



TEACHER JOB ACTION: GUIDANCE FOR SUPERINTENDENTS & SCHOOL ADMINISTRATORS

1. Be sincere in maintaining and projecting a positive attitude.
2. The Superintendent shall be the chief spokesperson for the School District, unless another individual is designated to act in that capacity.
3. Maintain daily communication with Governing Board members. Establish a time and method for such communication, for example, 5:00 P.M. daily. If this is done via a phone conference, remember such a meeting must be posted 24 hours in advance. To avoid a public meeting the Superintendent could call each board member individually at that time every day, taking care to communicate the same message.
4. Consider establishing daily news briefings or statements to local media or updates on social media.
5. Maintain daily communication with principals.
6. Maintain an objective, emotion-free attitude toward teachers during any communication with the public.
7. Decide in advance whether or not school will be held if some, any or all teachers initiate a job action. Some decision points may include:
 - a. What is the tipping point in absences if all staff does not participate? $\frac{1}{4}$ of teachers gone? $\frac{1}{3}$?
 - b. How many staff do you require to be able to say to parents, "We can guarantee your child will be safely supervised and taught on our campus?"
8. Decide in advance and communicate to staff, and teacher leadership, in writing administrative expectations in relationship to the following during any job action:
 - a. Extracurricular practices
 - b. Use of district technology

- c. Use of district facilities, including classrooms, gymnasiums, parking lots, offices, and district meeting rooms.
 - d. Use of on-campus sidewalks, public areas, etc. for demonstrations.
- 9. Decide whether or not classified staff, school secretaries, custodians, para-professionals will continue working. Will some, all, or none, continue to work? How will picket lines, if any, be crossed?
- 10. How will student teachers be affected?
- 11. Decide whether or not you will maintain any non-teaching services.
 - a. Food service. If so, how distributed?
 - b. After school or extended day programs. Will they be continued? If so where?
 - c. Adult education.
 - d. Parent classes.
- 12. Develop a communication plan for alerting parents, staff, and community members as to the status of any job action and school closing. Also notify the following agencies:
 - a. PTA/PTO/other Parent Networks, through your principals
 - b. Police, fire and other responders
 - c. Churches and park districts who may utilize your facilities
 - d. Sports organizations who may utilize your facilities
 - e. Mayor or other Community Leaders as relevant
- 13. Consider increasing campus security.
- 14. Human Resource Decisions
 - a. Where do “non-striking,” if any, teachers report?
 - b. How will pay be handled for “non-striking” and striking teachers?
 - c. How will sick leave accruals be handled for striking teachers?
 - d. Communicate with legal counsel regarding all work status decisions concerning striking personnel.
- 15. Other logistical decisions.
 - a. If stoppage is extended consider how mail and supply deliveries to schools will be handled.
 - b. Maintain ongoing construction or remodeling projects in a safe manner.



TEACHER JOB ACTIONS: GUIDANCE FOR MEMBERS OF GOVERNING BOARDS

1. Be sincere in maintaining and projecting a positive attitude.
2. The Board President shall be the chief spokesperson for the Governing Board.
3. No board member is authorized to represent the Governing Board or the District with prior approval by a majority vote of the Board.
4. Make sure the Superintendent and Board President can contact you immediately at all times.
5. Establish a daily communication time with the Superintendent to be updated on the job action.
6. Avoid public comment that reflects any negativity toward groups of employees or students.
7. Weigh potential actions or statements by this criterion: do they contribute to educational opportunity or positive climate for our students?
8. Present a unified front to the public.
9. Remember that Open Meeting Laws remain in full effect governing private discussions among Board Members.
10. Consider cancelling Board Meetings and other district/school events during a job action as they potentially provide opportunities for activities that could be unsafe for students, staff or community.
11. Respond to inquiries from parents, the community, and the media in the following manner, "The teachers have initiated a job action, and all information on the status of our schools will come from the Board of Education through the Office of the Superintendent."
12. Do not discuss a job action with district employees, their family members, community members, or students.

13. Understand that job actions can be fluid and school administrators may be required to make decisions based on situations not anticipated. Plans should be flexible.

Content related to 2010 NSBA document