



United Teachers

O F W I C H I T A

Creating Tomorrow Together

UTW 2009-2010 Building Committee Tips

- *(From the contract)* The purpose of the School Building Committee shall be to identify problems at the building level and to work in an advisory capacity to the principal toward acceptable solutions. The School Building Committee shall involve itself in:
 - (a) Problems relating to rules, procedures, policies, safety and security of pupils and teachers within the building, and any other matters pertaining to the operation of the school.
 - (b) The planning, implementation, and evaluation of authorized building-based inservice programs.
 - (c) Planning for those meetings involving pupils, parents, and community patrons.
 - (d) The use of building staff allocation and scheduling.
 - (e) Discussions and recommendations for revisions to the school discipline plan prior to its adoption and publication by the building principal.
- BC agendas need to reflect discussion about daily classroom life. If there are concerns about how to implement a particular program or grant, and that concern affects more than one person, discuss it in building committee.
- The Building Committee is the contractually recognized voice of the staff in the building. It is the *responsibility* of the Building Committee to express the viewpoint of the staff *to the building administration*.
- The Building Committee is not there to only discuss problems. They are to advise the principal on many issues, including scheduling, use of allocation, and discipline. *By discussing issues before they are problems, problems might be avoided.*
- A Building Committee should strive to be positive and proactive, not negative and reactive. In order for the Building Committee to be effective, the entire staff must see the Building Committee as an effective vehicle for expressing their views.
- Reports about other committees (team leaders, grade level chairs, dept. heads, etc.) can and should be provided to the building committee in order to avoid duplication of issues that they might have already discussed, or be aware of, and with which they already agree.
- The Building Committee Chairperson runs the meeting, sets the agenda, etc.
- Remember, the administration has several different avenues for getting its agenda discussed with teachers; staff meetings, team leaders, department chairs, daily bulletins, etc, The Building Committee is the only guaranteed avenue available to teachers that they can control.
- *Refer to general rules on last page*

Major Issue Timeline

August/September

- PLCs
- Professional Development times and activities
- School wide discipline plan
- Scheduling
- Open House
- Inservices
- Conferences
- Required night meetings
- Discuss Make-up policy
- Discuss staff committees (remember they are voluntary)
- Review Bylaws

October/November/December

- Review Open House and analyze how successful it was
- Review conferences and analyze how successful they were
- Review school wide discipline and discuss any necessary changes for second semester
- Begin discussions about major change for next year, including schedule, site focus, etc. This is a complex issue, it takes time.

January

- Continue discussions about major changes, if any, for next year
- Review Inservice plans

February

- Discuss end of school year activities

March/April

- Review and analyze conferences
- Continue discussions about major changes, if any, for next year

April/May

- *Review Discipline plans for next year and anything else that will be printed prior to the start of school in August*
- Recommend any necessary changes for the bylaws so next year's building committee can begin the year with those changes in effect.
- Discuss schedule for next year's pre-school report days
- Discuss with principal how to be involved in the summer planning for next year

**ARTICLE XVI:
SCHOOL BUILDING COMMITTEE**

Section A: Purpose

Paragraph 1: The purpose of the School Building Committee shall be to identify problems at the building level and to work in an advisory capacity to the principal toward acceptable solutions. The School Building Committee shall involve itself in:

- (a) Problems relating to rules, procedures, policies, safety and security of pupils and teachers within the building, and any other matters pertaining to the operation of the school.
- (b) The planning, implementation, and evaluation of authorized building-based inservice programs.
- (c) Planning for those meetings involving pupils, parents, and community patrons.
- (d) The use of building staff allocation and scheduling.
- (e) Discussions and recommendations for revisions to the school discipline plan prior to its adoption and publication by the building principal.

Section B: Organization

Paragraph 1: A School Building Committee shall be organized at each school attendance center as designated by this Article.

Paragraph 2: Membership of the School Building Committee shall consist of the following:

- (a) Chairperson
 - (1) The UTW Professional Representative (Pro Rep) or his/her designee shall serve as chairperson.
 - (2) If the Pro Rep/designee declines to be chairperson, the committee shall elect a chairperson.
- (b) The principal
- (c) Teachers elected by and from the teachers based at the building
 - (1) The number of committee members, in addition to the chairperson, principal and the classified member, shall be based on the following school enrollment:

Number of Enrollment	Members
400 or fewer	3
401 to 800	5
801 to 1200	7
1201 to 1600	9
1601 to 2000	11
2001 or more	13

- (d) At least one teacher who is a member of the School Building Committee shall be appointed by the building principal to serve on the site council.

Paragraph 3: Election of the School Building Committee shall be as follows:

- (a) The election shall be conducted by the UTW or its designee prior to September 10 of each year.
- (b) All teachers assigned to the building shall be eligible to vote.
- (c) The elected members shall serve until a new committee is elected the following year.
- (d) One classified staff member shall be elected to serve on the committee and will be elected by the classified members assigned to the building.

Paragraph 4: Committee members shall be reported by September 20 of each year by the chairperson to the UTW.

Section C: Bylaws

Paragraph 1: Each School Building Committee shall annually adopt its own bylaws subject to ratification by the teachers based at the building. Such bylaws shall include, but not be limited to:

- a) A procedure for nomination of committee members.
- (b) A procedure for election of committee members by secret ballot before September 10 of each year.
- (c) A procedure for the selection of officers other than the chairperson.
- (d) A procedure for filling committee vacancies.
- (e) A procedure for calling meetings, which shall be held at least once a month during the school year.
- (f) A procedure for setting of an agenda.
- (g) A procedure for notifying teachers of building meetings, place, date and agenda.
- (h) Provisions for school patrons, including pupils, or other citizens residing in the school attendance area to suggest items for the agenda and, subject to reasonable regulations of the committee, to meet with the committee to discuss items of concern.
- (i) A procedure for distributing minutes following each meeting.

Paragraph 2: The current bylaws adopted by the School Building Committee and ratified by the teachers shall be filed with the UTW.

Section D: General Rules

Paragraph 1: Any teacher may submit to any committee member in the building, a written statement, signed or unsigned, of a problem for consideration by the committee, which shall be placed on the agenda for the next meeting.

Paragraph 2: Any item may be placed on the agenda by any committee member, including informal requests by another teacher.

Paragraph 3: Individual teachers may have a hearing before an ad hoc subcommittee of his/her choice for data input prior to consideration of a regular School Building Committee meeting.

Paragraph 4: The principal may provide the School Building Committee with secretarial services as may be available and agreed upon by the principal and the committee.

Paragraph 5: All School Building Committee meetings shall be open to teachers of the building.

Paragraph 6: No provision of this Article is to be interpreted in a fashion that would abridge the rights of any individual as established in this agreement or the statutory rights or responsibilities of the Superintendent or the Board.

Paragraph 7: The principal shall provide reports to the School Building Committee upon request regarding the activities of any committee which is in part or wholly composed of teachers that is appointed by the principal and which does not deal with confidential matters.