

STEPS IN MAKING YOUR FACULTY COUNCIL A SUCCESS

1. Seek training from your TABCO UniServ Director.
2. Obtain one copy of all TABCO Faculty Council training manuals for each Council member and each school administrator.
3. Follow the steps outlined in the TABCO Faculty Council training materials without deviation.
4. When creating the monthly agenda you send to the administrative team, always be sure to address the issues and not personalities or individuals. Remember that the guideline for whether or not an issue is appropriate for the Faculty Council to present to the administrators is whether or not the issue impacts the teaching and learning environment of the building. If the answer is yes, then that issue is appropriate.
5. Always have the entire Council present at the monthly meetings with the school's administrators. Never have a couple of Council members meet with the principal instead of meeting with the entire group. Remember the old axiom that "none of us is as smart as all of us."
6. Remember that all issues are resolved in the joint monthly meeting of the Council and the administrators by consensus and not decree or fiat. The Council and the administrators are meeting as a company of equals each of whom is representing their particular constituency and each of whom is empowered by that constituency to resolve issues and concerns within the building.
7. Ask a TABCO staff person to be present at any meeting where you feel the administrative team may be especially angry or hostile to any of the issues on the agenda.
8. Keep a paper record of any communications with the administrators regarding Council matters including anecdotal records of individual discussions between a Council member and the principal.
9. Contact your UniServ Director if you are unable to successfully resolve an issue in the meeting with the administrative team before you decide how to pursue the matter further. At the time of the meeting, per the Master Agreement, request that the principal give his/her reasons in writing for feeling unable to accept the proposed resolution of the Council as contained in the agenda.
10. Remember that you cannot pick and choose the items your Council brings to the administrators. If an issue impacts the teaching and learning environment of the building, the Council must bring it to the table for discussion and resolution.
11. Remember that the Master Agreement cannot be changed or altered by an individual principal of faculty. It is a contract and can only be changed by joint agreement of the Association and the school board. All of the terms of the Agreement must be followed by all of the impacted parties.
12. Remember that the Faculty Council only represents teachers. Clericals and IAs have their own organization and contract and UniServ Director. The custodians, cafeteria workers, and grounds crew are also represented by their own organization.

13. Remember that the Council has no administrative authority nor can it be given any by the principal. That includes the assigning by the principal to the Council any tasks which are administrative in nature and thus should be done by a member of the school administration.
14. Remember that no non-emergency (which means almost all) faculty meetings can be held without involving the Council in the decision with regard to time, date, length, topic, and personnel needing to attend the proposed meeting. This includes all proposed professional development meetings.
15. The Council should avoid getting involved in interpersonal issues between faculty members.
16. The Council has no role in matters relating to individual evaluations or observations. However, the Council can address any observation or evaluation issues relating to the administrator's failure to follow contracted policies and procedures.
17. By contract, no hostile action can be taken by an administrator because of a teacher's involvement on the Faculty Council. Any Council member believing his/her Council membership is negatively impacting his/her professional relationship with the school's administrators or their observations or evaluation should immediately contact his/her UniServ Director.
18. By contract, No change in any of a school's currently existing policies or procedures can be made by the school administrators without discussions with the Faculty Council prior to implementation. This includes discipline policies and any routine procedures currently being followed. The Master Agreement is a contract and not a guideline.
19. Any disputes between the Council and the principal regarding contract meaning and terminology should be brought to the attention of the UniServ Director for resolution with the principal or other appropriate school system personnel.
20. Faculty Council/administrative team minutes, after having been signed off on by the Council chair and the principal, should be distributed to all teachers, clericals, IAs, administrators, the cafeteria manager, and the chief custodian in a timely manner. Usually within three days of the joint meeting.
21. Remember that under both state law and the terms of the Master Agreement, no student can be returned to a classroom from which he/she has been removed for behavior reasons until an administrator and the teacher have met, without the presence of the offending student, and mutually agreed upon the corrective measures to be taken. There are no exceptions to this policy even if an administrator cannot see the student in the near future. As per the Master Agreement, any disagreements between the teacher and the administrator regarding what is an appropriate resolution will be resolved by the Area Assistant Superintendent.