

# CONSULTATION



# CONSULTATION COMMITTEE

## What is a Consultation Committee?

- Consultation Committee is a contractual meeting that gives us voice at the School, District, and the Chancellor level.

## What article in the Contract covers Consultation?

- Article 19H3 of the Teacher's CBA

## What does the Contract say?

- “The head of the school and the school chapter committee shall meet once a month during the school year to consult on matters of school policy and on questions relating to the implementation of this Agreement.”

# LEVELS OF CONSULTATION

**School  
Consultation**



**District  
Consultation**



**Chancellor's  
Consultation**

- Chapter Leader and Consultation Committee members meet on a monthly basis with the Principal.

- District Representative and their selected school representatives meet on a monthly basis with the District Superintendent.

- UFT President meets with the Chancellor and their respective selected committee members.

# HOW TO SET UP A CONSULTATION COMMITTEE

- Canvas the school for members that may be interested in being on the committee.
- Approach people you think would make a good committee member.
- Ask for volunteers at a Chapter Meeting
- Create a committee made up of:
  - Teachers: Regular Ed, Special Ed, different grades/departments, out of classroom
  - Functional Chapter members

**The selection of Consultation Committee members is at the sole discretion of the Chapter Leader.**

# PREPARING FOR CONSULTATION MEETINGS

- The Chapter Leader should set the schedule of meetings for the year with the Principal after consulting with Committee members:
  - Time for the meetings should be mutually agreed-upon.
  - The location of meetings should be neutral (not the Principal's office).
- Schedule time with the Committee for Pre-Consultation meetings.
- Hold Chapter Meetings prior to Consultation to hear concerns from members.
- Encourage the Consultation Committee to speak to members regularly to give/get feedback about issues/concerns.

# PRE-CONSULTATION

- The Committee meets to set the Consultation agenda based on feedback from members.
- Figure out proposed resolutions and next steps for issues.
- Discuss Principal's anticipated responses.
- Be prepared with additional questions/concerns to promote resolution.
- Decide who will speak for each item.
- Discuss roles for the meeting (recording secretary, time-keeper, etc.).
- Prepare supporting documents (Contract, Chancellor's Reg's, Standards, etc.) and data (RACLs, surveys, etc.).
- Send agenda to Principal prior to the meeting (48 hrs).
- Share agenda with the staff.

# ONLINE CONSULTATION SUMMARY FORM

## AGENDA ITEMS

- School Budget and Staffing
- Teacher Programs
- Class Size Concerns
- Building and Environmental Concerns
- Paperwork and Operational Issues
- School Safety and Student Discipline
- Teacher Observation and Evaluation
- Special Education
- ESL/ENL/MLL Issues
- Quality Review, MPPR/PP0 and Other Visits
- Functional Chapter Issues
- Tenure
- Student Records and Grading Policies
- School Policies, Culture, Morale

# HOLDING THE CONSULTATION MEETING

- Chapter Leader runs the meeting and controls the flow.
- Chapter Leader should introduce each committee member to speak on their agenda item.
- All committee members should take notes but 1 person should be the official note-taker.
- Try to focus on having a meeting with a collaborative tone.
- Present supporting documents/date when applicable/possible.
- If the Principal agrees to a resolution or providing information, ask for the timeline for follow-up.
- If the principal is not willing to resolve issues or will not commit to a plan of action, follow up with questions.
- If an Operational Issue is raised, remind the Principal they have 5 school days to resolve.



# AFTER THE CONSULTATION MEETING

## Chapter Leader:

- Completes and submits the **Online Consultation Summary Report**
- Sends either the online summary or notes from Consultation to the staff via personal email
- Share the online summary or notes from Consultation with the Principal
- Follows-up with Principal on outstanding items based on timeline established at the meeting
- Completes and submits an **Online Paperwork and Operational Issues Report** for any operational issue(s) raised
- Speaks with District Representative about issues for possible escalation to District Consultation Committee

Resolutions should be celebrated with the chapter!



# RESOURCES IN BINDER

- Monthly Agenda Topics
- Consultation Committee Guide
- System-wide Standards (Operational Issues)
- System-wide Safety Standards
- UFT Budget Guide
- Power Point
- Blank Pre-Consultation Tool

**Engage**

**Organize**

**Empower**