

KCTU School Staff Committee (“SSC”)

Operational Best Practice Options:

- Select an SSC before September 30th and inform your principal of the name of your SSC members or if it is a Committee of the Whole (“COW”) consisting of all the KCTU members at your site before September 30th as required by our collective agreement to ensure that it is recognized by the Board.
- Select an SSC Chair once you have selected your SSC members or if you have chosen to be a Committee of the Whole including all staff.
- The SSC Chair should canvass members at least once a month to see if they have any referrals to make to the SSC on any items of concern to them.
- Meetings could be called monthly or as needed by the SSC Chair.
- SSC Meeting Agendas should be prepared and circulated to all KCTU members at your site before every meeting.
- KCTU Members at your site should be made aware that they can attend any SSC meetings.
- Meetings should be run in accordance with Robert’s Rules of Order pursuant to Article IV.F of our KCTU Bylaws:
 - F. All meetings of the KCTU shall follow Robert’s Rules of Order
- Minutes and recommendations to administration should be kept and made available to KCTU members at your site on demand or circulated to all members once they have been approved by your SSC.
- You can entrench your site-based SSC operational procedures in a formal constitution and bylaws, but this is not required for your SSC to be recognized and to legally function.
- Err on the side of utilizing and ensuring procedural fairness at all times.
- Refer any operational questions and any recommendations submitted to Principals to the KCTU Union Office to the attention of your Local President.