

Proposed Teacher Advisory Council Outline

1. Purpose & Mission

- To establish a formal, consistent, and productive channel for communication between teachers, district administration, and the School Board.
- **Mission:** To empower teachers by providing a representative voice in district procedures, initiatives, and strategic planning, ensuring decisions are informed by classroom realities and professional expertise.
- **Key Goals:**
 - **Advise:** Provide authentic, solutions-oriented feedback and recommendations to district leadership and the School Board on key issues affecting teaching and learning.
 - **Collaborate:** Work with district leaders to refine and support the implementation of initiatives and procedures.
 - **Communicate:** Serve as a communication link, bringing forward the insights and concerns of teachers.
 - **Lead:** Cultivate teacher leadership and empower educators to take an active role in informing the district.

2. Council Structure & Membership

- **Composition:** The council will be composed of no more than 16 active, certified teachers to ensure a diverse range of perspectives.
 - Elementary School (PreK-5): 6 members
 - Middle School (6-8): 4 members
 - High School (9-12): 4 members
 - Specialized Role: 2 members representing specialized areas (e.g., Special Education, English Language Learners, Arts, PE, etc.).
- **Term of Service:** Members will serve a one-year term with an option to reapply for one additional consecutive term.
- **Key Roles:**
 - **Chairperson:** A teacher member elected by the council. Responsibilities include facilitating meetings, co-developing agendas with the district liaison, and serving as the primary spokesperson for the council.
 - **Vice-Chairperson:** A teacher member elected by the council. Supports the Chairperson and presides over meetings in their absence.
 - **District Liaison (Non-voting):** An appointed district-level staff member who serves as the bridge to district leadership. Responsibilities include securing meeting space, co-developing agendas, providing necessary data and information, and ensuring council recommendations are delivered to the appropriate decision-makers.

3. Application & Selection Process

- **Application Period:** Applications will be opened annually from August 15th to September 15th. The application window will be promoted via district-wide email, school principals, and the district website.
- **Application Components:** Applicants will submit the following:
 - General Information Form (Name, school, grade level/subject, years of experience).
 - Statement of Interest: Addressing why they wish to serve on the council and what unique perspective they would bring.
 - Short-Answer Questions: For example, "Describe a significant challenge facing teachers in our district and propose a constructive, actionable idea to address it".
 - Statement of Commitment: A signed acknowledgement of the time commitment and responsibilities.
- **Selection Committee:** A committee will review applications and select members. The committee will consist of the District Liaison, a School Board Trustee, and a school principal.
- **Selection Criteria:** Applications will be scored using a rubric that prioritizes: demonstrated commitment to student success and the teaching profession, a solutions-oriented mindset, the ability to communicate clearly and respectfully, and representation of the district's diversity in terms of school level, subject area, experience, and school demographics.

4. Meeting Structure & Norms

- **Frequency & Schedule:** Meetings will be held quarterly during the academic year. Suggested meeting months include October, December, February, and May.
- **Duration & Service:** Meetings will be 60 minutes and held outside of contract hours from 4:00 - 5:00PM. Service on this council will be voluntary.
- **Format & Agenda:** Meetings will be held in a hybrid format (in-person and virtual option) to maximize accessibility. Agendas will be co-created by the TAC Chairperson and the District Liaison and distributed to members at least 48 hours prior to the meeting.
- **Operating Norms:** To ensure productive and respectful dialogue, all members will commit to adhering to the following norms: assume positive intent, be present and engaged, speak your truth respectfully, seek to understand before being understood, 'disagree with ideas not people,' honor confidentiality, and approach solutions with a solutions-oriented mindset.

5. Evaluation

- The effectiveness of the council will be reviewed annually.
- Evaluation will include both qualitative data (e.g., end-of-year surveys of members and district administrators) and quantitative data (e.g., percentage of meeting attendance, tracking of issues raised and their resolution, and analysis of committee members' perceptions of effectiveness).
- An annual report summarizing the council's work, recommendations, and impact will be presented to the School Board each June.