



***New Bedford Educators Association, Inc.
and
The New Bedford Public Schools***



Suggestions For Developing An Effective Faculty Advisory Committee



MACER

NBEA Representatives: Lou St. John, President And
Steve Mach, First Vice President;
Administration Representatives: Michael E. Longo, Superintendent
And Dr. Ronald Souza, Deputy Superintendent

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Faculty Advisory Committees

Article 8, Section B

Roles and Responsibilities

Faculty Advisory Committees will be formed in each school building each September. The purpose of these Committees is to improve lines of communication and to promote a free exchange of ideas to facilitate the educational process in the school buildings. These committees shall address issues of common concern in the building, including but not limited to discipline, scheduling, money collection, health and safety, and professional employees doing administrative duties. As part of the responsibilities of the Advisory Committee, at the beginning of each school year, each Advisory Committee will recommend the agenda and/or content of at least two (2) of the Professional Development days referred to in Article 12, B.1. to the Management Association Committee on Employee Relations. This recommendation will include input from the principal and faculty within each building. Each Advisory Committee shall submit a quarterly report of all meetings and recommendations to the staff in the building and to the Chairpersons of the Management/Association Committee on Employee Relations. These reports will be from the whole Committee. The reports of the Advisory Committee shall be signed by all members, prior to release. Said Committees may file additional reports as they deem necessary. Each Advisory Committee will be comprised of three (3) to five (5) professional employees elected by the staff in each building. In addition, the principal shall be a member of the Advisory Committee.

Haddock



Sharing decision making with the people affected by the decision is the only way to insure commitment to the goals and objectives of the organization.

Faculty Advisory Committees Benefits

-  Provide a forum to try out new ideas
-  Afford occasion for long and short range planning
-  Suggest new ways of managing resources
-  Establish open channels of communication
-  Provide opportunities for creative programs
-  Enable members to be more forceful advocates for school improvement

Endorsement from a satisfied NBEA member:

“The Advisory Council is a very effective arm in the school. It has affected several changes that have benefited the staff. The morale seems better in the building because of its existence.”

Deming



You cannot plan innovation. It comes from freedom.

Effective Meetings



Convening the First Meeting

It is suggested that the faculty members of the newly elected FAC convene the first meeting in September. At this meeting members may want to “brainstorm” their expectations regarding their role on the Committee.



Committee members should agree upon an established place and time for their meetings. Some of the more effective Committees follow a set of regularly scheduled meetings (twice a month, monthly, every other month).

Faculty members must be made aware of meeting dates so that they may submit issues of concern to the Faculty Advisory Committee.

Effective Meeting Checklist

- Agenda based on issues of concern ✓
- Meeting begins on time ✓
- All members participate in the discussion ✓
- Group gives input on next meeting’s objectives ✓
- Meeting ends on time ✓

Preparing An Agenda

A tentative agenda for each meeting may be developed by consultation with other members at the end of the previous meeting. You might want to divide the agenda into “Old Business” (unfinished or unresolved) and “New Business.” Staff members are encouraged to submit their concerns or questions to the Faculty Advisory Committee prior to scheduled meetings.



Sample Agenda

1. Members present
2. Old Business
 - A. Building Security
 - B. Copying Machines
 - C. Dismissal and Traffic
 - D. Honor Roll Qualifications
3. New Business
 - A. Warning Card Procedures
 - B. Silent Sustained Reading Program
 - C. Hooded Sweatshirts
 - D. Playground Rules

Preparing Reports

The Association and the School Department have designed three Report Forms to be utilized by Faculty Advisory Committees for issues pertaining to (1) Discipline, (2) Health & Safety, and (3) FAC, all other issues. These forms can be downloaded from the NBEA website.

Faculty Advisory Committees are required to use these forms for all issues discussed at FAC meetings. Completed forms will be forwarded to the NBEA, and the Superintendent.



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FAC

Faculty Advisory Committee Report School: _____ Date: ____ / ____ / ____
 NBEA Members: _____
 _____ Principal: _____

FACULTY ITEM CONCERN	FACULTY SUGGESTION SOLUTION	PRINCIPAL SOLUTION / ACTION TO BE TAKEN	CENTRAL ADMINISTRATION ACTION	DONE

CC: NBEA / SUPERINTENDENT



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DISCIPLINE

Faculty Advisory Committee Report School: _____ Date: ____/____/____
 NBEA Members: _____
 Principal: _____

FACULTY ITEM CONCERN	FACULTY SUGGESTION SOLUTION	PRINCIPAL SOLUTION / ACTION TO BE TAKEN	CENTRAL ADMINISTRATION ACTION	DONE

CC: NBEA / SUPERINTENDENT



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HEALTH & SAFETY

Faculty Advisory Committee Report School: _____ Date: ____/____/____
 NBEA Members: _____
 Principal: _____

FACULTY ITEM CONCERN	FACULTY SUGGESTION SOLUTION	PRINCIPAL SOLUTION / ACTION TO BE TAKEN	CENTRAL ADMINISTRATION ACTION	DONE

CC: NBEA / SUPERINTENDENT

Selection Of FAC Members



The Faculty Advisory Committee will be comprised of 3 to 5 faculty members chosen in each September. A sign-up sheet will be displayed in a prominent place. If more than 5 people volunteer, election procedures will be in order.

Elections



-  An Election Committee will be formed
-  The Election Committee will be made up of 3 faculty volunteers
-  Elections will be done by ballot
-  The Election Committee will count the ballots and announce the results

Fernandez



I'd like to see a thousand superintendents out there forcing the action, getting more people involved ...

Sample Ballot

Vote for no more than 5 candidates

- Helen Thomas
- Tom Brokaw
- Connie Chung
- Bryant Gumble
- Cokie Roberts
- William Safire
- John McLaughlin

Nanopoulos



Personally, I'm receptive to sharing any authority I have with anyone who wants it.

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Article 28, Section C

Management/Association Committee on Employee Relations

There shall be established a committee at the system wide level to be known as the Management/Association Committee on Employee Relations. Such Committee shall be composed of six (6) members: three (3) representing the School Department and three (3) representing the Association. The Superintendent shall be the chairperson for the school administration and the Association President shall be the chairperson for the Association. The Superintendent shall name the other two administrators to the Committee and the Association President shall name the other two unit members of the Committee. The Superintendent may appoint an administrator(s) from Unit B to serve on the Committee. If no member of Unit B is appointed, the members of Unit B may appoint a member to attend all meetings of said Committee.

The purpose of said Committee shall be to receive any recommendations made by the Advisory Committees and to discuss matters of mutual concern to the employees and the employer. There shall be at least one meeting per quarter during the school year with the chairperson alternating between the School Department and the Association. Provided, however, whenever the parties mutually agree that there is no need for a meeting during a quarter, there shall not be a meeting. A report will be distributed to all professional employees in all buildings.

Both parties may submit items for the agenda to the Chairperson at least two (2) weeks in advance of any scheduled Committee meetings. The agenda shall be distributed one (1) week in advance of any scheduled Committee meetings.

It is understood that said Committee shall have no power to negotiate, alter or amend the terms of this Agreement. The actions of said Committee shall not establish any binding past practice upon the School Committee or the Association.

Discipline Committee

Article 29, Section B

A Committee for Discipline shall be established with five (5) members appointed by the Employer, including three (3) administrative employees from Central Administration and two (2) building principals and five (5) members of the NBEA to be appointed by the NBEA President.

The Committee shall be charged with reviewing the current system wide discipline policies and procedures, including the provisions for the implementation of said policies and procedures and shall establish new policies and procedures and provisions for implementation of such as the need for shall be determined by said Committee.

The Committee shall meet at least four (4) times during each school year and shall report to the School Committee at least once annually or more frequently if needed.

Health and Safety Committee

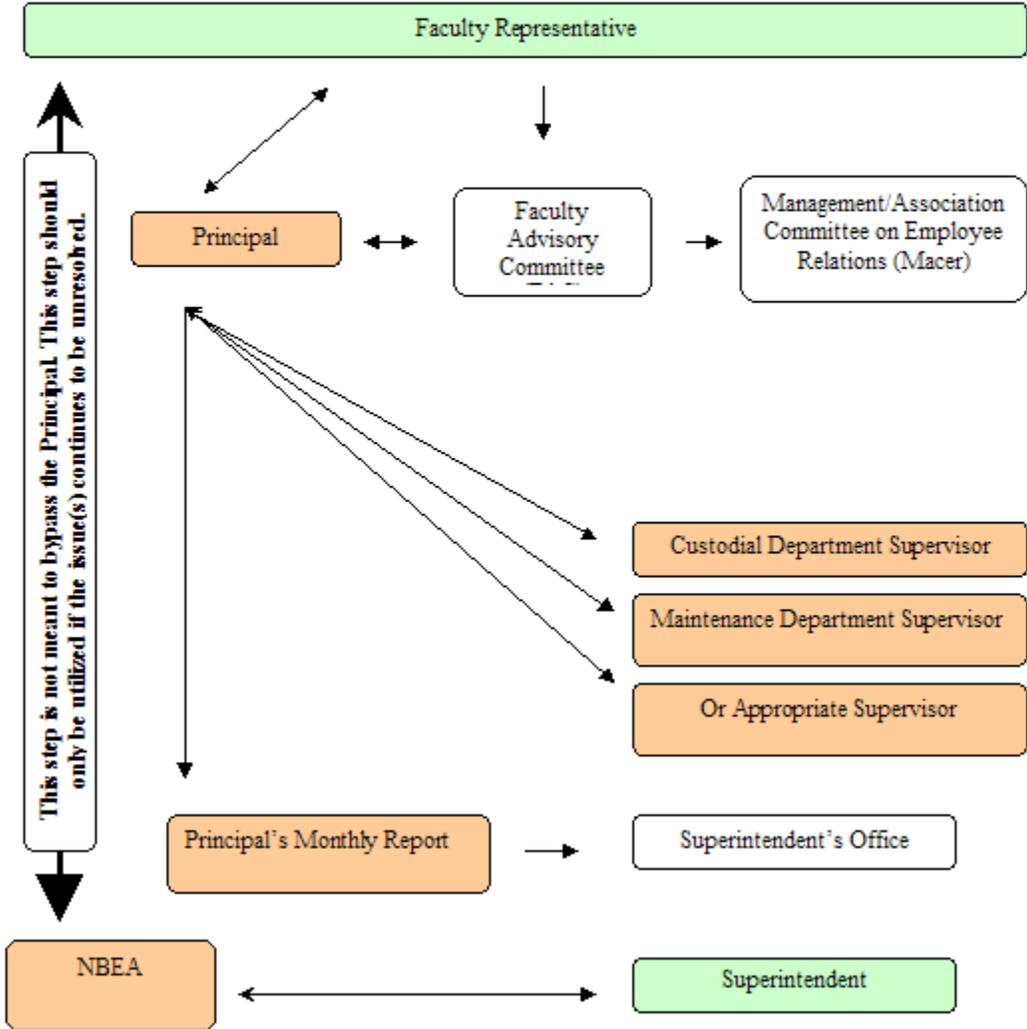
Article 20, Section G

A Health and Safety Committee consisting of two (2) administrators and three (3) members of the Association shall meet quarterly to discuss matters of concern within the classrooms and/or buildings. The protocol and forms for reporting classroom and/or building concerns are accessible on the New Bedford School Department's Portal and the NBEA's website.

NBEA

Health and Safety Flow Chart

(Protocol for Reporting Concerns)



References

Some text and ideas for this booklet were taken from *Developing an Effective Improvement Council*, Mass Dept. of Education, Nov. 1986 developed by Susan Freedman and Terry Grobe.

Deming, Dr. W. Edwards. Barbara Frederick's notes from his August, 1992 seminar in Indianapolis. His writings and teachings led to the Total Quality Management movement.

Fernandez, Joseph A. *Tales Out of School*, 1993. He a former Superintendent of Schools in Miami and New York City and a strong advocate of School-Based Management.

Haddock, Thomas. "Shared Decision-Making" *Thrust*, Feb/March 1986. He is the Superintendent of the Alhambra School District in Phoenix, AZ.

Nanopoulos, Constantine T., quoted from the 6/21/93 issue of the Standard-Times in an article about the Total Quality Education project at the Hayden-McFadden School.

The original document, "Suggestions For Developing An Effective Faculty Advisory Committee" was developed by NBEA Representatives: Jean Duval, President, Jocelyn Allen, and Ronald Vaz; Administration Representatives: Constantine Nanopoulos, Superintendent, Jo-Anne Mello, and Ronald Souza in September, 1993.