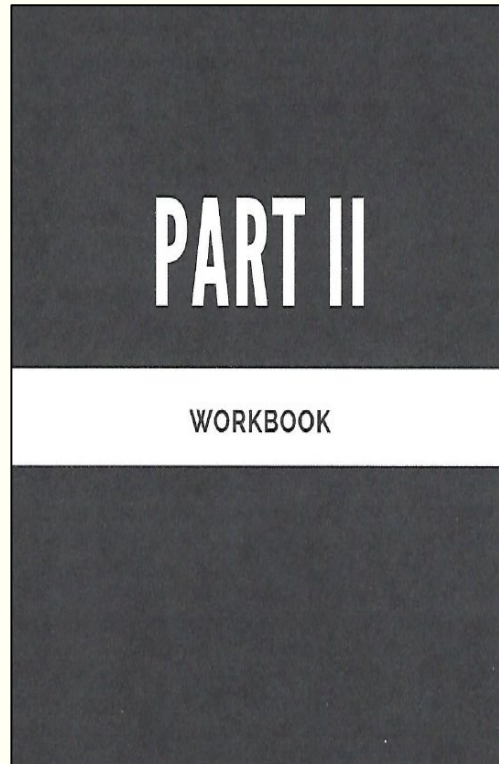
## **STEP 12:**

Promote Civility  
and Civic  
Engagement

Ensure your groups are being respectful while listening and responding to one another collaboratively and encourage active participation in civic activities.



# Part II: Workbook



### SELF-DIRECTED EXPLORATION SECTION

Use this section to answer questions on the following pages or ask yourself other questions to explore your feelings and insights.

**SAMPLE ENTRY**

**?** Do you feel overwhelmed with all the demands of your job given the present circumstances?

Planning lessons, teaching, grading assignments, dedicating time to students needing extra help, creating and updating websites, attending grade level and staff meetings, holding office hours for parents; can't keep up. The workload is crazy and I'm a seasoned teacher! Can't imagine how it must be for the new ones.

**SELF-DIRECTED EXPLORATION**

**?** Are you comfortable taking your concerns to management whether it's the school board, superintendent, principal or others? Describe.

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### JOURNAL AND WORK NOTES SECTION

Use this section to record notes of your own thinking or from work group discussions on issues, challenges, ideas, actions and results.

**SAMPLE ENTRY**

I finished reading the Cooperation guide. It cuts to the chase and makes valuable suggestions. I like the idea of including more people in the wider community to support us and our students. We need to do more work to become a cooperative school community as described in the model and practices.

I think our school should focus on the first three steps and have a candid discussion on the challenges facing our school, especially in light of the coronavirus pandemic and school closings.

**JOURNAL AND WORK NOTES**

Date: \_\_\_\_\_

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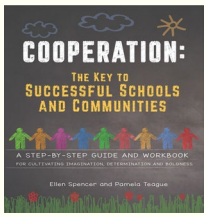
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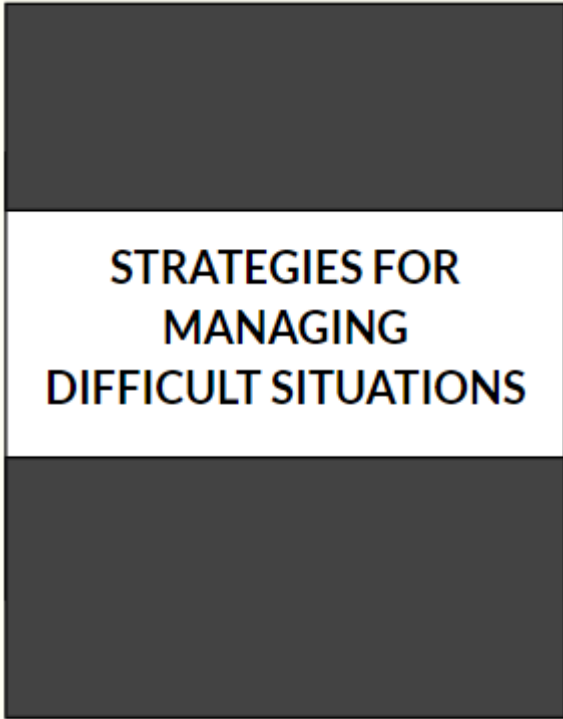
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# Prepare for Difficult Situations



## ***BASIC STRATEGIES***

- Be aware that it is **human nature** to experience fear, anger, frustration, and negative feelings in the face of change, tough issues or big ideas
- **Do not ignore or avoid** a problematic situation, individual or group
- Promote the “**Golden Rule**” at every opportunity and make this principle of treating others as one wants to be treated the foundation for everything





# Additional Strategies for Managing Difficult Situations

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- **Make rules** for meeting that could become overly contentious and follow them
- Modulate your **tone of voice and body language** to be open and approachable
- **Smile and breathe** during a situation, giving you time to consider your next steps
- **Find a trusted and experienced** person to help you with a simmering situation
- **Meet virtually** for safety and meeting control, if necessary
- **Use a third party** if necessary to help bridge the conversations or mediate
- Make **conflict management training** available to administrators, staff, and the community





# TRAINING OBJECTIVE # 4

Be able to present these concepts and tools to other group members and stakeholders

- Suggestions for planning meetings
- Using this Guide and Workbook with different groups



# Suggestions for Planning Meetings

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## PREPARING FOR THE MEETING

**SCHEDULE** regular or virtual work group sessions, as needed

***Note:** A work group can be teachers, staff, parents, local businesses, and any other important voices*

**SET** a date, time, and agenda for your meetings

**PLAN** the appropriate amount of time needed for each session

## PRIOR TO THE MEETING

**SURVEY** participants using our School and Community Health Check Surveys or ones of your choosing

**COMPILE** survey responses and share before the meeting

**PROVIDE** participants with the *Cooperation: The Key to Successful Schools and Communities Guide with Workbook*

**ASSIGN** a meeting note taker to create a document that can be updated and shared

## DURING THE MEETING

**GAIN** group consensus on pressing issues, ideas, and solutions on which to focus

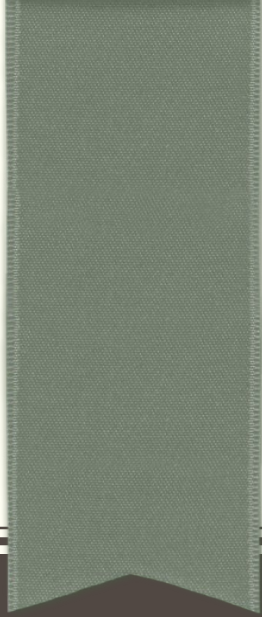
**WORK** on specific issues as a group or in teams

**CREATE** an action plan(s) with timetable and responsibilities

**SCHEDULE** additional meetings for reporting progress and results

# Using this Guide and Workbook with different groups

<b>STEPS</b>	DISTRICT AND SCHOOL ADMINISTRATORS	TEACHERS & SCHOOL STAFF	PARENTS	OTHER STAKEHOLDERS
Step 1: Managing Changing Dynamics	X	X	X	X
Step 2: Confront the Elephants in the Room	X	X	X	X
Step 3: Adjust Your Goals and Plans as Changes Dictate	X	X	X	X
Step 4: Earn Trust Through Transparency	X	X	X	X
Step 5: Evaluate Your Existing School and Community Groups	X	X	X	X
Step 6: Recognizing Training Needs	X	X	X	X
Step 7: Pursue Donors, Corporations, Foundations and Universities	X	X	X	X
Step 8: Provide Ongoing and Meaningful Communications	X	X	X	X
Step 9: Look for Leaders Everywhere	X	X	X	X
Step 10: Retain and Recruit School and Community Group Members	X	X	X	X
Step 11: Create Effective School and Community Group Measurements	X	X	X	X
Step 12: Promote Civility and Civic Engagement	X	X	X	X
<b>WORKBOOK</b>	X	X	X	X



# THINK ABOUT WHAT YOUR CONTRIBUTION COULD BE?

- Teaming with others help to make things happen
- Helping to build a Roadmap to Success
- Sharing positive experiences



# Teaming with Others to Make Things Happen



**When schools and communities work together to solve tough problems...**



**...they will see their children and families thrive.**



# Helping to Build a Roadmap to Success





# Sharing Positive Experiences

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“Every member of every school community should have a copy of this concise, practical guide on how to create a cooperative school community.”

Kathy H., Teacher

“I would give every staff member a copy and ask them to bring it to meetings for topics based on one of the steps. This guide is another tool in my instructional and administrative toolbox! Thanks!”

David C., Assistant Principal

“The guide would be a useful tool for all educational leaders, I think it invaluable to new and/or emerging leaders.”

Retired Superintendent

“Having gone through field training and brain research, I think it is important to have a physical notebook, an actual workbook designated for meetings and collaborative times. It’s also the size I loved.”

Aya R., Teacher Coach

“I can use this at my site for problem solving.”

Warren S., Principal





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“You can do what I cannot do. I can do what you cannot do.  
Together we can do great things.”

Mother Teresa  
*Roman Catholic Nun and Missionary*

