

ALEXANDRIA CITY PUBLIC SCHOOLS
Alexandria, Virginia

Administrative Directives
2020-2021 Series
No. 11
Date: December 9, 2020

TO: All Principals
Senior Leadership Team (SLT)

FROM: Gregory C. Hutchings Jr., Ed.D.
Superintendent of Schools

TOPIC: Guidelines for Establishing Staff / Faculty Councils and Selecting School Representatives to the Superintendent's Teacher Advisory Council

The Superintendent and School Board welcome the viewpoints of employees, as discussed in Policy BG/GBD. Therefore, each ACPS school shall establish a Staff / Faculty Council and shall elect a representative to the Superintendent's Teacher Advisory Council. Each school should submit the name of their representative via [Google Docs](#) to terri.mozingo@acps.k12.va.us by Wednesday, December 16, 2020.

Staff / Faculty Council:

The Staff / Faculty Council serves as a collaborative decision-making body for a school and typically meets on a bi-monthly basis to discuss ideas and concerns that staff members have that impact the entire school division. The Council should include members of the school leadership team, including grade-level or department representatives, a representative from the Student Services Team, one or more representatives from the Technical and Support staff, as well as the School Principal. Members of the Council elect their Chair from among the representatives. The Chair serves as the school representative to the district level TAC. One representative shall take minutes of the meeting, which will then be reviewed by the Chair and the Principal. Subsequent to the approval of the minutes, the Chair shall distribute the minutes to the staff. Each representative shares concerns from his/her team. Each school should also have an anonymous location for staff to submit concerns. The concerns are discussed and solutions considered. If a concern is deemed to be a district level concern, it is forwarded to TAC for consideration. If a concern is school-based, the principal or leadership team will take steps to solve the issue. Each representative also serves on the Virtual PLUS+ Learning Advisory Team and will provide feedback regarding the reopening of schools and the impact of division-level decisions.

Teacher Advisory Council:

Purpose: The Teacher Advisory Council serves as a liaison between teachers, schools, and central office administrators in order to identify, express, and resolve division-wide concerns. The Superintendent and/or central office designees meet with the representatives from all schools on a regularly scheduled bi-monthly basis.

TAC Chairperson: One of the school representatives on the council is elected to serve as council chairperson and the point of contact between the Superintendent and/or central office designees and the school representatives. The chair of TAC for the 2020-2021 school year will be chosen at the first meeting.

Agendas: Agenda items must be submitted to the TAC chairperson by a date he or she designates at the previous meeting. Prior to submitting an agenda item, a representative is expected to consider whether the item

is a “division-wide” concern and review it with his or her Principal to make him/her aware of the concern. When sending the item to the TAC chairperson, the representatives should try to include as much detail as possible so that the Superintendent or central office staff members can effectively address the concern in the meetings.

Minutes: The TAC meeting minutes are recorded by a school representative at each meeting. The representative recording the minutes is expected to follow the format used in “approved minutes.” The chairperson is responsible for taking his or her own notes as an additional resource, editing the minutes taken by the designated representative, and sending them to the Superintendent for a final edit. Sometimes, agenda items cannot be immediately addressed in the meeting. When this occurs, the Superintendent or a central office designee may later address or resolve the concern through an e-mail exchange or conversation with the TAC chairperson. In such cases, the chair should include that information in the minutes, noting that the concern was later addressed. After the Superintendent’s office has approved the minutes, they should be sent to everyone on the council, including the Superintendent and the Senior Leadership Team.

ACPS Website: The Alexandria City Public Schools public website and Canvas site contain a wealth of information that many of our staff members work diligently to update. When concerns addressed in TAC meetings relate to information housed on the websites, the chairperson and/or minutes recorders are encouraged to use information housed there to enhance the minutes and perhaps include hyperlinked web addresses in the minutes so that employees can easily access more in-depth details related to that subject.

Sharing minutes with staff members: It is the responsibility of the school representative to share the TAC meeting minutes with the staff at his or her school. TAC serves a valuable purpose, and while a school may not have submitted items for an agenda, it is important that all teachers know what is discussed. Additionally, representatives are encouraged to save the meeting minutes from year to year as an informational resource. Please note: TAC minutes are posted on the Canvas ACPS Employee Resources Page and all staff should be enrolled in this course.

FOR ADDITIONAL INFORMATION CONTACTS:

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