



## Elections and Nominations Standing Committee

**I. Purpose:** The Elections and Nominations Committee is established to oversee and manage the fair and democratic processes related to nominations and elections within the association. This committee's primary objective is to ensure that the leadership of WCTA is elected through transparent and inclusive procedures, promoting active member participation and the continued advancement of the association.

**II. Goals and Objectives:** The Elections and Nominations Committee is entrusted with the following goals and objectives:

1. **Nominations Process:** Administer the collection of nominations from WCTA members for leadership positions, ensuring an equitable and accessible nomination process.
2. **Election Planning:** Develop and execute a comprehensive election plan, encompassing timelines, communication strategies, and procedures to conduct impartial and transparent elections.
3. **Candidate Evaluation:** Scrutinize and verify candidate eligibility, including reviewing qualifications outlined in the WCTA bylaws.
4. **Voter Engagement:** Encourage member participation by providing information about the candidates, election procedures, and the significance of active involvement in the association.
5. **Election Oversight:** Supervise the entire election process, including the distribution, collection, and tallying of ballots, safeguarding the confidentiality and integrity of the elections.

**III. Committee Membership:** The Elections and Nominations Committee shall comprise members appointed by the WCTA president and approved by the WCTA Board of Directors. Committee members may include current or former board members, experienced volunteers, and members with expertise in election procedures and / or community engagement.

**IV. Committee Operations:** The Elections and Nominations Committee shall operate following these guidelines:

1. **Meeting Schedule:** The committee will meet as needed, with meeting frequency determined by the election calendar and nomination process.
2. **Reporting:** Provide regular updates to the WCTA Board of Directors on the progress of nominations and elections, ensuring transparency and accountability.
3. **Conflict of Interest:** Committee members must disclose any potential conflicts of interest concerning candidates or election matters and abstain from participating in discussions or decisions where such conflicts exist.

**V. Duration:** The Elections and Nominations Committee shall remain active during the election cycle, from the initiation of the nominations process until the election results are officially certified. The committee may be reconstituted for each subsequent election cycle.

**VI. Amendments:** Any changes or amendments to this committee charge must be proposed and approved by the WCTA Board of Directors.

This committee charge is hereby established as the guiding document for the operations of the Elections and Nominations Committee of the Washington County Teachers Association (WCTA).



# 2023-2024 Committee Documents

<b>2022-2023 Members</b>	<b>Recommended Appointments for 2023-2024</b>
<p><i>Elections and Nominations</i> Neil Becker Tonya Rowe Andrew Ernst (“retired” from the committee in 2023)</p>	<p><i>MORE MEMBERS NEEDED for this Committee!</i></p> <p>Neil Becker Tonya Rowe</p>

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## Grievance Administration Standing Committee

**I. Purpose:** The Grievance Administration Committee is established to ensure the fair and effective handling of grievances and disputes brought forth by WCTA members. The primary purpose of this committee is to uphold the rights and interests of our members by providing an impartial and transparent process for addressing workplace-related concerns.

**II. Goals and Objectives:** The Grievance Administration Committee is entrusted with the following goals and objectives:

1. **Grievance Review:** Receive, evaluate, and investigate grievances submitted by WCTA members, ensuring that each case is treated with fairness and thoroughness.
2. **Conflict Resolution:** Facilitate the resolution of grievances through informal means, mediation, or formal hearings, as appropriate, while promoting constructive communication between parties involved.
3. **Compliance:** Ensure that grievance procedures align with the association's bylaws, policies, and applicable laws, maintaining the integrity of the process.
4. **Documentation:** Maintain accurate records of all grievance proceedings, including complaints, investigations, resolutions, and outcomes, while respecting the confidentiality of involved parties.
5. **Member Support:** Offer guidance and support to members throughout the grievance process, ensuring they are informed about their rights and the steps involved.

**III. Committee Membership:** The Grievance Administration Committee shall consist of the WCTA Board of Directors, who will serve as committee members. This arrangement ensures a direct link between grievance administration and the association's leadership.

**IV. Committee Operations:** The Grievance Administration Committee shall operate following these guidelines:

1. **Confidentiality:** Maintain strict confidentiality regarding grievance details, sensitive information, and involved parties.
2. **Conflict of Interest:** Committee members must disclose any potential conflicts of interest related to specific grievances and recuse themselves from involvement when such conflicts exist.
3. **Procedural Fairness:** Ensure that all grievance procedures are conducted fairly and in accordance with established policies and bylaws.

**V. Duration:** The Grievance Administration Committee shall remain active on an ongoing basis to address grievances as they arise within the association. Committee members will serve in their capacity as members of the WCTA Board of Directors.

**VI. Amendments:** Any changes or amendments to this committee charge must be proposed and approved by the WCTA Board of Directors.

This committee charge is hereby established as the guiding document for the operations of the Grievance Administration Committee of the Washington County Teachers Association (WCTA).



## Audit Standing Committee

**I. Purpose:** The Board of Directors of the Washington County Teachers Association (WCTA) shall serve as the Audit Committee with the stipulation that an impartial accountant shall be contracted annually to review the financial practices of the association. The primary purpose is to ensure transparency, accountability, and the integrity of WCTA's financial operations.

**II. Goals and Objectives:** The Audit Committee is entrusted with the following goals and objectives:

1. **Annual Review:** Engage an impartial accountant to conduct an annual review of WCTA's financial statements, financial practices, and internal controls, ensuring compliance with applicable laws and regulations.
2. **Financial Reporting:** Review and approve the audited financial statements to provide assurance regarding the accuracy and reliability of financial reporting.
3. **Compliance Oversight:** Monitor WCTA's compliance with financial and accounting standards, as well as internal policies and procedures, and recommend corrective actions when necessary.
4. **Risk Assessment:** Assess financial risks and internal control systems to safeguard the association's financial resources and mission.

**III. Committee Membership:** The Audit Committee shall consist of the members of the WCTA Board of Directors. Committee members shall serve in their capacity as directors, and at least one director shall possess financial expertise.

**IV. Committee Operations:** The Audit Committee shall operate following these guidelines:

1. **Engagement of Impartial Accountant:** Annually contract an impartial and qualified accountant to conduct the financial audit review, ensuring independence in the audit process.
2. **Review and Approval:** Review and approve the treasurer's reports on a regular basis prior to forwarding documents to the contracted accountant. If needed, ensure that the accountant's recommendations are addressed promptly.
3. **Communication:** Maintain effective communication with the WCTA Office Manager and contracted accountant.

**V. Duration:** The Audit Committee, consisting of the WCTA Board of Directors, shall serve continuously to oversee annual financial audits and related matters.

**VI. Amendments:** Any changes or amendments to this committee charge must be proposed and approved by the WCTA Board of Directors.

This committee charge is hereby established as the guiding document for the operations of the Audit Committee of the Washington County Teachers Association (WCTA).



## Membership Standing Committee

**I. Purpose:** The Membership Committee of WCTA is established to promote and enhance the growth, engagement, and satisfaction of WCTA members. The primary objective of this committee is to develop and execute strategies and initiatives that attract new members, retain existing members, and create a supportive and vibrant community within the association.

**II. Goals and Objectives:** The Membership Committee is entrusted with the following goals and objectives:

1. **Membership Growth:** Develop and implement strategies to increase the overall membership of WCTA, targeting both new hires and potential members.
2. **Member Retention:** Identify and address the needs and concerns of current members to improve retention rates and ensure their continued involvement in the association.
3. **Member Engagement:** Organize events, programs, and activities that foster a sense of belonging, encourage member participation, and promote the exchange of ideas and resources.
4. **Outreach and Promotion:** Create marketing and outreach campaigns to raise awareness of WCTA's benefits and initiatives, targeting educators within Washington County.
5. **Feedback and Surveys:** Collect feedback from members through surveys and other means to assess their needs and preferences, and use this information to inform committee decisions.

**III. Committee Membership:** The Membership Committee shall consist of dedicated WCTA members appointed by the president and approved by the WCTA Board of Directors. Committee members should represent a diverse range of backgrounds and experiences within the association.

**IV. Committee Operations:** The Membership Committee shall operate following these guidelines:

1. **Meeting Schedule:** The committee will meet regularly to discuss membership-related matters and plan initiatives. Meeting frequency may be adjusted as needed.
2. **Reporting:** Provide updates and recommendations to the WCTA Board of Directors on membership growth, retention efforts, and engagement initiatives.
3. **Collaboration:** Collaborate with other WCTA committees and stakeholders to ensure alignment with the association's overall objectives and strategies.

**V. Duration:** The Membership Committee shall operate continuously to address ongoing membership needs and priorities. Committee members may be appointed for defined terms, with the option for reappointment.

**VI. Amendments:** Any changes or amendments to this committee charge must be proposed and approved by the WCTA Board of Directors.

This committee charge is hereby established as the guiding document for the operations of the Membership Committee of the Washington County Teachers Association (WCTA).



# 2023-2024 Committee Documents

<b>2022-2023 Members</b>	<b>Recommended Appointments for 2023-2024</b>
<i>Membership/Early Career Educator</i> Giovanna Papa	<p><i>THE HIGHLIGHTED MEMBERS BELOW have already agreed to serve again this year.</i></p> <p><i>MORE MEMBERS NEEDED for this Committee!</i></p> <p>Giovanna (Papa) Grimm Kimberly Toms (Committee Member &amp; WCTA Board Liaison)</p>

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## Negotiations Standing Committee

**I. Purpose:** The Negotiations Committee is established to represent the interests of the association's educators during collective bargaining and negotiation processes the Washington County Board of Education. The committee's primary purpose is to secure favorable agreements that support the professional well-being and working conditions of our members while ensuring the continued provision of high-quality education.

**II. Goals and Objectives:** The Negotiations Committee is entrusted with the following goals and objectives:

1. **Negotiation Preparation:** Diligently prepare for all negotiation sessions by defining clear objectives, strategies, and a comprehensive understanding of the issues affecting our members and the quality of education.
2. **Teacher Well-being:** Advocate for competitive compensation, benefits, and working conditions that promote the professional growth, job satisfaction, and overall well-being of our educators.
3. **Quality Education:** Ensure that negotiated agreements align with our association's commitment to delivering excellent education and supporting the needs of both educators and students.
4. **Communication:** Keep our association's members informed about the progress of negotiations, potential implications for their work, and opportunities for their input and involvement.
5. **Conflict Resolution:** Collaboratively address conflicts or disputes that may arise during negotiations, striving for mutually beneficial resolutions that maintain positive relations with relevant parties.

**III. Committee Membership:** The Negotiations Committee shall be comprised of members appointed by the association's president. The committee membership should include experienced educators, legal advisors as necessary, and individuals with expertise in negotiations and labor relations.

**IV. Committee Operations:** The Negotiations Committee shall operate following these guidelines:

1. **Meeting Schedule:** The committee will meet as needed, with meeting frequency determined by negotiation progress and complexity.
2. **Reporting:** Regularly update the WCTA Board of Directors on negotiation developments and outcomes.
3. **Confidentiality:** Uphold strict confidentiality regarding negotiation details and sensitive information.
4. **Documentation:** Thoroughly document negotiation proceedings, proposals, and agreements for future reference and transparency.

**V. Duration:** The Negotiations Committee shall remain in effect until it achieves its objectives, successfully concludes negotiations, or is dissolved by the WCTA Board of Directors.

**VI. Amendments:** Any modifications to this committee charge must be proposed and approved by WCTA the Board of Directors.

This committee charge is hereby established as the guiding document for the operations of the Negotiations Committee of the Washington County Teachers Association (WCTA).



# 2023-2024 Committee Documents

2022-2023 Members	Recommended Appointments for 2023-2024
<p><i>Negotiations WCPS Contact: Terri Baker</i></p> <p>President  Pam Abston  Cindy Burton  Beckie Higgins Arey  Sarah Kendrick  Tony McDonald  Carol Mowen  Cassandra Newton  Tonya Rowe  Allison Wadding  Shelby Wallace  Eric Yeckley  *Carlos Mellott  *Dan Gottheimer</p>	<p><i>THE HIGHLIGHTED MEMBERS BELOW have already agreed to serve again this year. We need to CHECK IN with the REMAINING members. We could also add a few more members to this committee if there is interest.</i></p> <p>President (Carol Mowen)  Cindy Burton  Beckie Higgins-Arey  Sarah Kendrick  Tony McDonald  Cassandra Newton  Tonya Rowe  Allison Wadding  Shelby Wallace</p> <p>(Pam Abston – High School,  Eric Yeckley – Middle School,  &amp; Tara Myers – Elementary School,  Committee Members and WCTA  Board Liaisons)</p> <p>*Mary Heeringa  *Dan Gottheimer</p>





## Sick Leave Bank Standing Committee

**I. Purpose:** The Sick Leave Bank Committee is established to administer and oversee the Sick Leave Bank program for WCTA members and other WCPS employees who “buy in” to the program. The primary purpose of this committee is to ensure the fair and equitable management of donated sick leave hours, providing support to members facing prolonged illness or medical emergencies.

**II. Goals and Objectives:** The Sick Leave Bank Committee is entrusted with the following goals and objectives:

1. **Administration:** Receive and review applications from WCTA members requesting sick leave hours from the Sick Leave Bank, ensuring eligibility criteria are met.
2. **Sick Leave Hour Management:** Monitor the allocation and usage of sick leave hours from the Sick Leave Bank, maintaining accurate records of transactions.
3. **Member Support:** Provide assistance to WCTA members who are experiencing health-related challenges by facilitating access to donated sick leave hours.
4. **Promotion and Awareness:** Promote awareness of the Sick Leave Bank program within the association, encouraging members to contribute and utilize the bank when needed.
5. **Reporting:** Regularly report to the WCTA Board of Directors on the status of the Sick Leave Bank, including balances, contributions, and usage.

**III. Committee Membership:** The Sick Leave Bank Committee shall consist of WCTA members appointed by the president and approved by the WCTA Board of Directors. Committee members may include representatives from various educational departments and grade levels as well as retired members from within the association who maintain their retiree membership status with WCTA.

**IV. Committee Operations:** The Sick Leave Bank Committee shall operate following these guidelines:

1. **Meeting Schedule:** The committee will meet periodically to review applications, manage sick leave hours, and address program-related matters. Meeting frequency may be adjusted based on demand.
2. **Confidentiality:** Maintain strict confidentiality regarding the health-related information of members applying for sick leave hours and any other sensitive information.
3. **Transparency:** Provide clear guidelines and communication to members about the Sick Leave Bank program, including eligibility criteria and application procedures.

**V. Duration:** The Sick Leave Bank Committee shall ensure the ongoing administration of the Sick Leave Bank program, with committee members serving for multiple yearly terms to ensure continuity of operations.

**VI. Amendments:** Any changes or amendments to this committee charge must be proposed and approved by the WCTA Board of Directors.

This committee charge is hereby established as the guiding document for the operations of the Sick Leave Bank Committee of the Washington County Teachers Association (WCTA).



# 2023-2024 Committee Documents

<b>2022-2023 Members</b>	<b>Recommended Appointments for 2023-2024</b>
<p><b><i>Sick Leave Bank</i></b> Jamie Barrett, Administrator (Staff) Ruth Sklencar (Retired Member) Sharon Chirgott (Retired Member) Denise Fry (Retired Member)</p>	<p><i>All members have agreed to serve again this year. This committee is full as per the stipulations of the negotiated agreement.</i></p> <p>Jamie Barrett, Administrator (Staff) Ruth Sklencar (Retired Member) Sharon Chirgott (Retired Member) Denise Fry (Retired Member)</p>

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## Scholarship Standing Committee

**I. Purpose:** The Scholarship Committee is established to raise funds, manage, and oversee the distribution of scholarships to eligible recipients who are children of WCTA members. The primary purpose of this committee is to promote education and support the academic pursuits of the association members' families.

**II. Goals and Objectives:** The Scholarship Committee is entrusted with the following goals and objectives:

1. **Fundraising:** Develop and implement strategies for fundraising activities and campaigns to generate financial resources for scholarships.
2. **Eligibility and Selection:** Define and uphold eligibility criteria for scholarship applicants, establish a fair and transparent selection process, and select recipients based on academic merit, extracurricular involvement, and other relevant criteria.
3. **Application and Review:** Create and manage the scholarship application process, review applications, and ensure that all submitted materials are considered in the selection process.
4. **Scholarship Awards:** Determine scholarship award amounts, notify recipients, and coordinate the distribution of funds to the selected students.
5. **Promotion:** Promote the scholarship opportunities to eligible candidates, inform WCTA members about the application process, and encourage participation.

**III. Committee Membership:** The Scholarship Committee shall consist of dedicated WCTA members who are interested in advancing educational opportunities for members' children. Committee members will be appointed by the president and approved by the WCTA Board of Directors.

**IV. Committee Operations:** The Scholarship Committee shall operate following these guidelines:

1. **Meeting Schedule:** The committee will meet regularly to plan and execute fundraising efforts, review applications, and make award decisions. Meeting frequency may be adjusted as needed.
2. **Transparency:** Maintain transparency in the scholarship selection process, ensuring that all decisions are based on established criteria and merit.
3. **Financial Accountability:** Properly manage and account for all funds raised and disbursed for scholarships, adhering to financial best practices.

**V. Duration:** The Scholarship Committee shall operate continuously to fulfill its fundraising and scholarship awarding responsibilities, with committee members serving on an ongoing basis.

**VI. Amendments:** Any changes or amendments to this committee charge must be proposed and approved by the WCTA Board of Directors.

This committee charge is hereby established as the guiding document for the operations of the Scholarship Committee of the Washington County Teachers Association (WCTA).



# 2023-2024 Committee Documents

2022-2023 Members	Recommended Appointments for 2023-2024
<p><b>Scholarship</b> Eric Tilmans Erin Wadel Karin Salas (Moved back to NY State)</p>	<p><i>THE HIGHLIGHTED MEMBERS BELOW have already agreed to serve again this year. We need to CHECK IN with the REMAINING members.</i></p> <p><i>MORE MEMBERS NEEDED for this Committee!</i></p> <p>Eric Tilmans Erin Wadel Marissa Brocius Josh Broshkevitch (Committee Member &amp; WCTA Board Liaison)</p>

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## *Government Relations/Legislative Ad Hoc Committee*

**I. Purpose:** The Government Relations/Legislative Ad Hoc Committee is established to advocate for the interests of WCTA members in matters related to government relations, legislative affairs, and political action. The primary purpose of this committee is to promote positive legislative and policy outcomes that benefit educators, students, and public education as a whole.

**II. Goals and Objectives:** The Government Relations/Legislative Ad Hoc Committee is entrusted with the following goals and objectives:

1. **Advocacy:** Advocate for legislative and policy initiatives that support quality public education, teacher rights, and the welfare of WCTA members.
2. **Legislative Engagement:** Monitor local, state, and federal legislative activities, analyzing their potential impact on education and educators, and recommend appropriate advocacy actions.
3. **Political Action:** Coordinate political action campaigns with the Maryland State Education Association, including fundraising efforts for the MSEA Political Action Committee (PAC), to support candidates and issues aligned with the association's goals.
4. **Community Outreach:** Engage with members and the community to raise awareness of legislative priorities, encouraging informed civic participation and advocacy.
5. **Collaboration:** Collaborate with other education advocacy organizations and stakeholders to build alliances and support shared objectives.

**III. Committee Membership:** The Government Relations/Legislative & PAC Ad Hoc Committee shall comprise WCTA members who have a strong interest in government relations, legislative affairs, and political action. Committee members will be appointed by the WCTA president and approved by the Board of Directors.

**IV. Committee Operations:** The Government Relations/Legislative Ad Hoc Committee shall operate following these guidelines:

1. **Meeting Schedule:** The committee will meet regularly to discuss legislative developments, advocacy strategies, and MSEA PAC activities. Meeting frequency may be adjusted as needed.
2. **Transparency:** Ensure transparency in the committee's activities, decision-making processes, and financial transactions, with appropriate reporting to the WCTA membership.
3. **Compliance:** Adhere to all legal and ethical requirements governing political activities, campaign contributions, and lobbying efforts.

**V. Duration:** The Government Relations/Legislative Ad Hoc Committee shall operate for the duration specified in its charge. It may be dissolved upon achieving its objectives or as determined by the WCTA leadership.

**VI. Amendments:** Any changes or amendments to this committee charge must be proposed and approved by the WCTA Board of Directors.

This committee charge is hereby established as the guiding document for the operations of the Government Relations/Legislative Ad Hoc Committee of the Washington County Teachers Association (WCTA).



# 2023-2024 Committee Documents

<b>2022-2023 Members</b>	<b>Recommended Appointments for 2023-2024</b>
<p><i>Government Relations/Legislative</i></p> <p>Neil Becker Linzey Billy Robby Burton Jenny Peck Weigand</p>	<p><i>HIGHLIGHTED MEMBERS BELOW have already agreed to serve again this year. We need to CHECK IN with the REMAINING members.</i></p> <p><i>MORE MEMBERS NEEDED for this Committee!</i></p> <p>Neil Becker Linzey Billy Jenny Peck Weigand</p>

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## Social Justice-Equity Ad Hoc Committee

**I. Purpose:** The Social Justice-Equity Ad Hoc Committee is established to advocate for and promote social justice, equity, and inclusion within the association, schools, and the broader community. The primary purpose of this committee is to address systemic inequities, foster inclusivity, and support all students and educators in achieving equitable educational outcomes.

**II. Goals and Objectives:** The Social Justice-Equity Ad Hoc Committee is entrusted with the following goals and objectives:

1. **Equity Advocacy:** Advocate for equitable policies, practices, and resources that address disparities in education, including issues related to race, ethnicity, gender, socioeconomic status, and more.
2. **Professional Development:** Collaborate with WCTA leadership to develop and provide professional development opportunities that promote cultural competence, diversity awareness, and inclusive teaching practices among educators.
3. **Community Engagement:** Engage with the community to build awareness, understanding, and support for social justice and equity initiatives in education.
4. **Curriculum Review:** Review and assess educational materials and curricula for cultural relevance, bias, and inclusivity, recommending improvements where necessary.
5. **Equity Data:** Monitor and analyze data related to student achievement, discipline, and access to educational opportunities to identify and address disparities.

**III. Committee Membership:** The Social Justice-Equity Committee shall comprise WCTA members who are passionate about and committed to advancing social justice and equity in education. Committee members shall be appointed by the WCTA president and approved by the Board of Directors.

**IV. Committee Operations:** The Social Justice-Equity Committee shall operate following these guidelines:

1. **Meeting Schedule:** The committee will meet regularly to discuss equity issues, plan initiatives, and provide recommendations to the WCTA leadership.
2. **Collaboration:** Collaborate with leaders of the Washington County Public Schools, educational partners, and community organizations to leverage collective efforts to advance social justice and equity.
3. **Education and Awareness:** Organize events, workshops, and campaigns that raise awareness of equity issues and promote a culture of inclusion within schools and the association.

**V. Duration:** The Social Justice-Equity Ad Hoc Committee shall operate for an ongoing duration to address and advance social justice and equity goals within the association and the education community.

**VI. Amendments:** Any changes or amendments to this committee charge must be proposed and approved by the WCTA Board of Directors.

This committee charge is hereby established as the guiding document for the operations of the Social Justice-Equity Ad Hoc Committee of the Washington County Teachers Association (WCTA).



# 2023-2024 Committee Documents

2022-2023 Members	Recommended Appointments for 2023-2024
<p><b><i>Social Justice-Equity</i></b>            Beckie Higgins Arey            Carol Mowen            Bria Chavis (Moved to Another County)            Christine Hurley            Alicia Walz            Sharyan Mowen (Moved to Another School System)            Emily Bourckel            Kara Bromhal            Shelby Wallace            Allison Wadding</p>	<p><b><i>HIGHLIGHTED MEMBERS BELOW</i></b>  <i>have already agreed to serve again this year. We need to CHECK IN with the REMAINING members.</i></p> <p><b><i>MORE MEMBERS NEEDED for this Committee!</i></b></p> <p>Beckie Higgins Arey (chair)            Christine Hurley            Emily Bourckel            Kara Bromhal            Shelby Wallace            Allison Wadding            Alicia Walz &amp; Susan Day (WCTA Board Liaisons)</p>

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## Teacher Career Ladder Committee

**I. Purpose:** The Teacher Career Ladder Committee of the Washington County Teachers Association (WCTA) is established to negotiate and implement the terms and framework of the Teacher Career Ladder as outlined in the Blueprint for Maryland's Future. The primary purpose of this committee is to collaboratively develop a career ladder system that supports the professional growth, development, and retention of educators while improving student outcomes.

**II. Goals and Objectives:** The Teacher Career Ladder Committee is entrusted with the following goals and objectives:

1. **Blueprint Alignment:** Ensure that the negotiated career ladder aligns with the specific requirements, guidelines, and funding provisions outlined in the Blueprint for Maryland's Future.
2. **Career Pathway Development:** Design a multi-tiered career pathway system that recognizes and rewards educators for their skills, expertise, and contributions to student success.
3. **Compensation Structure:** Determine a fair and competitive compensation structure for teachers at different career ladder levels, accounting for factors such as experience, qualifications, and responsibilities.

**III. Committee Membership:** The Teacher Career Ladder Committee shall include representatives appointed the WCTA president and approved by the Board of Directors.

**IV. Committee Operations:** The Teacher Career Ladder Committee shall operate following these guidelines:

1. **Negotiation:** Engage in productive negotiations with the representatives of the Washington County Public Schools, who represent the Washington County Board of Education, to reach mutually beneficial agreements.
2. **Regular Updates:** Provide regular updates to the WCTA leadership and other stakeholders on negotiation progress and career ladder development.
3. **Transparency:** Maintain transparency in all aspects of the career ladder negotiation process, ensuring that educators and the community are informed and engaged.

**V. Duration:** The Teacher Career Ladder Committee shall operate until the negotiated career ladder system is established and effectively implemented in accordance with the Blueprint for Maryland's Future.

**VI. Amendments:** Any changes or amendments to this committee charge must be proposed and approved by the Washington County Teachers Association (WCTA) leadership.

This committee charge is hereby established as the guiding document for the operations of the Teacher Career Ladder Committee of the Washington County Teachers Association (WCTA).



# 2023-2024 Committee Documents

<b>2022-2023 Members</b>	<b>Recommended Appointments for 2023-2024</b>
<p><b><i>Career Ladder (Blueprint) WCPS Contact:</i></b> <b><i>Terri Baker</i></b> President Molly Adams Cynthia Burton Beckie Higgins Arey Amy Hildebrand Terri Moore-Porter Danielle Wantz</p>	<p><b><i>HIGHLIGHTED MEMBERS BELOW</i></b> <i>have already agreed to serve again</i> <i>this year. We need to CHECK IN with</i> <i>the REMAINING members.</i></p> <p>President (Carol Mowen) Molly Adams Cynthia Burton Beckie Higgins-Arey Amy Hildebrand Terri Moore-Porter Danielle Wantz Pam Abston (Committee Member &amp; WCTA Board Liaison)</p>

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## Bylaws Committee

### I. Purpose

The Bylaws Committee is established to review, recommend revisions to, and ensure compliance with the bylaws of WCTA. The committee's primary purpose is to maintain the integrity of the organization's governing documents and ensure that they align with the organization's mission and current operational needs.

### II. Responsibilities

The Bylaws Committee shall have the following responsibilities:

1. **Review of Existing Bylaws:** Conduct a thorough review of the current bylaws of WCTA to identify any inconsistencies, ambiguities, or areas in need of improvement.
2. **Recommend Revisions:** Propose amendments, modifications, or updates to the bylaws as deemed necessary to reflect the organization's evolving needs, best practices, and legal requirements.
3. **Ensure Compliance:** Ensure that the bylaws are in compliance with all applicable laws, regulations, and any contractual obligations of the organization.
4. **Consultation:** Collaborate with relevant stakeholders, such as the Board of Directors, members, legal counsel, or other committees, to gather input and feedback on proposed bylaws changes.
5. **Drafting and Documentation:** Prepare drafts of proposed bylaws amendments and maintain accurate documentation of all changes made.
6. **Presentation:** Present proposed amendments to the Board of Directors, Representative Council, and general membership for approval in accordance with the organization's governing documents.
7. **Education:** Provide guidance and information to the organization's leadership and members regarding the bylaws and any proposed changes.

### III. Composition

The Bylaws Committee shall consist of a Chairperson and at least three members who will be appointed by the WCTA president and approved by the Board of Directors.

### IV. Meetings

The committee shall meet as deemed necessary by the Chairperson to fulfill its responsibilities effectively.

### V. Reporting

The Bylaws Committee shall report its progress and findings regularly to the Board of Directors, Representative Council, and the general membership during regular meetings or as requested by the Board.

### VI. Duration

The Bylaws Committee shall remain in existence as long as necessary to fulfill its responsibilities. It may be disbanded or reconstituted by the president when its tasks are completed.

### VII. Amendments

Any changes or amendments to this committee charge must be proposed and approved by the Washington County Teachers Association (WCTA) leadership.



# 2023-2024 Committee Documents

***Bylaws Revision – New Committee for 2023-2024***

*HIGHLIGHTED MEMBERS BELOW have already agreed to serve again this year. We could use more volunteers to be part of this committee.*

Neil Becker – Chairperson  
Geneva Molnar & Josh Broshkevitch (Members & WCTA Board Liaisons)

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## Health Care Committee

(as per the Negotiated Agreement)

**I. Purpose:** The joint Health Care Committee is established as per the Negotiated Agreement between WCTA and the Washington County Board of Education as a collaborative effort to discuss, study, and make recommendations pertaining to the employee benefit plan and cost, including recommendations for plan design and rate setting. The primary purpose of this committee is to ensure the effective management and improvement of the employee benefit program for educators.

**II. Goals and Objectives:** The Joint WCPS-WCTA Health Care Committee is entrusted with the following goals and objectives:

1. **Plan Evaluation:** Continuously evaluate the existing employee benefit plan, considering its affordability, comprehensiveness, and alignment with the needs of WCPS employees.
2. **Cost Analysis:** Examine the financial aspects of the employee benefit program, including costs, premiums, and funding mechanisms, to maintain affordability while delivering valuable benefits.
3. **Plan Design:** Discuss and recommend changes to the plan design, including coverage options, copayments, deductibles, and other elements, to optimize benefits for participants.
4. **Rate Setting:** Collaborate with consultants and relevant experts to analyze and recommend fair and competitive premium rates for the benefit plan.
5. **Consultant Engagement:** Seek the assistance of consultants and experts in employee benefits and health care to provide insights and recommendations for the committee's considerations.

**III. Committee Membership:** The Joint WCPS-WCTA Health Care Committee shall consist of the following members:

- Four (4) representatives from the Washington County Teachers Association (WCTA). These include the current WCTA president and 3 additional WCTA members to be appointed by the WCTA president and approved by the Board of Directors. In addition, the WCTA UniServ Director and a researcher-consultant from Maryland State Education Association attend as advisors non-voting members.
- Four (4) representatives in total from the Board of Education of Washington County.

**IV. Committee Operations:** The Joint WCPS-WCTA Health Care Committee shall operate following these guidelines:

1. **Meeting Schedule:** The committee will meet at least quarterly to discuss benefit plan matters, analyze data, and collaborate with consultants. Meeting frequency may be adjusted as needed.
2. **Transparency:** Ensure transparency in all aspects of committee operations, including communication of recommendations and findings to WCTA members and WCPS employees.
3. **Consultant Engagement:** Engage consultants and experts as needed to provide objective analysis and recommendations related to the benefit plan.

**V. Duration:** The Joint WCPS-WCTA Health Care Committee shall operate continuously to fulfill its responsibilities related to the employee benefit program, with a focus on ongoing improvements.

**VI. Amendments:** Any changes or amendments to this committee charge must be proposed and approved by the committee members and leadership of the Washington County Public Schools (WCPS) and the Washington County Teachers Association (WCTA) through the Negotiated Agreement process.

This committee charge is hereby established as the guiding document for the operations of the Joint WCPS-WCTA Health Care Committee.



# 2023-2024 Committee Documents

<b>2022-2023 Members</b>	<b>Recommended Appointments for 2023-2024</b>
<p><b><i>Insurance WCPS Contact: Tricia Riley</i></b> Current President Emily Willingham Eric Young *Carlos Mellott *Dan Gottheimer</p>	<p><b><i>HIGHLIGHTED MEMBERS BELOW</i></b> <i>have already agreed to serve again this year. We need to CHECK IN with the REMAINING members.</i></p> <p><i>This committee is full pending the acceptance of the appointment by Emily Dinsmore and Emily Willingham. If they are not interested in serving, then this committee will have openings.</i></p> <p>Current President (Carol Mowen) Emily Willingham Eric Young Emily Dinsmore (pending) *Mary Heeringa *Dan Gottheimer</p>

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## Calendar Committee Representation

(as per the Negotiated Agreement & WCBOE Policy)

Article 2.12: Calendar Committee – Five (5) members of the calendar committee shall be appointed by the WCTA.

### Board Policy BDF-E – Calendar Advisory Committee

#### STATEMENT OF PURPOSE

To involve the staff and public in the development of a two (2) year calendar, the Board of Education has created a standing Board of Education advisory committee, known as the Calendar Advisory Committee (“Committee”). The Committee shall be comprised of appropriate representatives from all employee groups and the community who are interested in the preparation of the annual school calendar. The Calendar Advisory Committee serves as an advisory committee to the Board of Education.

#### THE CHARGE TO THE CALENDAR ADVISORY COMMITTEE

Develop two (2) consecutive school year calendars for the public school system within legal parameters and contractual provisions. Unforeseen circumstances may necessitate a request from the Committee to modify the calendar.

#### MEMBERSHIP SPECIFICATIONS

The members of the Calendar Advisory Committee shall be appointed by the Board of Education. Membership on the Calendar Advisory Committee shall be limited to no more than 20 members. The voting members will include the following: ***\*five (5) teacher representatives — two (2) from the elementary school level and three (3) from the secondary level, with at least one (1) from the middle school level and one (1) from the high school level;*** two (2) representatives from the educational support personnel group; two (2) representatives from the administrators and supervisors group; two (2) representatives from the central office; two (2) representatives from the County Citizens Advisory Council; one (1) junior class representative and one (1) senior class representative from county high schools on a rotating basis; and two (2) at-large representatives. In addition, the staff liaison to the Committee is designated as Committee chair, and as a voting member. ***(\*emphasis added)***

#### OPERATIONS SPECIFICATIONS

1. The Committee will report to the Board of Education as requested.
2. Reports to the Board of Education shall focus on recommendations for the two (2) consecutive school year calendars.



# 2023-2024 Committee Documents

<b>2022-2023 Members</b>	<b>Recommended Appointments for 2023-2024</b>
<p><i>Calendar (2022) WCPS contact: Jenn Webster (next meets in 2024)</i></p> <ol style="list-style-type: none"><li>1. Diana Butler – Elem. School (no longer a WCPS employee)</li><li>2. Brian Getz – High School</li><li>3. Jessica Lindstrom – Middle School</li><li>4. Karen McCarthy – Elem. School</li><li>5. Myra Newbraugh – HS Rep (wants to leave the committee)</li></ol> <p>*President may attend (not a voting member unless one of the five appointees)</p>	<p><i>HIGHLIGHTED MEMBERS BELOW have already agreed to serve this year. We need to CHECK IN with the REMAINING members.</i></p> <p><i>This committee is full pending the acceptance of the appointments below.</i></p> <ol style="list-style-type: none"><li>1. Tara Myers – Elem. School (&amp; WCTA Board Liaison)</li><li>2. Brian Getz – High School</li><li>3. Jessica Lindstrom – Middle School</li><li>4. Karen McCarthy – Elem. School</li><li>5. Carrie Johnson – HS Rep (to replace Myra Newbraugh)</li></ol>





## Special Education Advocacy Committee

(Ad Hoc Committee – possibly to be recommended for a Standing Committee in Bylaws Revision)

### I. Purpose and Scope

The Special Education Advocacy Committee is established to advance the rights, needs, and well-being of students with disabilities within the Washington County school system. The committee shall work to ensure that all students with disabilities receive the support, resources, and quality education they deserve.

### II. Objectives

1. **Advocacy:** To serve as a vocal advocate for students with disabilities, promoting their rights and equitable access to education within Washington County schools, to advocate for appropriate resources and time for educators to fulfill their responsibilities, and to provide a forum for WCTA members to foster relationships with WCPS administrators whose responsibilities include the oversight and management of the special education programs in Washington County.
2. **Policy Development:** To review, develop, and propose policies and practices that enhance special education services, inclusivity, and student outcomes.
3. **Professional Development:** To provide guidance and support for educators to improve their understanding of special education best practices and legal requirements.
4. **Community Engagement:** To foster positive relationships with the families of students with disabilities, promoting collaboration and trust.

### III. Committee Membership

The committee shall consist of WCTA members who have a vested interest in special education, including but not limited to special education teachers, general education teachers, counselors, and others. The committee shall also strive for diversity, representing various grade levels, disciplines, and schools within Washington County.

### IV. Duties and Responsibilities

1. **Policy Review:** Regularly review and analyze local, state, and federal special education policies and regulations to identify areas for improvement and compliance.
2. **Advocacy Efforts:** Develop and implement advocacy initiatives aimed at improving the special education experience for students, including but not limited to attending school board meetings, engaging with policymakers, and organizing awareness campaigns.
3. **Professional Development:** Organize workshops, training sessions, and resources to enhance the knowledge and skills of educators regarding special education practices and laws.
4. **Communication:** Maintain open lines of communication between the committee, WCTA leadership, WCPS administrators, educators, families, and the broader community to ensure transparency and collaboration.
5. **Collaboration:** Collaborate with local organizations, agencies, and advocacy groups dedicated to special education to strengthen collective efforts.

### V. Reporting and Accountability

The committee shall provide regular reports and updates to the WCTA leadership, including an annual review of accomplishments, ongoing initiatives, and proposed recommendations for action.



***Special Education Advocacy Committee –  
New Committee for 2023-2024***

*HIGHLIGHTED MEMBERS BELOW have already agreed to serve again this year. We could use more volunteers to be part of this committee.*

Jessica Robertson (Case Manager / Fountain Rock Elementary)  
Caitlyn Keller (Boonsboro Middle School Connections Teacher)  
Geneva Molnar (Eastern Elementary Connections Teacher)  
(Committee members and WCTA Board Liaisons)  
Leslie French (teacher/case manger at Northen Middle & other schools)

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