PURPOSE

This regulation establishes operating guidelines for the Keller ISD Non-Exempt Advisory Committee (NEAC). The purpose of the NEAC shall be to improve communication throughout the district regarding district initiatives including but not limited to the Keller ISD Core Documents, Baldrige Model of Continuous Improvement and the KISD Strategic Plan as well as a place for non-exempt employees to communicate and help resolve work related issues.

REPRESENTATION

In order to ensure equal representation, each feeder pattern will have members specifically designated by campus and position. NEAC Feeder Pattern Selection Chart

Alternates should be selected and will attend NEAC meetings only in the absence of the appointed member.

SELECTIONS/TERMS

Selections for NEAC representatives will be conducted by collaboration between the principals or directors and the non-exempt employees that report to them within each campus and function. This process will occur yearly and will be conducted no later than the third week of school.

Representatives/Alternates will be appointed to a one year term inclusive for one school calendar year.

Representatives/Alternates may serve subsequent terms if they choose to stay on however total time on the committee may not be more than two (2) consecutive school years.

ELIGIBILITY

All KISD employees categorized on the Paraprofessional and Operational Support Salary schedule are eligible to serve as an NEAC Representative/ Alternate. A link to the employees that fall under these categories can be found at http://www.kellerisd.net/district/career/Pages/SalarySchedules.aspx.

Committee GUIDELINES

The following guidelines shall apply for this advisory committee:

1. The committee should focus on improving communication and resolving issues regarding their work.
2. Topics/concerns should be submitted to an NEAC representative in writing on the NEAC form.

3. Topics that are submitted should have district-wide implications affecting most non-exempt employees in general. Topics that NEAC representatives do not consider as district wide will be forwarded to the affected campus principal or head of the appropriate function and not considered for district response.
4. Each campus shall establish a designated repository area or drop box for submission of NEAC forms.
5. Topics submitted to the NEAC for its deliberation should have accompanying suggestions for remedy.
6. Topics that are approved by the NEAC for consideration will be shared verbally with the appropriate function head or campus principal as well as the Cabinet-level Administration in keeping with the district wide communication plan.
7. Issue topics that cannot be addressed at that level, they will be submitted in writing to the Superintendent's cabinet for district response.
8. Responses will be posted on the K-Connect site under Non-Exempt Advisory Committee.

MEETINGS

Meetings will be conducted 4 times per year and will be led and conducted by elected representatives. Meeting locations will be determined by each NEAC group. The NEAC will elect a chairperson to lead the meetings and a secretary to provide any notes or meeting documentation. Issues that arise during NEAC meetings will be compiled and sent out to the appropriate campus or function and answers received will be posted on the NEAC's K-Connect page.

MEETING CALENDAR

An NEAC meeting calendar will be established by September 15th of each year.