

## **ORGANIZATION, PHILOSOPHY, AND GOALS**

### **Advisory Committees and School Community Groups**

#### **Employee Advisory Councils—Superintendent's Teacher Advisory Council**

##### **I. PURPOSE**

To establish the 2009-10 Superintendent's Teacher Advisory Council (STAC) in order to provide the Superintendent with input and feedback from instructional staff members on matters of importance to the school system and to provide a venue for staff members to bring matters of concern to the attention of the school system's Leadership Team.

##### **II. ELECTION**

- A. In accordance with the current version of Policy 1705, instructional staff members at each school and special education center shall elect a representative and an alternate to the STAC. Representatives and alternates shall be instructional staff members.
- B. The election shall be held the first week of the school term. Sections I., IV., and V. of this notice should be read to the assemblage prior to the election.
- C. Representatives and alternates are elected for one-year terms.
- D. Names of STAC representatives and alternates are to be sent via e-mail to Christine Donohue ([Christine.Donohue@fcps.edu](mailto:Christine.Donohue@fcps.edu)) or Lora Cornell ([Lora.Cornell@fcps.edu](mailto:Lora.Cornell@fcps.edu)) no later than **September 11, 2009**. Please include "STAC" and the name of the school or center in the subject line of the e-mail message.

##### **III. ROLE OF THE PRINCIPAL**

The principal is responsible for the following:

- A. Ensuring that a representative and an alternate are elected and that the candidates understand the responsibilities of the positions.
- B. Working with the elected representative to ensure coverage of routine responsibilities in order to allow adequate travel time and regular attendance at monthly council meetings.
- C. Verifying that the representative fulfilled the responsibilities of the elected position and signing a certificate awarding eight recertification points to the representative

and/or alternate, which equates to one point per meeting. The recertification points will be awarded through MyPLT.

#### **IV. ROLE OF THE STAC REPRESENTATIVE**

Each STAC representative attends monthly council meetings October through May. The representative is responsible for the following:

- A. Attending meetings regularly or arranging for the alternate representative to attend.
- B. Gathering input from colleagues on topics as requested by the Superintendent.
- C. Collecting questions and concerns from colleagues and referring questions to local administrators, web site resources, central administrative departments, or the Superintendent, as appropriate.
- D. Bringing important matters to the attention of the Superintendent at meetings and via other means provided.
- E. Reporting to building colleagues on a timely basis after each meeting, sharing information provided at meetings and responses to questions asked via e-mail, shared electronic folders, written reports, or other means accessible to all staff members.

#### **V. ROLE OF THE STAC ALTERNATE**

The STAC alternate representative attends council meetings in the absence of the representative and fulfills the other responsibilities as related to the meeting(s) he or she attends.

#### **VI. MEETING SCHEDULE**

The STAC will meet at 3 p.m. at Fairfax High School on the dates listed below. Meetings will be held in the choral room, unless otherwise posted.

October 7, 2009  
November 4, 2009  
December 2, 2009  
January 6, 2010  
February 3, 2010  
March 3, 2010  
April 7, 2010  
May 5, 2010

See also the current version of: Policy 1705, Employee Advisory Committees to the Superintendent