

EMPLOYEE RIGHTS AND PRIVILEGES
PERSONNEL-MANAGEMENT RELATIONS

DGB
(LOCAL)

COMMUNICATION
POLICY

The purpose of this communication policy shall be to establish an advisory process whereby teachers, as defined in this policy, may provide input for consideration by the administration and Board. The Board shall exercise its exclusive powers to govern and oversee the management of the schools of the District, as conveyed by the Texas Education Code, and shall have the final and exclusive responsibility to establish District policy.

APPLICABILITY

The communication policy shall be applicable to all teachers of the District.

DEFINITIONS

The following definitions shall apply in this policy:

1. Communication - advice, counsel, and exchange of information.
2. Teacher Communication Committee (TCC) - the committee members selected in accordance with the provisions of this policy.
3. Teachers - all certified, regularly employed classroom teachers, coordinators, counselors, diagnosticians, librarians, nurses, psychologists, social workers, supervisors (academic), and therapists of the District.
4. Districtwide impact - matters affecting a significant component of all District teachers, as defined in this policy, in any of the following groupings:
 - a. Total District.
 - b. All District schools.
 - c. Teaching subject area.
 - d. Nonteaching assignment area (as listed in definition number 3 above).
5. Items for consideration — matters submitted to the TCC.
6. Recommendations — items for consideration formally approved by the TCC to be submitted to the Superintendent. ~~and the Board.~~
7. Campus — a designated teaching center in the District. Teachers not assigned to a particular campus shall be assigned for purposes of this policy to the high school.

SCOPE

The scope of the communication policy shall be limited to matters of Districtwide impact to teachers.

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OTHER
COMMUNICATION
CHANNELS

The TCC shall not infringe upon or limit access to other existing District communication channels for teachers, which include grievance procedure, instructional review committees, salary and benefits committee hearings provided by law or District policy, audiences at Board meetings, and informal contacts with the administration or individual Board members. The TCC is distinguished from these other channels by virtue of its scope and representation.

REPRESENTATION

Each elementary campus and the early childhood center shall elect one TCC representative. Each middle and high school campus shall elect two TCC representatives. Each alternative campus shall elect one TCC representative. Each campus shall be guaranteed at least one representative.

ELECTIONS

All teachers, as defined in this policy, shall be eligible to make nominations and to vote in TCC elections. In order to be eligible for election to the TCC, a teacher must be serving in at least the fourth year as a teacher in the District.

Nominees shall be solicited from the campus. If a campus has more than one nominee an election shall be held.

~~Nominations must be submitted in writing on standard nomination forms. In order to be valid, nomination forms must contain the following information:~~

- ~~1. Name of nominee.~~
- ~~2. Signed authorization by nominee attesting eligibility and willingness to serve.~~
- ~~3. Signature of person making the nomination.~~
- ~~4. Date the completed form was returned.~~

~~TCC members shall distribute nomination forms to each teacher at his or her campus, and shall collect the completed forms. At each campus a list of candidates shall be compiled and posted centrally.~~

A teacher may be nominated for election to the TCC only from his or her campus.

Results of TCC elections shall be determined by plurality of votes cast. Teachers may vote only on their designated campuses. Absentee balloting shall be permitted and write-in voting shall not be permitted. Tie votes shall be broken as needed by runoff elections between the tying candidates, to be conducted in accordance with the same procedures as regular elections.

~~At each campus, ballots shall be prepared by the TCC election committee, a committee of three teachers selected by means of an open nomination and elected by a show of hands or a secret ballot at a campus faculty meeting. The candidates shall be listed alphabetically by name only. Each TCC election committee shall also prepare a roster of eligible voters for that campus. See section on SPECIAL ELECTIONS for additional information.~~

~~Each TCC election committee shall count the ballots, certify winners, and post the results for that campus. The TCC shall prepare an election calendar at its March meeting each year. The election calendar and nomination forms shall be distributed to each campus by the first Tuesday of April. The nomination period shall extend from the first Tuesday of April until the end of the school day the following Monday. A list of candidates shall be posted at each campus by the third Tuesday of April. The TCC election shall be held on the fourth Tuesday of April, with the results to be announced the next day. Should a runoff election be required, it shall be held on the Thursday following the fourth Tuesday of April, with the results to be announced the next day.~~

~~The following TCC election functions shall be supervised by the TCC election committees at their respective campuses:~~

- ~~1. Distribution of election calendar and nomination forms.~~
- ~~2. Receipt of completed nomination forms.~~
- ~~3. Certify for eligibility all nomination forms.~~
- ~~4. Prepare and post a list of candidates.~~
- ~~5. Prepare ballots and voting roster.~~
- ~~6. Count the ballots, certify the winner, and post the results.~~
- ~~7. Conduct a runoff election if needed.~~

TERM OF OFFICE

Term of office for TCC members shall be three-year staggered terms. The operational year of the TCC shall extend from the first meeting of one school year through election of new officers at the first meeting of the subsequent school year. ~~TCC members may succeed themselves once.~~

New schools, eligible for more than one TCC member, shall instruct their initial representative to draw for two-year and three-year staggered terms.

Existing schools, eligible for additional TCC member(s), shall instruct their new representative(s) to stagger their terms with the

current TCC member or draw for two-year and three-year staggered terms.

A vacancy on the TCC shall be declared under any of the following circumstances:

1. The elected TCC member for any reason is no longer assigned as a teacher at the campus from which elected.
2. Excessive absences from TCC meetings, defined as two ~~un-~~~~excused~~ absences per year without representation. The ~~secretary~~ ~~chairperson~~ will give written notice after the first such absence.
3. Recall by petition signed by two-thirds of the total number of teachers on the elected TCC member's campus.
4. Resignation by the TCC member.

~~Vacancies shall be filled by special election, to be initiated within five school days of the vacancy being declared. Special elections shall be supervised by the TCC through election of a TCC election committee at the campus affected. The campus shall elect a three-member TCC election committee at a faculty meeting by means of open nominations and election by show of hands or secret ballot. Current TCC members and candidates for election to the TCC shall not be eligible to serve on the election committee. The TCC election committee shall supervise the TCC election. Representatives elected to fill vacated terms shall assume office immediately upon election, and shall serve until the end of the vacated term.~~

A chairperson shall be elected by and within the TCC at the last committee meeting of the previous school year. The chairperson shall have a minimum one year experience on TCC. The vice-chairperson, secretary ~~treasurer~~ and parliamentarian shall be elected at the first TCC meeting. The chairperson shall be a voting member of the TCC.

Vacancy of the chair shall be filled by the vice-chairperson; other vacancies of officers shall be filled by new elections.

MEETINGS

The first meeting of the TCC each year shall be held no later than the end of the second week in September. Notice of the first meeting shall be given in compliance with notice requirements for all regular meetings.

The TCC shall also establish a calendar of dates for regular meetings for the remainder of the school year.

Regular meetings of the TCC shall be held monthly from September through May.

Special meetings of the TCC shall be called by the chairperson on request of a majority of TCC members, or may be called at the discretion of the chairperson.

Emergency meetings may be held during regular school hours for consideration of urgent TCC business, upon authorization of both the TCC chairperson and the Superintendent.

Regular and special meetings shall be held before or after regular school hours at times determined by the TCC. District facilities shall be made available for TCC meetings, and the chairperson shall be responsible for making arrangements in advance for meeting facilities.

The TCC ~~secretary/treasurer~~ chairperson or designee shall be responsible for ensuring that the calendar of regular TCC meetings is transmitted for inclusion on the District calendar.

The TCC ~~secretary/treasurer~~ chairperson or designee shall be responsible for sending written notice of all regular and special TCC meetings to all TCC members, the Superintendent, the Board, and all principals at the beginning of each school year. TCC members shall be responsible for notifying teachers at their campus of meetings. Notice shall be given at least five school days prior to regular meetings and at least two school days prior to special meetings. Notice shall include date, time, and place of the meeting.

Informal notice of emergency meetings shall be given at least two hours prior to the meeting to all TCC members and principals.

~~The chairperson shall prepare an agenda for each regular or special meeting of the TCC. Additional items may be added to the agenda by Committee members during the meeting. Action may be taken on any agenda item.~~

~~Agendas shall close three days prior to the required date of notice for the meeting. The secretary/treasurer shall distribute a copy of the agenda to each TCC member along with notice of the meeting. TCC members shall be responsible for disseminating agendas to the teachers at their respective campuses.~~

A quorum shall consist of a three-fourths majority of total TCC membership.

TCC meetings shall be open to teachers, as defined in this policy, as observers. ~~Teachers or other individuals may be invited to address the TCC by two-thirds vote of total Committee membership. All or portions of a meeting may be closed by simple majority vote of TCC members present. All official action shall be taken by the TCC in open session.~~ TCC meetings shall be open to teachers, as

defined in this policy, as observers during the Superintendent's explanation of the preceding month's concerns.

Summaries or minutes of each TCC meeting shall be prepared by the secretary/treasurer and distributed to Committee members for posting centrally at each campus within five school days following each meeting. Summaries or minutes shall contain the names of TCC members present and those items approved by the TCC to be submitted to the Superintendent ~~and EDD the Board~~. Minutes shall ordinarily record TCC votes as pass or fail. ~~However, minutes shall record how each Committee member voted on all roll call votes (see below). These minutes shall be approved at the next TCC meeting.~~ The secretary/treasurer shall be responsible for keeping the minutes on file and for making them available to teachers on request.

INSERVICE CREDIT

Members shall receive ~~inservice credit~~ a personal leave day for attending all TCC meetings (up to two excused absences will be permitted). ~~Inservice credit hours earned shall be equivalent to meeting hours in attendance.~~

COMMITTEE
PROCEDURES

Items for consideration by the TCC may originate with any teacher, with TCC members, or with the Superintendent. Teachers shall submit items through their elected TCC representative, and the Superintendent shall submit items through the TCC chairperson. All items for consideration must be in writing and signed by the originator. Items for consideration shall be introduced at the next meeting of the TCC.

The TCC must begin deliberation of all items for consideration by determining whether or not the item falls within the scope permitted by this policy. ~~Scope determination shall be made by two-thirds majority vote of TCC members present.~~ A preliminary ruling on scope may be requested by the TCC from the Superintendent prior to voting on scope. Items determined not to be within scope shall receive no further consideration by the TCC, and the originator shall be so notified. The Committee may suggest to the originator alternative communication channels available for that item.

A TCC member officially designated by the Committee may request from the administration information pertinent to items under consideration.

Committee deliberation shall be in accordance with the latest edition of *Robert's Rules of Order*, unless otherwise specified in this policy. The TCC shall function as a Committee of the Whole. Members must be present in order to vote.

~~A simple majority vote of total Committee membership shall be required for TCC approval of an item under consideration.~~

If any Committee member so requests, the TCC shall determine by simple majority vote of members present whether or not to require a roll call vote on a particular motion.

Items for consideration approved by the TCC shall become official recommendations of the TCC. ~~Immediately following approval of each recommendation, the TCC shall designate from within its membership a spokesperson for that recommendation.~~ Board members may be called on to be a "spokes person" if needed.

~~Recommendations shall be submitted in writing, signed and dated, by the TCC chairperson to the Superintendent, and the Board along with the name of the designated spokesperson for that recommendation, within seven school days of approval by the Committee. TCC recommendations and the Superintendent's response shall be provided to Board members.~~ Recommendations shall be submitted in writing, signed and dated by the TCC secretary to the Superintendent within seven school days of approval by the Committee.

The Superintendent shall make the final determination as to whether or not a TCC recommendation is within the scope permitted by this policy. Recommendations determined not to be within permissible scope shall receive no further consideration and the TCC shall be so notified in writing.

~~However, if a two-thirds vote of TCC members present agree that the recommendation merits consideration by the Board, a TCC spokesperson may present the recommendation at the next Board meeting.~~

Proposals determined by the Superintendent to be within the permissible scope shall receive consideration by the administration or the Board, whichever is appropriate as determined by the Superintendent. The TCC shall be notified of this determination.

If the appropriate level is determined to be administrative, the Superintendent shall consider the recommendation and make disposition within 60 days.

If the appropriate level is determined to be the Board, the Superintendent shall place the recommendation on the agenda for the earliest appropriate Board meeting. In no event may the recommendation appear for preliminary presentation later than three regular Board meetings after receipt of the TCC recommendation by the Superintendent.

The Superintendent shall notify the TCC whenever a Committee recommendation has been placed on the Board agenda.

At the Board meeting for considering the TCC recommendation, the Superintendent shall present the recommendation to the Board, along with the administrative position relative to that recommendation. The Board shall provide an opportunity for the spokesperson designated by the TCC to speak on behalf of the recommendation.

COSTS

The District shall provide meeting facilities and appropriate equipment and supplies for the election and functioning of the TCC, and shall pay reasonable costs incurred by the TCC.