

Unit Building Committee Sample Process

1. **Agenda items are due** to the PFT Rep/UBC Facilitator by the **second Tuesday** of each month. Agenda items are accepted on the Agenda Item Form only and a possible solution must be listed. Only school-wide issues are appropriate agenda items. (If you need assistance resolving a personnel related issue, an individual issue, or an issue that does not affect the whole school, contact your PFT Rep and/or your principal for direction and support). *PFT Rep/UBC facilitator will screen the agenda items to ensure they are appropriate and will talk individually to the teacher who submitted the form if a different avenue should be used to address their concern instead of UBC.*

2. No later than the **second Friday** of each month, the **agenda of school wide issues is created** by the PFT Rep/UBC Facilitator and is **emailed out** to the principal and all teachers. The principal may add an agenda item/s if he/she wishes. This same email asks the grade level teams to consider and discuss each issue prior to the UBC meeting on the **third Thursday** of each month. They should consider: “Is this an issue for us? What are our specific concerns? What suggestions do we have? The grade level UBC Rep can collect information from their team via email or in person communication. The grade level UBC Rep should come prepared to share data from the team he or she represents. Regarding each agenda item, the UBC Rep should be able to speak to whether or not the team reached consensus on their perception of the issue and the solutions they brainstormed. If they were unable to reach consensus, the UBC Rep should be able to share how many people in the team felt one way or the other.

3. **UBC Meeting** is held the **third Thursday** of each month. For each agenda item you might ask:

A. Was this an issue for your team? If it is not an issue for the majority of the teams, it should be taken off the agenda and discussed in another forum (grade level involved, principal, PFT Rep).

B. If it was an issue for many teacher teams, UBC Reps begin sharing the perceptions of their teams on the agenda items, also including the numerical

counts of how many in their group were concerned and favored particular solutions. The group engages in problem solving oriented discussion based on the data from the teams and determines next steps, i.e. presenting two options to the staff and coming to consensus on one or the other.

C. UBC Reps, or the UBC Facilitator/PFT Rep or the principal communicate the next steps back out to the staff.

4. Establishing meeting norms for your UBC meetings is recommended at the first meeting. See sample norms. Purpose is to establish procedures for a productive, on-task, meeting with a professional tone.