

Sample Faculty Advisory Committee (FAC) Email

Dear Teachers:

In accordance with the contract between the OCPS School Board and the CTA, I am announcing the election of the *(name of school)* Faculty Advisory Committee (FAC). Any teacher or instructional staff member may sign up to run for the FAC. The FAC may have no less than 5 and no more than 11 members. If more than 11 teachers sign up to be on the FAC, I will conduct an election in accordance to the requirements of the contract.

The FAC serves as a committee of faculty members that discuss and make recommendations to the administration on a variety of workplace issues to ensure the smooth operation of the school and to promote student achievement. Additionally, the FAC approves school-wide fund drives that involve teachers, determines the process to select faculty representatives to serve on the SAC and the process to select the faculty members to serve on the school budget advisory committee. (Please read the list of duties in the selected contract text below.) If you would like to serve on the FAC please email your name to me by *(time)* on *(date)*.

Sincerely,
(Name of Lead AR)

(Include all of the FAC contract language at the bottom of the email.)

CONTRACT LANGUAGE: ARTICLE XIX FACULTY ADVISORY COMMITTEE

A. The Faculty Advisory Committee shall have a membership of not less than five nor more than eleven employees elected by the employees at each school. Education Support Professionals may be included on the committee by a vote of the faculty. The Faculty Advisory Committee shall be elected by secret ballot election, conducted by the site Association representative within the first six weeks of the school year. In the absence of a site Association Representative, CTA shall assist in selecting a teacher on that school's staff to conduct the election. A list of the members of the Faculty Advisory Committee of each school shall be

sent to the Association and the administrator. The administrator shall meet with the Faculty Advisory Committee within three weeks of a request.

B. The Faculty Advisory Committee may meet during the regular duty day at such times as committee members have no student contact. The Faculty Advisory Committee may choose to meet with other employees and/or with the administrator, during the regular duty day provided the employees have no assigned instructional responsibility and that such meetings shall not conflict with previously scheduled meetings.

C. In addition to duties outlined in Article XIV, the Faculty Advisory Committee may meet to discuss and make recommendations concerning the following:

1. A rotation plan composed of available staff to substitute in case of emergency.
2. The purchase and distribution of instructional equipment, materials and supplies.
3. Student discipline plans, which may include guidelines for referral of students into alternative education settings.
4. The disposition of discipline referrals in a timely manner.
5. Additional safeguards to deal with acts of violence, including those involving weapons, and procedures for notification of teachers when their students have been found to have carried a weapon on campus.
6. Other concerns of the faculty, which may result in a smoother operation of the school.

D. Any school-wide drives or collection of money which involve teachers shall not be approved until such have been discussed with the Faculty Advisory Committee.

E. The Faculty Advisory Committee shall be responsible for establishing a process to elect teacher representatives to the School Advisory Committee.

F. Participation on the FAC shall not serve as a basis for the evaluation of any teacher.

ARTICLE XIV DUTY DAY

B. As part of an ongoing program of school improvement, and in recognition of individual schools' needs to be given increased responsibility for site-based decision making, the parties agree to the following relating to the employee duty day:

1. The duly elected Faculty Advisory Committee and the administrator, with input from the school staff may mutually agree on scheduling arrangements for teachers to include, teaching load(s), student contact time, planning time, duty time, extended duty assignments, compensatory time, coverage of classes in lieu of using substitutes, scheduling of elementary teachers, the use of flexible time blocks, common planning time, end of course testing schedules, scheduling of special area teachers and the implementation of any mandated school wide programs which affect any of the provisions found in this article. At the end of each school year, each teacher may submit scheduling preferences for elementary special area teachers to this process for consideration.

2. Such agreements shall be conditioned upon a majority vote of support by secret ballot of those voting from the faculty, reduced to writing and distributed to each teacher at the school. The agreement(s) shall remain in effect until the end of the school year. The FAC shall conduct the election. The faculty shall receive notice of the election in writing at least two duty days prior to the voting. The voting period shall extend for up to two duty days. The most senior Association Representative shall be present at ballot counting. If there is no Association Representative, the administrator shall contact the Association President prior to the ballot counting so that s/he or a designee may be present to observe.

Sample Faculty Advisory Committee (FAC) Minutes

XXX SCHOOL
FAC Minutes
August X, 20XX

Meeting convened at 2:30 pm

Present:
(teachers' names)

Issues:

1.LUNCH SUPERVISION: There is a concern that the hallways are not locked during lunches and are filled with unsupervised and noisy students, even when classes are occurring. The lack of supervision and the liability issue needs to be addressed.

FAC RECOMMENDATION: The FAC suggests that every hallway be locked during lunches and that administrators circulate to regulate and supervise. Guidance is open during both lunches for any students that would need counseling or help so there is no need to keep hallways with the ESE Office and SAFE Office open. The students can be informed that if they require assistance or a safe haven, they can go to the Guidance Office during lunches.

ADMINISTRATION'S FEEDBACK: Many hallways have either of offices or classrooms that need to be accessible for students or visitors for parent conferences, tutoring, meetings, etc. In order to maintain accessibility, we would recommend keeping doors unlocked and rotating administrators and security to monitor student behavior.

Sample Placement Review Committee (PRC) Email

Dear Faculty:

I am pleased to announce the election of a teacher member to the *(Name of School)* _____ Placement Review Committee as per the CTA Contract:

Article VII Teacher Rights and Responsibilities

E. 5 A Placement Review Committee shall be formed for the purpose of determining placement of a student who has been suspended from a class in accordance with F.S.1003.32 (4), (5), (6). The Placement Review Committee shall include the following: two teachers, one elected by the faculty and one appointed by the teacher referring the student to the committee and one member of the school's staff who is selected by the principal. A teacher may appeal the decision of the Placement Review Committee to the District Superintendent.

If you would like to serve on the Placement Review Committee, please email your name to me by *(time)* _____ on *(date)* _____. If more than one teacher applies, an election will be conducted.

Sincerely,

(Name of Lead AR)

Sample Budget Advisory Committee (BAC) Email

Dear Faculty:

In accordance with the CTA Contract, I am announcing the formation of the *(school name)* Budget Advisory Committee (BAC).

If you would like to be on this committee that is charged with reviewing and making suggestions regarding the school budget, please email your name to me by *(time)* on *(date)*.

From the CTA Contract: ARTICLE XX SITE-BASED DECISION-MAKING

C. A minimum of three and a maximum of five teachers from each school shall serve on their school's budget advisory committee formed for the purpose of making recommendations on the school's general fund budget. Teacher members shall be elected by the faculty.

Sincerely,

(Name of Lead AR)