

Policy

Egg Harbor Township Board of Education

1000 Administration

1130 STAFF LIAISON COMMITTEES

- A. General
- B. For purposes of effectively initiating and maintaining a work environment that encourages employee participation, enhances communications, and promotes the general welfare of students and the morale of staff, a districtwide Superintendent's Advisory Committee shall be formed that will foster the growth and development of staff involvement in decision making at each building and to the extent possible, identify and address problems that are of concern to employees on a districtwide basis. Committee meetings at every level are open to all employees.
- C. Building Liaison Committees

1. There will be a Building Liaison Committee in each school and the structure will be developed to best fit the uniqueness of the particular building and its membership.
2. In addition to the main committee in the building, there may be any number of subcommittees to work on individual specific short term topics. These subgroups could be formed as a result of the Building Liaison Committee, at the request of the Principal, or as a result of a group concern.
3. Within each building some matter may be addressed by the entire staff using such techniques as "brainstorming".

C. Building Liaison Committee Organization and Standards

1. The Building Liaison Committee shall consist of the school principal, the Association building representative, and volunteers selected by the employees of the building. Superintendent's Advisory Committee (SAC) members are encouraged to attend the Building Liaison Committee meetings. All meetings of the committee are open to all staff.
2. The committee should be comprised of four to ten members. The school principal and the Association building representatives should be encouraged not to serve as chair or to serve on all subcommittees of the building.

3. The structure, scope, procedures, selection and term of participants are to be determined by the people involved. Building Liaison Committee members other than the Principal and the Association representative should be rotated periodically.
4. Upon request to the Superintendent's Advisory Committee, training shall be provided for Building Liaison Committee members.
5. Building Liaison Committees will operate on an issue, cause, effect and resolution basis, never on a personal basis.
6. Contractual issues, areas that have been settled in the Collective Bargaining Agreements and issues which have been settled in past grievance settlements or on-going grievances, are not appropriate topics for discussion. Questions of interpretation of this subsection should be referred to the Superintendent's Advisory Committee.
7. Minutes must be recorded. Each Building Liaison Committee should design and implement a process of communication within the building.
8. The Superintendent's Advisory Committee may receive reports and will make recommendations from Building Liaison Committees, as appropriate, and work to achieve effective implementation of solutions. All minutes should be distributed to all staff.
9. Actions of the committee are accomplished through consensus.
10. Meetings of the Building Liaison Committee are held during school hours and scheduled on a monthly basis with other meetings scheduled as needed.
11. Announcement of decisions should be made by someone other than the Principal or Association representative. All decisions should be accompanied by a full explanation.

The Building Liaison Committee process is not a substitute for administration. It does enhance cooperation and communication, and tends to result in better specific decisions and programs that benefits all employees and students. Issues are brought to the committee through members of the committee. After brainstorming, issues are prioritized and researched. Proposals for solution or change are presented to the administration or proper decision-making body. If the solution can be implemented within the school, after consensus, it may be implemented. If the proposed solution has implications beyond the building, it may be submitted to the proper administrative personnel for action. Proposals are to be implemented, or reasons are to be given for not implementing the proposed solution.

D. Superintendent's Advisory Committee

1. There will be a districtwide Superintendent's Advisory Committee.

2. In addition to the main committee, there may be any number of subcommittees to work on individual specific short term topics. These subgroups could be formed as a result of the Advisory Committee, at the request of the Superintendent, or as a result of a group concern.
3. Some matters may be referred to schools to be addressed by the entire staff using such techniques as “brainstorming”.

Adopted:10/22/2002