



## **TIPS FOR EFFECTIVE SCHOOL STAFFING COMMITTEES**

1. Always remember that the Branch President is the co-chair of the Staffing Committee, with the ability to call meetings, and participate in setting the agenda.
2. During Staffing Committee meetings, you can stop to caucus privately as OSSTF representatives, or to call the TTBU office for advice. Management can wait.
3. Don't be pressured to make quick or uninformed decisions by management.
4. The School Staffing Committees tab in the Blue Binder gives the Branch President the explicit right to keep their own copy of the information the Principal must provide for creating the proposed staffing model.
5. Consider neutral territory for the Committee meetings outside the Principal's office, like a seminar room in the Library, or a workroom.
6. Maintain Committee confidentiality at all times. Your members' trust in your work depends on it.
7. Consider dividing tasks on the union side (for example, one person checking qualifications, one taking notes, etc.).
8. Ensure that Committee decisions are governed by seniority subject to qualifications, instead of any programming priorities or personal judgements.
9. Spend the Committee rebate money on yourselves. Consider asking your administration collegially whether they will provide lunch or snacks on the days either are needed.
10. Use a projector to display the developing matrix for all Committee members to see, shared as a Google sheet if possible.
11. Save and review the data from past years that the Committee works with.
12. Use the language in the Collective Agreement and the Binder around reviewing proposals from PORs and Student Success initiatives to the union's advantage, keeping in mind management's exclusive right to determine programming.