

# USCEA 4270

Upper St. Clair Education Association

## Liaison Committee

### What is it?

- a committee that meets with the principal to **discuss local school problems and practices** for all teachers in the building.

### What is our responsibility?

- share meeting date with the staff before we meet with the building administrators
- meet with the principal at least once a month with no less than two liaison members in attendance
- address all concerns with the principal anonymously (no names mentioned)
- share the principal's responses with the staff
- share liaison notes following the meeting
- take concerns that were not properly addressed to a building rep

### How do we address building concerns?

- An employee will out a form with your concern and put in a liaison member's mailbox.
  - putting your name on the form is optional
  - paper copy is available by the mailboxes
  - electronic copy will be emailed
  - talk to a liaison member and he/she will document on the form for you anonymously
  - please remember to keep your questions worded tactfully and professionally. Remember that your questions/and wording reflect upon all staff members.