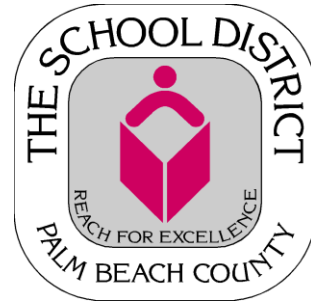
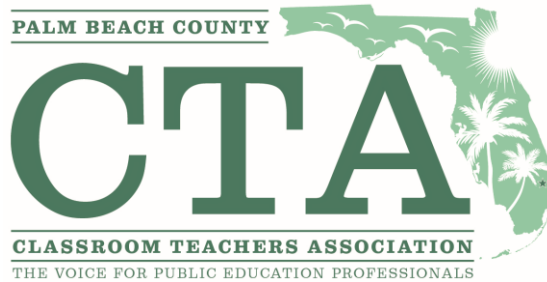


EMPLOYEE BUILDING COUNCIL (EBC)



MANUAL FOR JOINT CTA – DISTRICT EBC TRAINING

Revised as of 8/24/15

Positive Results of an Effective EBC

- Better school/location climate
- Provide healthy working environment
- Increase teacher and principal morale
- Shared decision making at the school center or location
- Help resolve problems/concerns for smoother operation of
school/location
- Better working relationship and trust between teachers and
principals

EBC FUNCTIONS AND PROCEDURES

1. Why is this joint CTA-District Employee Building Council (EBC) training being offered?

CTA and the District believe that the input of the instructional staff is important to maintaining and improve the operations of schools; and further believe that the EBC's can help to improve staff morale and teamwork among a school's faculty.

2. Where in the CTA Collective Bargaining Agreement (CBA) are the provisions Establishing an EBC?

ARTICLE III, Section G – Employee Building Council (EBC)

3. What are the primary functions of an EBC?

Except for those issues that are specifically barred from discussions by the EBC, the EBC shall discuss and resolve any problems or concerns which may result in better operation of the school. In addition, the EBC shall discuss and make recommendations regarding those issues when so noted in other sections of the CBA.

4. Are there examples of issues that may be included on an agenda for an EBC Meeting?

The CBA states, "Examples of areas an EBC may wish to consider include, but are not limited to, budget, curriculum, textbooks, distribution of materials and supplies, assignment of duties, staffing, staff development, discipline, and parent visitation." Further, the CBA states, "In order to be an item placed on the Agenda, the concern must be of a nature that affects bargaining unit employees."

5. What issues are not to be discussed or considered by an EBC, or placed on an Agenda of an EBC meeting?

The CTA states, “No grievances or individual issues or concerns shall be considered or discussed by the EBC,” and “An EBC cannot alter, change or set aside any provision of this Agreement (CBA).”

6. How often is an EBC to meet?

The EBC will meet with the Principal at least once a month (September – May), unless otherwise determined by the EBC.

7. Who may attend meetings of the EBC?

EBC meetings are open to all instructional employees in the building and to Officers and staff of CTA.

8. Who can place items on the EBC agenda?

Each instructional employee at the school and the Principal has the right to place issues on the EBC agenda, and shall have the right to speak to the EBC on the agenda item unless a majority of the EBC votes to limit discussion.

9. What other Sections of the CBA are referenced where the EBC is involved?

ARTICLE II, Section A 5; Section C 9; Section F 7a, 7b 2(b)ii; Section U 4; ARTICLE III, Section B 1, b), 4 (b), 5 (c), 6 (a), 9 (c); Section P 7 a, d; and Section S

10. When votes of the instructional staff are conducted by the EBC, what percent of the instructional staff constitutes approval of an issue?

Unless otherwise specified in the CBA, when the EBC conducts a vote of the Instructional staff at the school, the issue must receive an affirmative vote of at least 51% of instructional staff votes in order to be approved.

EBC ORGANIZATIONAL REQUIREMENTS

1. Who is responsible for organizing the EBC?

The CBA gives the Lead CTA Representative at the school site the responsibility for organizing the EBC during the first month of the regular school year.

2. How are EBC members selected?

Half are appointed by the Lead CTA Representative (including him/herself), and the other half are elected via a secret ballot vote of the instructional staff conducted by the Lead CTA Representative.

3. How many EBC members serve on an EBC?

It depends on the number of instructional staff assigned to the school.

- Schools having 30 or fewer staff will have an EBC with six (6) members (3 appointed and 3 elected).
- Schools having 31-60 staff will have an EBC with eight (8) members (4 appointed and 4 elected).
- Schools having 61 or more staff will have an EBC of ten (10) members (5 appointed and 5 elected).

4. Is the administration at a school involved with the establishment of an EBC?

The administration should cooperate with the Lead CTA Representative of the school so that an EBC can be formed, but is not to initiate the formation of the EBC, except to possibly encourage the Lead CTA Representative to organize the EBC.

5. How does the Lead CTA Representative go about organizing the EBC?

After appointing half of the members, the remaining half of the members are elected by the full instructional staff. The Lead Representative will then call together the appointed/elected members to conduct its first meeting of the school year. At its first meeting the EBC will elect a Chairperson.

The Chairperson will prepare an agenda 4 days prior to each subsequent EBC meeting and provide a copy of the agenda to the Principal, who may place additional items on the agenda. The Principal is responsible for providing a copy of the agenda to all instructional staff no later than two (2) days prior to the EBC meeting.

6. Who prepares and distributes the minutes of the EBC meeting to the instructional staff after EBC meetings are held?

The EBC Chairperson shall record the business of each meeting and shall make a written report of such business to the instructional staff and to the Principal.

7. If after agenda items have been discussed by the EBC and the Principal, and the EBC feels the item was not adequately addressed, what avenue does the EBC have?

If the EBC still has concerns which it feels were not adequately addressed by the Principal, the EBC may call for a meeting with the Area Superintendent for further consideration and review of the issue.

8. Can an EBC be organized at a non-school location?

Yes, instructional staff not specifically assigned to a school may form an EBC in keeping with the provisions of ARTICLE III, Section G 9, of the CBA.

CONTRACT LANGUAGE

Section G – Employee Building Council (EBC)

1. Each school shall form an Employee Building Council (EBC) to be organized during the first month of the regular school year which will meet with the Principal at least once a Month (September-May), unless otherwise determined by the EBC.
2.
 - a. In building with thirty (30) or fewer “T” bargaining unit members, the Association Faculty Representative Chairperson (Lead Representative) shall appoint three (3) Association members (including himself/herself) to the EBC.
 - b. In buildings with thirty one (31) to sixty (60) “T” bargaining unit members, the Association Faculty Representative Chairperson (Lead Representative) shall appoint four (4) Association members (including himself/herself) to the EBC.
 - c. In buildings with sixty-one (61) or more “T” bargaining unite members, the Association Faculty Representative Chairperson (Lead Representative) shall appoint five (5) Association members (including himself/herself) to the EBC.
 - d. Fifty percent (50%) membership of an EBC shall be elected by secret ballot vote of all employees at that school. The number to be elected shall equal the number of Association Representatives appointed as set forth above, after said election has been conducted. The Association Faculty Representative Chairperson (Lead Representative) shall conduct the secret ballot election. All EBC members will serve by consent and the term of office shall be one (1) year.
3. The EBC shall help resolve and discuss any problems or concerns, which may result in the smoother operation of the school. If the EBC still has concerns, which it feels, were not adequately addressed by the Principal, the EBC may call for a meeting with the appropriate Area Superintendent for further consideration and review of the problem. The EBC shall discuss and make recommendations regarding those issues when so noted in other Sections of this Agreement. No acts of recrimination shall be taken against an employee or employee serving on an EBC for exercising any rights of an EBC as set forth herein.

4. No grievance or individual issues or concerns shall be considered or discussed by the EBC. In order to be an item placed on the Agenda, the concern must be of a nature that affects bargaining unit employees.
5. An EBC cannot alter, change or set aside any provision of this Agreement.
6. The EBC shall elect a Chairperson at its first meeting each school year. The Council Chairperson shall prepare an agenda prior to each subsequent meeting and provide same to the Principal at least four (4) days prior to the meeting. The Principal shall provide each employee with a copy of the agenda no later than two (2) days prior to a Council meeting. The Chairperson shall record the business of each meeting and shall make a written report of such business to the employees and Principal in that building.
7. Each "T-Bargaining" unit member assigned to that building and the Principal shall have the right to have matters placed on the EBC agenda and shall have the right to speak to the EBC on an item which the employee has initiated unless a majority of the Council votes to limit discussion. The Council's meetings shall be open to all employees in the building and to the officers and staff of the Association.
8. Examples of areas of concern an EBC may wish to consider include, but are not limited to: budget, curriculum, textbooks, distribution of materials and supplies, assignment of duties, staffing, staff development, discipline and parent visitation.
9. Employees not specifically assigned to a building, may form their EBC in keeping with provisions stated above. Any problems with establishing an EBC will be referred to the Association and to the Chief Personnel Officer for resolution. Any problem unresolved after such referral, may be submitted to the grievance procedure of this Agreement beginning at STEP TWO.
10. Unless otherwise specified in this agreement, any vote that is to be conducted by the EBC must carry by at least 51% of the faculty voting.

EBC FACT SHEET

- Helps resolve and discuss problems or concerns which may result in smoother operation.
- Examples of topics, without limitation, can be: budget, curriculum, textbooks, distribution of materials and supplies, assignment of duties, staffing, staff development, discipline and parent visitation.
- Can discuss and make recommendations when noted in other sections of the Agreement. Article II, A.5, C.9, F.7, U.4, Article III, B.1(b), 4(b), 5(c), 6(a), 9(c), P 7 a, d; and Section S
- Cannot alter, change or set aside any provisions of the contract.
- Formed first month of regular school year.
- Size determined by number of T bargaining unit members in building.
- One-half elected, one-half appointed.
- Election is by secret ballot.
- Lead Representative shall conduct secret ballot election.
- Chairperson elected at first meeting.
- Meets at least once a month (September-May)
- Chairperson prepares and provides Agenda, which is given to principal four (4) days before meeting.
- Principal provides Chairperson prepared agenda to T bargaining unit members no later than two (2) days prior to meeting.
- All employees have the right to place matters on the agenda and to speak on those matters unless the Council votes to limit discussion.
- EBC Chairperson records business at each meeting and makes written report to employees and Principal. Can use school district email to share with all teachers.
- Meetings are open to all T bargaining unit members in the building and officers and staff of CTA.
- Unresolved concerns may be addressed with the Area Superintendent.
- Locations other than a school building can form an EBC with unresolved issues addressed to Chief of Human Resources and Step Two of grievance procedure.
- No acts of recrimination against an employee serving on an EBC for exercising any EBC rights.

CONTRACT LANGUAGE

ARTICLE II

SECTION A – RESPONSIBILITIES

5. Employees shall normally restrict their use of the school's telephone. Only in an emergency or a need situation shall they make or receive telephone calls while in charge of students. Employees may make other calls when they are on released time, planning time, or other times when not in charge of students. After consulting with the school's Employee Building Council (EBC) the Principal shall designate telephones and lines that may be used by employees.

SECTION C – EMPLOYEE FACILITIES

9. It is the intent of the Board to minimize, where possible, employees being given floating assignments. All floating assignments will be reviewed by the Principal and Employee Building Council annually. Each floating employee (employee with no exclusively assigned regular classroom) shall be provided a desk, file cabinet, and suitable storage space.

SECTION F – EMPLOYEE AUTHORITY AND PROTECTION

7 (a) An employee may temporarily exclude a student from his/her supervision when the severity of the offense, the persistence of the misbehavior, or the disruptive effect of the behavior makes the continued presence of the student intolerable. Such student shall be sent to the Principal. In such cases, the employee shall furnish in writing to the Principal as promptly as his/her duties will allow, but no later than the end of the workday, full particulars on the problem or incident including a request for an employee/Principal consultation regarding the date and conditions of the student's return, if the employee deems such consultation to be in the best interest of the student or class. If consultation is requested by an employee, a conference shall be held prior to the child's return to the classroom. The final determination of when and under what conditions the student will be readmitted to the classroom shall be determined by the Principal after the foregoing conditions have been met. An exception to this provision may occur at an elementary school when an alternative procedure is mutually determined by the Principal and the EBC.

7 (b) 2 (b) (ii) Two employee's, one selected by the employee who has removed the student and one elected by the school's faculty through a secret ballot vote conducted by the school's Employee Building Council (EBC). Where an EBC does not exist, through a secret ballot vote conducted by the Lead CTA Faculty Representative at that school. It is recommended that a first and second alternate also be elected at the same time by the school's faculty in the event the elected employee is unable to serve or if the elected employee is the employee who has removed the student.

The placement review committee must render a decision with five (5) workdays of the removal of the student from the employee's classroom. The first day of this five-day period will be the first workday immediately following the day the student was removed by the employee.

SECTION U – LESSON PLANS

3. Additional requirements may be added by the Principal with the concurrence of the Employee Building Council. The EBC with the approval of the employees in that school center shall determine the format and content of special/emergency plans which shall then be written by individual employees, departments, teams, or grade levels (see Article III, Section E).

Such special/emergency lesson plans will be prepared in such a way to enable a substitute to carry out the assignments with continuity in the educational program.

ARTICLE III

Section B - Employee's Hours and Conditions

1. Duty Hours

(b.) The workday for all employees during pre-school, post-school, and all Teacher Work days during the regular school year shall be from 8:00 a.m. to 3:30 p.m., with one (1) hour for lunch. An exception to this for a modified workday is as determined by a faculty vote conducted by the EBC and approved by the Principal.

4. (b.) As a result of this Agreement, an elementary employee shall not be required to forfeit the lesser of either three (3) planning periods or one hundred thirty-five (135) minutes of his/her planning time per month (September through May) to attend meetings initiated by the administration unless otherwise agreed to by the school's EBC.

5. (c.) In addition, each elementary school shall develop a plan for providing relief time when an employee may find it necessary (emergency) to leave students for which he/she is responsible. The school plan shall be mutually developed and agreed to by the Principal and the Employees' Building Council (EBC). If a mutual agreement cannot be reached, the issue will be submitted to the Area Superintendent for resolution.

6. (a.) Faculty Meetings - In addition to the regular workday, employees who are not receiving a salary supplement (Dept./Grade Level Chairs or Team Leaders) may be required to spend time before or after the regular workday without additional compensatory time and/or additional compensation for the purpose of attending no more than two (2) meetings per month (September through May) initiated by the administration. Such meetings shall be consecutive with the regular workday. Employees shall not be required to remain longer than ninety (90) minutes per month and not to exceed sixty (60) minutes at any one (1) meeting beyond the regular workday. In elementary schools, the EBC at its discretion, may conduct a vote of the employees to determine if these faculty meetings will begin during the regular workday or beyond the regular workday for the balance of that school year. If a majority vote to begin these faculty meetings during the regular workday, this may require elementary employees at that school to give up part or all of their planning period on days such meetings begin during the elementary workday. Forfeiture of these planning periods is in addition to the forfeitures set

forth in 4 (b) above. In addition to Faculty Meetings as stated above, at the Principal's option, he/she may schedule a faculty meeting on up to two (2) pre-school days as specified in the official School District calendar. Faculty meetings for up to fifty-five (55) minutes may also be scheduled by the Principal during any or all Teacher Work Days/In-service Days as specified in the official School District Calendar. When scheduling up to two (2) Faculty meetings during pre-school, the Principal will pay particular attention to having such Faculty meetings only when necessary and to keeping such meetings as short as possible so additional duty time may be provided to allow employees to use for their own professional utilization in preparation for the upcoming school year.

9. (c) The Building Principal will collaborate with the school's SAC, EBC, and IIT when developing professional activities to take place during these student release periods of time.

SECTION P – Secondary (Middle, High, Vocational, Alternative, Special) School Scheduling

7 (a) In the event the administration wishes to modify scheduling, the building Principal will propose such scheduling modifications to his/her respective Employee Building Council (EBC) which will conduct a secret ballot vote of all employees covered by this Agreement who are assigned to that school. In the event the school does not have an EBC, the Lead CTA Representative at that school will be asked to form an EBC so that it may conduct the secret ballot vote; and in the event there is no CTA Lead Representative at the school, The President of CTA will be asked by the Principal in writing (with a copy to the District's Department of Labor Relations) to conduct the secret ballot vote within twenty (20) teacher workdays of notification by the Principal. If the CTA Lead Representative and/or CTA fail to conduct the secret ballot vote twenty (20) teacher workdays of written notification to the CTA President, the Department Chairs will conduct the secret ballot vote. Such employees may vote to adopt the proposed scheduling modifications or to reject the proposed modifications. If adopted, the duration of such adopted scheduling modifications shall be no longer than the end of the first full school year after the modifications were approved.

7 (d) Nothing herein shall limit the Principal at any time from proposing a change to or a different modified schedule provided such schedule is proposed to the EBC or as otherwise provided in subparagraph a above. Such proposed change or proposal for a different modified schedule is subject to provisions of subparagraphs a, b, and c above.

SECTION S – DISCRETIONARY FUNDS FOR SUPPLIES/EQUIPMENT

The EBC should be given the opportunity to comment on the allocation amount before it is finalized and announced to the building's employees. Employees are to be informed of their individual allocation amount at the time that the procedure is announced to them.

SAMPLE AGENDA

Employee Building Council for _____ Middle School

Date

Time

Location

EBC Members –

Principal –

1. Status review regarding past agenda
 - a. Copy machine-frustration-present setup does not serve needs of teachers.
 - b. Dress code enforcement-frustration-will there be any changes?
 - c. Discipline-frustration-consistency, meaningful consequences.
 - d. Duty-teachers want an improved duty system. Mrs. _____ has been in touch with Mrs. _____
 - e. Questions about 98-99 teachers want to know assignments:
 - Subject
 - Grade level
 - Team make-up
 - Room location
 - f. Report from Ms. _____, cafeteria liaison person.
2. Other old business
3. New Business
 - a. School safety concerns:
 - ID's for visitors
 - Threats should be taken seriously
 - No bookbags/backpacks(?)
 - b. Emergency messages for teachers-teachers should be notified immediately.
4. Next EBC Meeting:

SAMPLE MINUTES

EBC Meeting

Date

In attendance:

Meeting was called to order at 4:05

_____ wanted to continue to discuss the copy machine and the failure of the one the teachers are currently assigned to use. This machine does not meet the needs of the teachers as it frequently is broken, and does not make adequate copies for students. _____ said he will be considering changing to department copy machines and getting rid of _____. The EBC stated that they felt that getting rid of _____ would increase the cost of copying. The committee also stated that they felt there was confusion about the point the teachers were trying to make regarding this issue. The teachers concern about their need to be able to make copies was once again stated _____.

No changes to the dress code, according to _____. Teachers commented that it may be difficult to enforce again next year because of new students to the school. Teachers feel the dress code is positive but there is also a negative aspect which should be dealt with consistent enforcement seems to be lacking.

Teachers have expressed frustration regarding the need for consistency and meaningful discipline consequences. _____ said the deans are in a difficult position being squeezed by parents, teachers and others. _____ said other schools are experiencing discipline difficulties. Bringing the committee to the issue of School Safety. Teachers are concerned about verbal threats by student. The committee expressed the widely held perception that the teacher integrity and professionalism are often questioned. The committee recommended that we begin with specific discipline expectations. Policies should be set for next year, and we should all commit to staying with them. Teachers should not be second guessed in front of the students. It was recommended that if the administration wanted information from teachers they should get it directly from the teacher. The committee felt it important that we provide a safe environment for all.

Concerns were stated about lack of ESE placements being made.

No backpacks beginning Thursday. The EBC recommended that next year students be permitted to carry backpacks and place them in their locker.

It was also recommended that locker access should be allowed before school, before and after lunch and at the end of the day.

_____ informed the committee that volunteers and others who answer the phone don't always follow the school's policy of informing teachers that they have received an emergency phone call when he was questioned about why teachers do not receive emergency messages.

_____ reminded teachers to be at their duty posts when assigned. If you cannot be there, find someone who can replace you.

_____ suggested a parent conference night next year, decreasing the number of morning parent conferences. He is considering having the conferences in the gym toward the end of the first 9 week period. Start time earlier for the meeting 5:30 for example.

The cafeteria complaints remain the same. _____ informed us that _____ will have additional problems next year. More gov't. food, peanut butter sandwiches for example, and she may not have an option. _____ will give us a copy of the foods for next year.

98-99 Room locations – The EBC said some teachers have expressed a desire to stay in their current rooms if they are in proximity to their team. _____ informed the committee that three teachers in the building are scheduled to move. Six portables are being removed and those teachers will need to move.

_____ said next year's assignments will be out this week but there still could be changes. A sheet will be sent out with room assignments by Friday.

Respectfully submitted,

SAMPLE MINUTES

DATE

Minutes of EBC Meeting

Members in Attendance:

Business: _____ elected new chairperson, _____ new member

Concern: Inadequate communication between administration and staff
Solution: the office will continue to communicate with staff regarding up-coming events and after-school activities _____ will make a master schedule of activities and post it on the faculty bulletin board (1-16)

Concern: Important announcements being missed in afternoon
Solution: All student announcements will be made in the morning, teacher announcements will be made after 2:07

Concern: Planning time being taken on early release days
Solution: Agendas for early release days will keep all faculty actively involved

Concern: Conflicting interpretation of grades for ESE students
Solution: _____ will search for a county policy

Concern: Rooms being used by after-school to plan for classroom usage and then post schedule on faculty bulletin board (1-15)
Solution: _____ will meet with the after-school to plan for classroom usage and then post schedule on faculty bulletin board (1-15)

EBC Issues

Should these issues be addressed by the EBC? Why or why not? How would you handle these?

CASE #1

High school teacher needs a long term medical leave.

CASE #2

Principal is in the process of budgeting for the next school year.

CASE #3

High School Principal wants to institute Block Scheduling

CASE # 4

The School District has suspended teacher for allegations of child abuse.

CASE #5

The custodian has been denied a personal leave.

CASE #6

Principal is setting up a series of school in-service.

CASE #7

Principal has requested input regarding use of Florida School Recognition.

CASE #8

EBC Chairperson refuses to prepare an agenda prior to each EBC meeting.

CASE #9

Principal has set up a system to avoid dealing with the EBC.

CASE #10

Personnel Investigator has shown up to the school to question a teacher about an incident which took place in the main office of the school relating to a parent complaint.