

# **AEA Rep Council Agenda**

## *April 12, 2018*

### **Informational Items**

#### ***Janus Case***

#### ***CTA Budget and Updates***

#### ***Inter-District Transfers and Basic Aid***

#### ***Elections***

Thanks to all who signed on to support Tony Thurmond (and who won't be getting phone calls from volunteers later this month). There are phone banking dates coming up later this month and at the start of May. I would encourage people to sign up for phone banking – it is a 2 hour time commitment, it's at the CTA office in Concord (not too far) and dinner will be served. We may also hold our own “mini phone banking” – stay tuned.

I would also encourage people to check out the information and resources on the cta website (cta.org ) and if you haven't registered yet, please register! There is a lot of useful information, not just about the election and the Janus case, but other stuff as well. To register, you will need your membership card (your membership ID number).

#### ***Health Benefits Open Enrollment are Coming....***

#### ***2018-19 Calendar 4-day week update***

#### ***Master Scheduling – Upcoming Timelines***

Master scheduling is here! Here is the language from the contract regarding master scheduling:

“All efforts will be made to make the Master Scheduling Process a collaborative effort with clear and transparent communication related to the process and the development of the schedule. The process and status of the master scheduling process will be communicated to the teachers on regular basis. The AEA President will designate a site scheduling liaison. The AEA site scheduling liaison shall be informed of the detailed process, and potential problems and conflicts. He/she will work with site administration to mitigate and resolve any issues or conflicts that arise.”

The master schedule/overage rep is the master schedule liaison for their site. Teachers have already turned in their teaching requests (they were due before spring break). Here's what's next in the process:

- On or before May 1 ☐ Principal will distribute to department chairs each department's section allocation by period for the next school year.
- On or before May 20 ☐ Departments will collaboratively create (during a Wednesday morning meeting) a proposed schedule for each department member including room assignment preferences. Proposed schedules will be submitted to the principal
- On or before June 1 ☐ Site administrator will inform each teacher of his/her tentative teaching assignment including course and prep periods, and room assignments for the next school year

#### ***Lay-Off***

#### ***IEP/Sped Webinar from CTA***

CTA's IPD (Instruction and Professional Training Department) is hosting about IEP's. This is the first in a series of webinars to help educators learn and fully understand the law and their rights about special ed. This webinar is on April 18<sup>th</sup> and includes:

- IEP best practices for General and Special Education certificated personnel.
- IEP responsibilities of IEP team members
- Discussion of your rights as an IEP Team member
- We will provide resources for you to share with other CTA members on this topic.
- ***Let your rep know if you are interested in signing up for this!***

## **Discussion Items**

### ***Site check in***

### ***Safety committee***

### ***Janus stuff – again!***

#### ***Possible Changes to Rep Responsibilities and Exec Board Officer Responsibilities***

In light of the Janus verdict, I would like to proposed changing (“tweaking”) the rep responsibilities and also changing some of the executive board offices/responsibilities. Below is currently what is in the bylaws for the offices with what I am proposing changing unlined (or stuck out).

1. Grievance Representative shall:
  - a. Call monthly site meetings of AEA leadership.
  - b. Communicate on a regular basis with site administration.
  - c. Assist the Executive Board to help ensure that the contract is being followed by site administration. d. Assist the Executive Board to attempt to informally resolve grievance with site administration.
  - e. Assist the Executive Board to help members file grievances and complaints.
  - f. Serve on the Extra Duty Committee for their site.
  - g. Serve as one member of the block schedule MOU site committee
  - h. Help with Association organization efforts including assisting with the signing up of members to AEA/CTA.
  - i. Assist other site reps as needed.
2. Scheduling Representative shall:
  - a. Serve as the Master Scheduling Liaison for their site.
  - b. Serve as one member of the block schedule MOU site committee
  - e. ~~Serve on the Extra Duty Committee for their site.~~
  - d. Work with site administration to eliminate overages.
  - e. Help with Association organization efforts including assisting with the signing up of members to AEA/CTA.
  - f. Assist other site reps as needed.
3. Organizing Representative shall:
  - a. Assist the Executive Board and take the lead with organization efforts at their site to sign up members to CTA/AEA.

- b. Pass out the AEA Newsletter and other CTA/AEA materials.
- c. Organize informational site meetings.
- d. Serve on the Negotiations Support Team.
- e. Promote the member engagement and the benefits of CTA/AEA.
- f. Assist other site reps as needed.

~~I. The Secretary shall:~~

- ~~1. Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Association, Representative Council, and the Executive Board;~~
- ~~2. Be responsible for the distribution of minutes, notice of meetings, and agendas for all meetings to members of the Representative Council and Executive Board; and to the membership when appropriate;~~
- ~~3. Keep an accurate roster of the membership of the Association and of all committees; and~~
- ~~4. Carry on the correspondence pertaining to the affairs of the Association as directed by the President.~~
- ~~5. Maintain archives of agendas, minutes, membership records, negotiations updates and newsletters.~~
- ~~6. Provide materials for yearly audits.~~
- ~~7. Attend CTA membership training~~
- ~~8. Train incoming secretary~~

J. The Secretary-Treasurer shall:

- 1. Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Association, Representative Council, and the Executive Board;
- 2. Receive all funds belonging to the Association and be responsible for their safekeeping and accounting;
- 3. Pay out such funds upon orders of the President;
- 4. Provide a written financial report for each regular meeting of the Representative Council and Executive Board;
- 5. Provide materials for yearly audits.
- 6. Be responsible for an annual audit of the books of the Association and distributing a summary of this audit to the membership; and
- 7. Be responsible for submitting membership and financial reports to CTA, NEA, and other agencies as required by law.
- 8. Disburse funds for all obligations, including dues and fees, rents, and stipends upon proper authorization and in accordance with AEA bylaws.
- 9. Coordinate annual program planning, budget preparation, and dues scheduling for next fiscal year based on yearly goals, objectives, and past spending.
- 10. Attend CTA treasurer training
- 11. Train incoming treasurer

5. Organizing and Communication Chair and Member Engagement

- 1. Be responsible for the distribution of minutes, notice of meetings, and agendas for all meetings to members of the Representative Council and Executive Board; and to the membership when appropriate;
- 2. Keep an accurate roster of the membership of the Association and of all committees; and

3. Carry on the correspondence pertaining to the affairs of the Association as directed by the President.
4. Maintain archives of agendas, minutes, membership records, negotiations updates and newsletters.
5. Attend CTA membership training
6. Coordinate with the President on writing the monthly newsletters to the membership and other communication to the membership on behalf of the AEA rep council.  
Other forms of communication include, but are not limited to, maintaining, monitoring and expanding the use of social media to keep members and the public informed, helping to organize social events, helping the organization representatives plan lunchtime and morning informational meetings with members.

I would propose an increase to the stipends for Secretary-Treasurer and Organizing and Communications Chair but these increases would not be more than what we save in eliminating the secretary position.

### ***Negotiations Update***

### ***AEA Elections Timeline***

### ***18-19 AEA Budget***

### ***What to do on April 20<sup>th</sup>?***

### **Action Items**

***Approve March 2018 Minutes***

***Approve sending bylaw changes forward for a vote in May***

***Approve 18-19 AEA Budget***

***Approve sending the tentative agreement (if there is one) onto the membership for a vote***

### **Upcoming Events**

April 18<sup>th</sup>, 2018: Governing Board Meeting (7pm at the District Office)

April 19<sup>th</sup> 2018: Negotiations (1pm at the District Office)

April 25<sup>th</sup> 2018: CTA Coordinated Bargaining (4pm at the CTA Office in Concord)

May 2<sup>nd</sup> 2018: Governing Board Meeting (7pm at the District Office)

May 9<sup>th</sup> 2018: Block Schedule MOU Joint Committee Meeting (3:45 at the District Office)

May 10<sup>th</sup> 2018: Rep Council (3:45 at Acalanes)

April 20<sup>th</sup> 2018: **WEAR ORANGE! – Stand in solidarity with CTA, NEA, and Parkland!!**

April 24<sup>th</sup>, 25<sup>th</sup>, 26<sup>th</sup> and May 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> : Phone Banking for Tony Thurmond  
(5:30-7:30 at the CTA Office in Concord, dinner is included)