

***GUIDELINES FOR
EDUCATOR
COUNCILS
2023-2024***



Teachers Association of Baltimore County

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DEFINITIONS

For the purpose of clarity, the following definitions shall apply to these guidelines:

Educator – All professional personnel who are required by their position to hold a professional certificate issued by the Maryland State Department of Education and all professionally licensed personnel, school nurses, and JROTC instructors who are eligible for Association membership and who are represented exclusively by the Association in negotiations as defined in Article I – Recognition. **Master Agreement** effective July 1, 2023-June 30, 2024.

Association (**TABCO**) - The Teachers Association of Baltimore County, Maryland, Inc.

ESPBC – The Education Support Professionals of Baltimore County, Inc.

Administrative Team or Administrative Staff - shall be the principal and the assistant principal(s) at the school or the person(s) with administrative responsibility at the worksite.

Faculty - shall be the educators at the school or the educators at the worksite who are represented by the Educator Council.

TEACHERS ASSOCIATION OF BALTIMORE COUNTY MISSION STATEMENT

To achieve equity and excellence in public schools, we, the members of the Teachers Association of Baltimore County, EMPOWER ourselves to LEAD our profession and ADVOCATE for educators, students, and the community.

EMPOWER * ADVOCATE * LEAD

EDUCATOR COUNCIL STATEMENT OF PHILOSOPHY AND GOALS

Educator Councils represent an opportunity for educators to use their management skills and experience to work with a school or office's administrative team in a cooperative and synergistic manner to identify and appropriately resolve any problems, concerns or issues which inhibit a school or office's ability to achieve its primary goal of enhancing student achievement.

The cooperative Educator Council/administrative team process reflects the BCPS philosophy that those people most directly impacted by how a school functions should have the opportunity to be involved in determining how that school goes about meeting its goals. This philosophy assumes the value and worth of each impacted individual as a participant in the decision-making process and demonstrates the belief that none of us is as smart as all of us.

A successful Educator Council/administrative team process will enable schools and offices to enhance student achievement and improve the total learning environment by:

- utilizing a process which includes the opportunity for input for educators, administrators, and other appropriate sources.
- the total sharing of information by both groups without hidden agendas or attempts to manipulate information, thus allowing all members to concentrate on making good decisions.

TABCO MASTER AGREEMENT LANGUAGE

ARTICLE IV –Educator Councils

Establishment

4.1 It is the desire of the Board and the Association to encourage the formation of a Faculty Council in each school. The establishment of said council is the responsibility of the Association. All faculty members, except non-teaching administrative personnel, shall be eligible to vote in the election of council members.

Purpose

4.2 The basic purpose of the Faculty Council is to establish and maintain positive relationships and communications among the faculty and staff. The council shall also serve as the vehicle by which proposed changes in existing policies and practices, and new policies and practices, for each school may be considered and may be subject for discussion at any Faculty Council- supervisor/administrator meeting.

Meetings with the Supervisor/Administrator

4.3 Each supervisor/administrator shall consider the advice of the council in developing and evaluating policies and practices of the worksite.

4.3.1 The supervisor/administrator of each worksite shall meet with the Educator Council at its request, for discussion of problems of mutual concern, at the earliest mutually agreeable time, but not later than five (5) duty days from the time of the request, to discuss worksite operation, policies, practices, questions, and concerns, as they affect individual educators or groups of educators. The supervisor/administrator may request a meeting of the Educator Council to present the administration's concerns for Educator Council consideration and recommendations. Upon such occasions, the Educator Council shall meet with the supervisor/administrator within five (5) duty days.

4.3.2 In the event the written recommendations are not taken, the supervisor/administrator shall reply, giving reasons in writing within five (5) duty days whenever possible, but no later than ten (10) duty days.

Involvement of Other Personnel

4.4 Officers or staff of the Association may be invited to attend meetings at the supervisor/administrator's or council's request, and members of the central office staff may be invited by the supervisor/administrator or council to attend such meetings. Each party shall inform the other in advance when outside personnel have been invited.

Appeal

4.5 If a Faculty Council desires to pursue a problem beyond the decision of the supervisor/administrator, it may appeal through normal administrative channels, beginning with the Executive Director, except that if the complaint relates to a provision of the Agreement, the Faculty Council may file a grievance.

4.5.1 A Faculty Council may discuss any such problem with officials of the Association or the Board of Directors of the Association at any time during the above process. The Faculty Council shall not involve the general public, the Parent-Teacher Association, or the student council, until all administrative channels as outlined in this article, have been utilized. Information regarding the complaint shall not be released to the public press until administrative channels, as outlined in this article, have been utilized, except by mutual consent of the

Faculty Council and the Superintendent or his/her designee.

ARTICLE III - Association's Rights, Privileges, and Responsibilities Representative Authorization

3.6 The chairperson of the Educator Council, or his/her designee, and the chairperson of the Association's faculty representative, or his/her designee, shall have the privilege of:

3.6.1 Placing Association materials and those of MSEA and NEA in educators' mailboxes.

3.6.2 Announcing Association meetings at any faculty meeting or immediately following school announcements on the intercommunication system.

3.6.3 Posting notices and materials on the Association bulletin board.

3.6.4 Conducting polls, gathering information, recording membership votes, conducting elections and other business necessary to the effective functioning of the Association in the school.

3.6.5 Using school telephones for official Association business or matters relating to the terms of this Agreement. No toll calls shall be permitted outside the county, and local calls relating to the administration of the school shall be given preference, in the judgment of the supervisor/administrator.

3.6.6 Conferring with the educators about problems, concerns, and grievances and advising educators of their rights and privileges under the terms of this Agreement, providing such activity does not interfere with the program of instruction.

ARTICLE VIII - Grievance Procedure

8.1 Definitions

...

2. Grievance: A grievance is a complaint by an educator, Educator Council, or, in the event of an action affecting Association rights, the Association concerning the interpretation, application, or alleged violation of an express provision or provisions of this Agreement and/or as contained in the "Manual of Policies and Regulations."

ARTICLE IX

Educator Trauma

9.4 An emergency educator council meeting with the administration shall be convened within two (2) duty days of a significant disturbance that partially or totally impacts the overall well-being of the school community. The purpose of the meeting shall be to collaboratively discuss the trauma to the school community, determine the root cause, assess the school response, and identify measures to be taken to avoid/react to similar future disturbances.

9.4.1 The educator council in partnership with the school administration shall also determine what supports, if any, the faculty and staff may require in order to move forward in a healthy manner. If it is determined that BCPS mental health support is needed, the supervisor/administrator shall submit a request to the BCPS Employee Assistance Program (EAP) which shall provide support within two (2) duty days of the request.

9.4.2 In the event an educator is threatened, attacked, intervenes in a fight, witnesses a serious act of violence or the arrest of a student(s), the supervisor/administrator or designee shall immediately determine if the educator desires and/or requires assistance and shall coordinate with the BCPS EAP to provide the necessary support.

ARTICLE X - Teaching Conditions

General

Health & Safety

10.1.1 When, in the judgment of the Educator Council, any room, building or area presents a health or safety hazard, or a condition unsuitable for teaching or supervising children, duly qualified personnel shall be contacted by the supervisor/administrator within three (3) duty days and asked to make a timely inspection. As information from duly qualified personnel is shared with the supervisor/administrator regarding this inspection, the information will be shared with the chairperson of the Educator Council and/or other initiating party within three (3) duty days.

If the chairperson of the Educator Council and/or other initiating party has concerns with or questions about the information shared, he/she shall submit those concerns/questions in writing to the supervisor/administrator for forwarding to the Executive Director of the Department of Facilities Management or the Manager of the Office of Employee Absence and Risk Management. The appropriate office will provide a written response within fifteen (15) duty days of receipt of the inquiry to the supervisor/administrator and the chairperson of the Educator Council and/or other initiating party. Upon request of the Educator Council Chair or initiating party to the supervisor/administrator, the Work Order Status Request List shall be made available for review within two (2) duty days of the request.

10.1.2 When a room, building or area because of its condition is judged by authorized qualified personnel to create a health or safety hazard, or a condition unsuitable for teaching or supervising children, the place shall be closed to students and educators, if thus recommended by the qualified person, until such hazard can be corrected. When the issue is raised by the Educator Council, written reports shall be sent to the supervisor/administrator and the Educator Council, and shall be shared with the faculty and/or other initiating party in a timely manner.

Intercom System

10.4 Following consultation with the Educator Council, the supervisor/administrator shall establish a policy designed to keep classroom interruptions to a minimum. Consideration should be given to the need for emergency interruptions. Morning announcements should be given as close to the opening of school as possible; afternoon announcements as close to the closing of school as possible; and in both instances announcements should be kept to a minimum. The use of written bulletins should be considered whenever possible.

Regular School Day

10.6.1 The supervisor/administrator and Educator Council may agree to redistribute up to ten (10) minutes of the time before school and/or up to ten (10) minutes of the time after school during any week to schedule meetings for instructional or administrative purposes affecting a substantial portion of the Faculty. Such redistribution may be made by mutual agreement between the supervisor/administrator and the affected educator(s) when a small group of educators is involved. The workweek for educators will not be increased as a result of this schedule adjustment.

Faculty Meetings

10.14 supervisors/administrators and their staffs, in collaboration with the Educator Council, shall determine the number, type, and time of non-emergency faculty meetings. Faculty meetings shall be limited to a maximum of one (1) per week except in the case of emergencies. Educators, through the Educator Council, will be involved in the development of the agenda for faculty meetings. All schools are urged to use Mondays for scheduling faculty meetings.

ARTICLE XI - Maintenance of Classroom Control and Discipline

Local School Procedures

11.1 Each school administrator in collaboration with representatives of the school's Educator Council and faculty representatives proportionately selected by the administration and council shall develop a school wide student behavior plan in accordance with Board of Education Policy 5510 and other applicable Board policies.

11.1.2 The behavior plan shall be reviewed by the school Educator Council prior to implementation, shall be assessed annually for effectiveness, and shall be revised as needed prior to the start of a new academic year.

ESPBC MASTER AGREEMENT LANGUAGE

3.17 Labor-Management Meetings

Labor-management committees shall be created for each division within Central Office for the purpose of discussing work-related issues.

The committees shall consist of the union president or their designee and one (1) additional union-eligible member from the respective division and an equal number of representatives from the Board.

Meetings shall be held at least quarterly or at the request of the union and/or the Board. The divisions and the union shall provide each other with agenda topics two (2) weeks prior to the mutually agreed upon scheduled meeting. The labor-management committee meeting will not replace regular negotiations.

Union representatives shall be provided adequate travel and release time to attend labor-management committee meetings.

Designated union representatives, who work in schools, shall be provided with the opportunity to meet with the principal in order to share concerns and maintain open communication. Meetings will be held at a mutually agreeable time.

COUNCIL ESTABLISHMENT & COMPOSITION

1. ESTABLISHMENT

- a. Each school or office will establish an Educator Council.
- b. It is the responsibility of the Chairperson of the Association Representative, or a volunteer serving in that capacity, to conduct the

annual election of teachers to serve on the Educator Council. Interested candidates must obtain a minimum of 10 signatures on a petition from the faculty to be eligible to serve on the Educator Council.

- c. If there are fewer than 10 candidates with completed petitions, they are voted onto the Educator Council through acclamation. If there are more than 10 candidates a secret ballot election shall be conducted under the direction of the Chairperson of the Association Representatives.
- d. Educators elected to serve on the Educator Council must be members of TABCO. Administrative staff are excluded from serving as members of the Educator Council.
- e. All faculty members, except nonteaching Administrative personnel, shall be eligible to vote in the election of Educator Council members.
- f. Educator Council members serve for one year from the date of election.
- g. A vacancy due to the resignation, transfer, or any other reason of an elected member shall be promptly filled by a special election conducted by the Chairperson of the Association Representatives.

2. **COMPOSITION**

a. SIZE

- (1) There should be at least one Educator Council member for every ten (10) teachers in the school, except that no Educator Council should have fewer than three (3) nor more than ten (10) members.
 - (2) The Chairperson of the Association Representatives or the chairperson's designee is an additional member.
- b. The chairperson of the Educator Council shall be elected by the Educator Council.
 - c. One member of the Educator Council should be elected or selected to act as secretary.
 - d. The Association Representative chairperson as an Ex-Officio member:
 - 1. Can vote the same as any other member of the Educator Council.
 - 2. The Association Representative chairperson should not serve as the chairperson of the educator council.
 - e. All Association Representatives are eligible to serve on the Educator Council.
 - f. **ESPBC MEMBER**

- (1) The ESPBC member shall be in addition to the aforementioned teacher members of the Council.
- (2) ESPs must be members of ESPBC to be eligible to hold this office. However, all members of the ESPBC bargaining unit are eligible to vote for the ESPBC member of the Educator Council.
- (3) The ESPBC representative shall be elected by a majority vote of the ESPBC personnel within the school only. ESPBC members shall not vote for the teacher members of the Council, nor shall teachers vote for the ESPBC member of the Council.
- (4) The ESPBC representative shall be a liaison member of the Educator Council and shall have the responsibility of presenting the views and concerns of the individuals in the ESPBC bargaining unit.

BEST PRACTICES

3. EDUCATOR COUNCIL COMMUNICATIONS WITH THE FACULTY

- a. Educators should freely communicate concerns to any member of the Educator Council. An educator shall present concerns in writing to the entire Educator Council or to any council member. Confidentiality, where requested, shall be honored. The educator council will consider all concerns from other educators but will determine which concerns are brought forward and when. The council is not a “pass through” by which any concern is automatically presented to administration.
- b. The Association recommends that provisions for open meetings of the Educator Council be established at each school. The purpose of the open meeting can include opportunities for individuals to present concerns and/or solutions to concerns from which the Educator Council will prepare an agenda for the next meeting with the administrative team. Such agenda should be shared with the entire faculty before the meeting.
- c. After each meeting between the Educator Council and the administrative team, the agenda of items and the resolution of each item shall be published and distributed to the educators of the school.
- d. The secretary of the Educator Council shall keep official minutes for at least five years.

4. EDUCATOR COUNCIL COMMUNICATIONS WITH THE PRINCIPAL

- a. All recommendations should be issued in writing. The principal must give reasons in writing to the Educator Council within ten (10) duty days if the written recommendations of the Educator

Council are not taken (within five duty days whenever possible).
(Article IV, Section 4.3.2)

- b. Where possible, by September the Educator Council and the principal should mutually establish regular meeting dates and location.
- c. All in-person Educator Council communication with administration shall be conducted with at least two members of the Educator Council present.
- d. The Educator Council may request a meeting with the principal. This meeting shall occur within five duty days of such request.
(Article IV, Section 4.3.1)
- e. The principal may request a meeting with the Educator Council at other times. This meeting shall occur within five duty days of such request.
(Article IV, Section 4.3.1)
- f. The principal shall consider the Educator Council's advice in developing new procedures. (Article IV, Section 4.3)
- g. Where possible, the Educator Council should submit a written agenda to the administrative team before any meeting.
- h. Where possible, the administrative team should submit a written agenda to the Educator Council before any meeting.

5. GENERAL SUGGESTIONS

- a. TABCO and ESPBC are the sole governing bodies for Educator Councils. Challenges/questions/concerns relating to the committee composition or management shall be addressed through the associations.
- b. The Educator Council and Association Representatives should recommend that all members of the staff become acquainted with the provisions of the Master Agreement.
- c. If questions arise, Association leaders and staff are ready to lend assistance. Contact TABCO and arrange for a school visitation.
- d. The Educator Council should not become involved in performing tasks which rightly belong to the administration.
- e. Officers or UniServ staff of TABCO and/or members of the central office staff may be invited to attend meetings at the principal's or Educator Council's request. (Article IV, Section 4.4)
- f. Do not involve the public, PTA, or student council in a problem until all administrative channels have been utilized. (Article IV, Section 4.5.1)

- g. The Educator Council should avoid problems involving personality disputes.
- h. Supervisors/administrators are usually skeptical and dismissive when they hear anecdotes of problems. The more data you have, the less likely they can turn a blind eye. If you have serious concerns in a building (e.g. discipline), compile data, supporting your position. One tool you can use is a survey. In such cases, make sure you get as close to 100% participation around it as possible. Reach out to your UniServ Director for guidance.
- i. Always consider organizing in tandem with your policy/advocacy work.

6. ANY POLICIES AGREED UPON BY THE EDUCATOR COUNCIL AND THE ADMINISTRATION SHALL NOT VIOLATE ANY TERMS OF THE MASTER AGREEMENT.

If you have any questions on the “Educator Council Guidelines,” call your UniServ Director for information on the reasons and rationale used in the development of the guidelines.

/revised 7-1-2023

APPENDIX A

Educator Council Petition

I, _____, am prepared to be on the _____ Educator Council. Please sign if you support me serving.

Member Name	Email Address	Cell Phone

APPENDIX B

Educator Council Meeting Notes

Meeting Date _____

Meeting Time _____

Meeting Location _____

Educator Council Committee Members	
^ Denotes attendance at the meeting with administration	

Educator Council Topic	
Educator Council Suggestion(s)	
Agreed Resolution/Next Steps	
Who's Responsible for Next Steps	

Time Frame	
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Educator Council Topic	
Educator Council Suggestion(s)	
Agreed Resolution/Next Steps	
Who's Responsible for Next Steps	
Time Frame	

APPENDIX C

Initial Letter to Administration

TO: THE ADMINISTRATIVE TEAM
FROM: THE EDUCATOR COUNCIL
RE: PROCEDURES FOR EDUCATOR COUNCIL MEETINGS
DATE:

1. In the Educator Council organizational meeting on DATE, NAME was elected chairperson and NAME was elected as the secretary for the Educator Council for the year ending June 31, 202?

2. The Educator Council has reviewed the current Master Agreement which states the areas of authority of the Council in the following sections:

ARTICLE IV: Sections 4.1 through 4.7.1

ARTICLE VIII: Sections 8.1 through 8.4

ARTICLE XI: Section 11.1

(These articles and numbers may change from year to year, be sure to check your current Master Agreement for the appropriate articles and sections).

Also included in the areas of authority of the Educator Council would be any laws, powers, authority, or limitations of authority which may be applicable in the current laws, bylaws, and policies of the Baltimore County School Board and/or the Maryland State Board of Education.

3. The Educator Council would like to schedule, at a mutually agreeable time, regular monthly meetings with the entire administrative team in the expectation that regular meetings will give a valuable structure to the Educator Council/administrative team proceedings.

4. Except under unforeseen and extenuating emergency circumstances, the Council will provide the administrative team with an agenda several days in advance of meeting times for all joint meetings of the Council and the administrative team. The Council would expect the same courtesy from the administrative team. In this manner each side should have time to research possible solutions to issues prior to the actual meetings and final resolutions should be able to be achieved at the time of the actual meetings. This process should help effect the timely resolution of issues of concern.

5. All communications with the Educator Council should be made by the principal to the EC Chairperson.

6. Except where appropriate, no decisions will be made by the EC Chairperson without consultation with the entire Educator Council.

7. The Educator Council secretary will provide the Council and the administrative team with copies of the written minutes of each meeting. If the Council agrees as to the correctness of the minutes, the EC Chairperson will initial them. If the administrative team agrees to the contents of the minutes, the principal will also initial them. After the minutes have been initialed by both parties they will be copied and distributed to all faculty and support staff.

APPENDIX D

Sample Educator Council Agenda Items

A list of topics include... worksite operation, policies, practices, questions, and concerns, as they affect individual educators or groups of educators.

This is a sample list of topics and is not exhaustive.

1. Clarification of rules by which the Educator Council will operate.
2. Administrative lunch detention policy and the adverse effects upon lunch duty personnel and the student body.
3. Improving existing school discipline policies and making them more effective.
4. Discussion of the purchase of an air conditioner for the faculty work area on the second floor.
5. Clarification about the policies regarding the availability of supplies and materials under the new system of ordering.
6. Selecting a date for the Educator Council and administrative team joint meetings.
7. Request that a single custodian be responsible for keeping the faculty work room supplied with paper.
8. Request for a heavy duty high quality hole-punch to be provided for the faculty work room.
9. Discussion about the reactions of the student body to what they perceive as meaningless or unenforced threats issued over the P.A.
10. Discussion of concerns expressed by the faculty about the use and distribution of various profit producing vending machines and the disbursement of profits from those machines.
11. Faculty recommendation that we add a canned juice vending machine in the hall next to the new coke machine or in another convenient area.
12. The faculty has requested that a thorough review and investigation of fund raising by the Student Council, classes, and other organizations be initiated to determine if the present system is the most efficient one available.
13. Faculty request that a new, heavy duty paper cutter be provided in the faculty work room.
14. Faculty concern for class coverage's out of their areas for which they may not be properly prepared.
15. Faculty concern about lesson plans for classes they cover which may not be sufficient to maintain student interest and discipline.
16. Faculty request for a discussion of the specific responsibilities of chaperones regarding the collection of and accounting for monies at various events.
17. There have been a number of complaints about the shortage of the type of transparency material needed for the copy machines. The Educator Council has determined that these materials are not available because all of the on-site supplies have been consumed. We would like to know if there are any alternative sources of supply available such as a "special requisition." Earlier this year we were informed that supplies would all be in by November. Will a new supply of these transparencies be included in this shipment?
18. The Educator Council would like a report on the progress which has been made on question #5 from the October meeting to wit: 5. The Educator Council requests a discussion of the specific responsibilities of chaperones in relation to the collection of and accounting for monies at various events.
19. Discussion of the need to take steps to combat the increasing level of unexcused lateness to school.
20. The Educator Council requests an update on the earlier issue of studying the fund-raising process and a report on the progress made regarding that study.
21. Request that the Master Agreement requirement that all teachers who float be supplied with adequate carts be met and that the carts not come from those used by the AV Department.
22. Discussion of strategies to improve student behavior including the need for increased administrative expectations of the students.
23. Request that next year's bell schedule be changed to eliminate the hour-long period seven class length by

making the length of each class the same.

24. We recently reached an agreement on the manner in which admissions to paid athletic events would be handled. On Tuesday, December 6th two versions of this agreement were published, one by agreement of the Educator Council and the administrative team and one by the athletic department. We would like to know why this happened and if the athletic department has been told that its perception is correct.
25. Suggestion for a new procedure for sending notes from homeroom to their point of origin when the person requested is absent.
26. Request that the administration discuss with the Guidance Department the need to follow its own procedure regarding the handing out of conference passes.
27. Suggestion that the Guidance Department develops a procedure to explain to students how to request teacher letters of recommendation in the most efficient manner for teachers.
28. Request that the Guidance secretarial staff type letters of recommendation written for students by teachers if requested.
29. Request that the "IN" and "OUT" doors in the front office be switched to eliminate an existing safety hazard.
30. Discussion of an issue dealing with the confidentiality of student information as distributed by the Guidance Department.
31. Clarification of policy regarding the distribution of report cards to released time and early dismissal students.
32. Request for administration control of student CB powered speakers on the parking lot in the morning and at dismissal.
33. Clarification of the 10% and the 20% rule regarding grades.
34. Request that students who fail a course be assigned to a different teacher when repeating a course if possible.
35. Request that the heat be on when teachers are still in the building during partial school days.
36. Discussion regarding the number of formal observations by the principal during an evaluation period and the possibility of reducing them.
37. Clarification on the policy regarding the use of teachers to cover when substitutes are not available and a request that administrators be included in this procedure.
38. Suggestions for increasing the number of substitutes in the pool.
39. Request for an update on the progress of the discussions with Guidance regarding the issuance of passes.
40. Evaluation of the cost of photocopying material by students in the school library.
41. Request for an update on the progress made regarding traffic safety and parking problems in the school since the death of one of our students.
42. Response to a request by the principal that the Educator Council poll the faculty for suggestions for the number, type, and time of Faculty Meetings for the upcoming school year in accordance with the Master Agreement.

APPENDIX E

Sample Calendar

This is a sample and should not be considered exhaustive.

April	Hold election for Educator Council for the following year
Current School Year:	
Early August	<p>Introduce Educator Council to staff and share protocols for how Educator Council will function</p> <ul style="list-style-type: none"> • Creation of Schoology group or place to share meeting minutes/notes • Tentative meeting schedule • Protocols for gathering staff input
Mid/Late August	<p>Schedule initial meeting for the year with Council and administration to discuss</p> <ul style="list-style-type: none"> • Tentative meeting schedule for the year between both parties • Review implementation of student behavior plan • Develop a schedule and agenda items for Faculty meetings
Late August	Survey staff for baseline priorities
Early/Mid September	Have 1:1 conversations to make sure that all educators have filled out the survey
Mid September	Hold second Educator Council-Supervisor/Administrator meeting to go over the results of the survey and potential solutions to the issue raised
December/January	TABCO Perception Survey
May/June	Assess the behavior plan and revise with administration to implement for the following year
Monthly	Share building meeting schedule

APPENDIX F

Educator Council Beginning of the Year Survey

Recommendation: Use an electronic survey program when administering any surveys.

1. Job classification
 - TABCO (teacher, OT, SLP, counselor, nurse)
 - ESPBC (office professional, health assistant, paraeducator, interpreter)

2. Years in the system
 - Less than 1 year
 - 1-3 years
 - 3-6 years
 - More than 7 years

3. Years in the school
 - Less than 1 year
 - 1-3 years
 - 3-6 years
 - More than 7 years

	Strongly disagree	Disagree	Agree	Strongly Agree	Not Applicable/ Unknown
4. Educator council is functioning.					
5. Educator Council has the opportunity to assist in the developing and planning of staff professional development.					
6. Staff are provided time and opportunities to analyze student achievement data.					
7. Classroom interruptions are held to a minimum.					
8. Our school has a collaboratively developed discipline plan.					
9. I am aware of how					

the discipline plan works.					
10. The administrative team creates a safe environment.					
11. The administrative team interacts with students and staff throughout the building.					
12. The administrative team promotes a climate that fosters adult learning.					
13. The administrative team promotes a climate that fosters open communication.					
14. The administrative team promotes a climate that fosters teamwork.					
15. The administrative team makes me feel like a valued member of the school community.					
16. The administrative team is accessible to me when needed.					
17. The administrative team displays professionalism.					
18. I feel supported by my administrative team.					
19. The administrative team addresses parent concerns in a fair manner.					
20. I feel free to express my opinions without fear of retaliation.					

21. What are the priorities you would like to see Educator Council address this school year?

- Grading policy
- Cell phone policy

- Parent communications
- Student discipline
- Staff input in professional development
- Other: _____

