

## **Teacher Administrative Partnership – Team Charter, revised August 2017**

### **Preamble**

The Administration of the Cleveland Heights-University Heights City School District and the Cleveland Heights Teachers Union Local 795, AFT, AFL-CIO believe that students of the district are best served when decisions about school operations are made by consensus through Teacher Administrator Partnerships. These partnerships are designed to encourage collaboration and innovation and the assumption of new rules by both administrators and union members. To that end, this charter document sets forth guidelines and parameters to give direction to these building-based Teacher Administrator Partnerships. This charter will be reviewed annually by Summit.

### **Article I – Membership**

1. Building TAP Committees shall be constituted as follows:
  - At each elementary school, the members will be the building principal, a union steward, and three additional members of 795
  - At each middle school, the members will be the building principal, a union steward, and three additional members of 795
  - At the high school, the members will be building administrators and CHTU Stewards. A teacher selected by the Union President and an administrator selected by the Superintendent will serve as co-chairpersons of this body.
2. Members are to be elected by Local 795 members in their buildings after an allotted time for self-nomination as determined by each building staff.
3. Terms of office for elected TAP Committee members shall be three years. It is recommended that staggered terms be arranged during the initial year to ensure continuity of the Committee. Staggered terms shall be determined by drawing lots.
4. Vacancies on the TAP Committee, other than principal or union steward, shall be filled by a vote of Local 795 building members in a special election for the unexpired term.

### **Article II – Meetings**

1. TAP Committees will meet, at a minimum, once a month during the school year and at other times as needed based on the desire of the Committee.

2. The building principal and union steward shall co-chair TAP Committee meetings.
3. The TAP Committee shall determine the number of members necessary to constitute a quorum.
4. The TAP Committee shall adopt its own rules and procedures for carrying on business. In the absence of such rules and procedures, Roberts Rules of Order shall prevail.

### **Article III-Decision/Consensus**

1. The TAP Committee, upon consultation with the building staff, will select areas for decision making from the following **that supports culture and climate**:
  - professional development plan & budget
  - instruction/staff organization
  - school rules
  - learning environment issues
  - building communication plan
  - data analysis and monitoring
  - other concerns and initiatives arising from the building and accepted by Summit
2. TAP Committee level decisions shall be made by consensus. Building level decisions by consensus are encouraged. In the event that consensus is not reached, a minimum 75% of the staff is required to support a decision.
3. In the event that consensus cannot be achieved, the TAP Committee may opt to prepare a non-consensus paper defining the issue and submit the paper to the Summit. The Summit will then designate one administrator and one union member of the Summit to assist the TAP Committee on the unresolved issue. However, the final decision rests with the TAP Committee.

### **Article IV – Record Keeping**

1. TAP Committees will maintain records of their meetings and actions via an agenda and minutes.
2. Agendas and meeting minutes shall be maintained in a notebook kept in the main office in hard copy form for a minimum of three years and will be shared with the Summit electronically within one week after a TAP meeting.

### **Article V – Communication Plan**

1. TAP Committees will create a plan to communicate agenda items, concerns, decisions, and other actions of the TAP to faculty, the building PTA, and the Summit.
2. A TAP Committee report shall be a regular agenda item at each building faculty meeting by a TAP member.

### **Article VI – Compliance**

1. TAP Committee decisions pursuant to Article III, above, must comply with all applicable federal and state laws, Board of Education policies, and provisions of the Negotiated Agreement.
2. TAP Committees shall forward inquiries to the Summit to determine if it is possible to seek modifications, waivers of statutes, or to open negotiations to implement a decision desired by the building staff.