

Association Representative Training

Orange County Classroom Teachers Association

Thursday, July 21, 2022



Introduction

President Clinton McCracken

Orange County Classroom Teachers Association

Introduction

President Andrew Spar

Florida Education Association

Association Representatives Roles and Responsibilities

A major responsibility of the Association Representative is to recruit and retain CTA members.

Other major responsibilities of the Association Representatives shall be to:

- Discuss and strategize implementation of board and committee initiatives.
- Bring forward, discuss and /or strategize around work location/school issues.
- Bring forward, discuss and/or strategize around district-wide issues.
- Mentor and support new Association Representatives in implementation of duties.
- Receive training as it relates to the CTA Contract and Association Representative duties.
- Recommend training topics for regular meetings.
- When necessary, provide input to the Board of Directors and Committees on issues related to Bargaining, Member Organizing, and Contract Enforcement.
- Review and approve Financial Reports and Association Representative Meeting Minutes.
- Discuss and strategize around ways to mobilize CTA members to increase CTA power.

Agenda

1. Association Representative Checklist
 - a. Pre-Planning Checklist
 - b. Notify Your Administrator
 - c. Ten Minute Meeting
 - d. CTA Bulletin Board
2. Organizing Committees
 - a. Faculty Advisory Committee (FAC)
 - b. School Advisory Council (SAC)
 - c. Placement Review Committee (PRC)
 - d. Budget Advisory Committee (BAC)
 - e. School Recognition Program
3. AR Leadership Incentive
4. Evaluations



Association Representative Checklist

Pre-Planning Checklist

_____ NOTIFY YOUR ADMINISTRATOR THAT YOU ARE THE AR AND INTRODUCE YOURSELF

_____ HOLD A TEN MINUTE MEETING TO WELCOME CTA MEMBERS BACK

- Inform CTA members about upcoming school-based committee elections. Identify members who want to serve on the FAC and other committees.
- Enlist members to help with elections and put up the bulletin board.
- Establish a CTA leadership team that will recruit potential members.

_____ ELECT FACULTY ADVISORY COMMITTEE (FAC)

_____ ELECT PLACEMENT REVIEW COMMITTEE (PRC)

_____ ELECT BUDGET ADVISORY COMMITTEE (BAC)

_____ WELCOME NEW TEACHERS

_____ WELCOME BACK TO ALL TEACHERS (FACULTY MEETING OR PRE-PLANNING MEETING)

_____ UPDATE THE CTA BULLETIN BOARD

_____ MEET WITH YOUR ADMINISTRATIVE TEAM

_____ IDENTIFY BUILDING AND HALLWAY CTA LEADERS



Notify your Administrator

The Association will provide each site administrator the name of the CTA Association Representative at his/her school within six weeks of the beginning of each school year. Notification will be given of any changes throughout the year. (*Article IV, Section B.4*)



Ten Minute Meeting

Ten minute meetings are a good way to establish that you are your school's AR.

- You should always schedule ten-minute meetings after monthly AR council meetings to keep members informed and updated.
- These meetings can be used to recruit potential members, discuss issues, and inform about upcoming social events or union activities.
- These meetings are typically scheduled before the work day begins or after the work day has ended.
- Gives designated hall leaders time to discuss issues.





CTA Bulletin Board

The Association shall have the exclusive right to bulletin board space of at least nine square feet for the purpose of posting materials related to Association business, such as newsletters, Association programs, training, meeting notices and committee reports.

- a.** The Association may, at its own expense, provide an additional bulletin board for its exclusive use subject to the provisions contained in this Section.
- b.** The bulletin board space shall be located in an area mutually determined by the administrator and the site Association representative. The President/designee shall have input into the decision.
- c.** Only the Association Representative or his/her designee may post or remove information on the bulletin board space. **(Article IV, Section D.1)**

If your school does not have a bulletin board please contact your field representative.

CTA Bulletin Board



Windermere HS Association Representatives

Organizing Site-Based Committees

Faculty Advisory Committee

The duly elected Faculty Advisory Committee and the administrator, with input from the school staff may mutually agree on scheduling arrangements for teachers to include, teaching load(s), student contact time, planning time, duty time, extended-duty assignments, compensatory time, coverage of classes in lieu of using substitutes, scheduling of elementary teachers, the use of flexible time blocks, common planning time, end of course testing schedules, scheduling of special area teachers and the implementation of any mandated school wide programs which affect any of the provisions found in this article. At the end of each school year, each teacher may submit scheduling preferences for elementary special area teachers to this process for consideration. **(Article XIV, Section B.1)**

Faculty Advisory Committee

In addition to duties outlined in Article XIV, the Faculty Advisory Committee may meet to discuss and make recommendations concerning the following: 1. A rotation plan composed of available staff to substitute in case of emergency. 2. The purchase and distribution of instructional equipment, materials and supplies. 3. Student discipline plans, which may include guidelines for referral of students into alternative education settings. 4. The disposition of discipline referrals in a timely manner. 5. Additional safeguards to deal with acts of violence, including those involving weapons, and procedures for notification of teachers when their students have been found to have carried a weapon on campus. 6. Other concerns of the faculty which may result in a smoother operation of the school. (**Article XIX, Section C.**)

Faculty Advisory Committee

- 5-11 FAC members: All Instructional Staff at worksite eligible
- [Classified Staff](#)
- Election within first 6 weeks, conducted by AR
- [Sample Email](#)
- Positions: Chair, Secretary, Member
- Protocol
- [The Magic in the Minutes](#)



Intermission

10:00

Questions

School Advisory Council (SAC)

- ARTICLE XIX E. The Faculty Advisory Committee shall be responsible for establishing a process to elect teacher representatives to the School Advisory Committee (Council).
- **1001.452 District and school advisory councils.—**
 - (a) The district school board shall establish an advisory council for each school in the district and shall develop procedures for the election and appointment of advisory council members. Each school advisory council shall include in its name the words “school advisory council.” The school advisory council shall be the sole body responsible for final decision making at the school relating to implementation of ss. [1001.42\(18\)](#) and [1008.345](#). A majority of the members of each school advisory council must be persons who are not employed by the school district. Each advisory council shall be composed of the principal and an appropriately balanced number of teachers, education support employees, students, parents, and other business and community citizens who are representative of the ethnic, racial, and economic community served by the school. Career center and high school advisory councils shall include students, and middle and junior high school advisory councils may include students. School advisory councils of career centers and adult education centers are not required to include parents as members.



Placement Review Committee

- AR elects one Instructional Staff Member
- [Sample email](#)
- Contract Language
- FLORIDA STATUTE. 1003.32 (4), (5), (6)
[Chapter 1003 Section 32 - 2020 Florida Statutes - The Florida Senate \(flsenate.gov\)](#)



Placement Review Committee

A Placement Review Committee shall be formed for the purpose of determining placement of a student who has been suspended from a class in accordance with F.S. 1003.32 (4), (5), (6). The Placement Review Committee shall include the following: Two teachers, one elected by the faculty and one appointed by the teacher referring the student to the Committee and one member from the school's staff who is selected by the principal. A teacher may appeal the decision of the Placement Review Committee to the District Superintendent. **(Article VII, Section E.5)**

Florida Statute 1003.32

(5) If a teacher removes a student from class under subsection (4), the principal may place the student in another appropriate classroom, in in-school suspension, or in a dropout prevention and academic intervention program as provided by s. [1003.53](#); or the principal may recommend the student for out-of-school suspension or expulsion, as appropriate. The student may be prohibited from attending or participating in school-sponsored or school-related activities. The principal may not return the student to that teacher's class without the teacher's consent unless the committee established under subsection (6) determines that such placement is the best or only available alternative. The teacher and the placement review committee must render decisions within 5 days of the removal of the student from the classroom.

Budget Advisory Committee

A minimum of three (3) to a maximum of five (5) teachers from each school shall serve on their school's budget advisory committee formed for the purpose of making recommendations on the school's general fund budget. Teacher members shall be elected by the faculty. Minutes from such meetings may be requested by the faculty and may be posted on the CTA bulletin board at the school by the Association Representative.

(Article XX, Section C)

- [Sample email](#)



School Recognition Program (A+ Money)

1008.36 Florida School Recognition Program.—

(4) All selected schools shall receive financial awards depending on the availability of funds appropriated and the number and size of schools selected to receive an award. Funds must be distributed to the school's fiscal agent and placed in the school's account and must be used for purposes listed in subsection (5) as determined jointly by the school's staff and school advisory council. If school staff and the school advisory council cannot reach agreement by February 1, the awards must be equally distributed to all classroom teachers currently teaching in the school. If a school selected to receive a school recognition award is no longer in existence at the time the award is paid, the district school superintendent shall distribute the funds to teachers who taught at the school in the previous year in the form of a bonus.

(5) School recognition awards must be used for the following:

- (a) Nonrecurring bonuses to the faculty and staff;
- (b) Nonrecurring expenditures for educational equipment or materials to assist in maintaining and improving student performance; or
- (c) Temporary personnel for the school to assist in maintaining and improving student performance.

Notwithstanding statutory provisions to the contrary, incentive awards are not subject to collective bargaining.

Source: [Chapter 1008 Section 36 - 2021 Florida Statutes \(flsenate.gov\)](https://www.flsenate.gov/chapter-1008-section-36-2021-florida-statutes)



Questions

AR Leadership Incentive Policy

Leadership Incentive Policy



Association Representatives will receive a \$10 mileage reimbursement for attending each face-to face AR Council Meeting. The Board of Directors will verify signatures on the Council Meeting sign-in sheet. Payments will be made by the last day of June.

To receive the local dues reimbursement each year the Association Representative must complete following:

__ ARs will receive a refund of their local dues if they complete the following AR tasks and provide appropriate evidence by the May AR Meeting.

__ Submit the official AR Election Form listing ARs, dated and signed by witnesses by October 1st .

__ Hold all school/site committee elections (Faculty Advisory Committee, SAC teacher representative/s election, Budget Advisory Committee, and Placement Review Committee. Send in the list of names for each committee or representative by October 1st .

__ Enroll 3 new CTA members and submit the copies of the membership applications with the AR listed as the recruiter. Submit a photo of the CTA Bulletin Board.

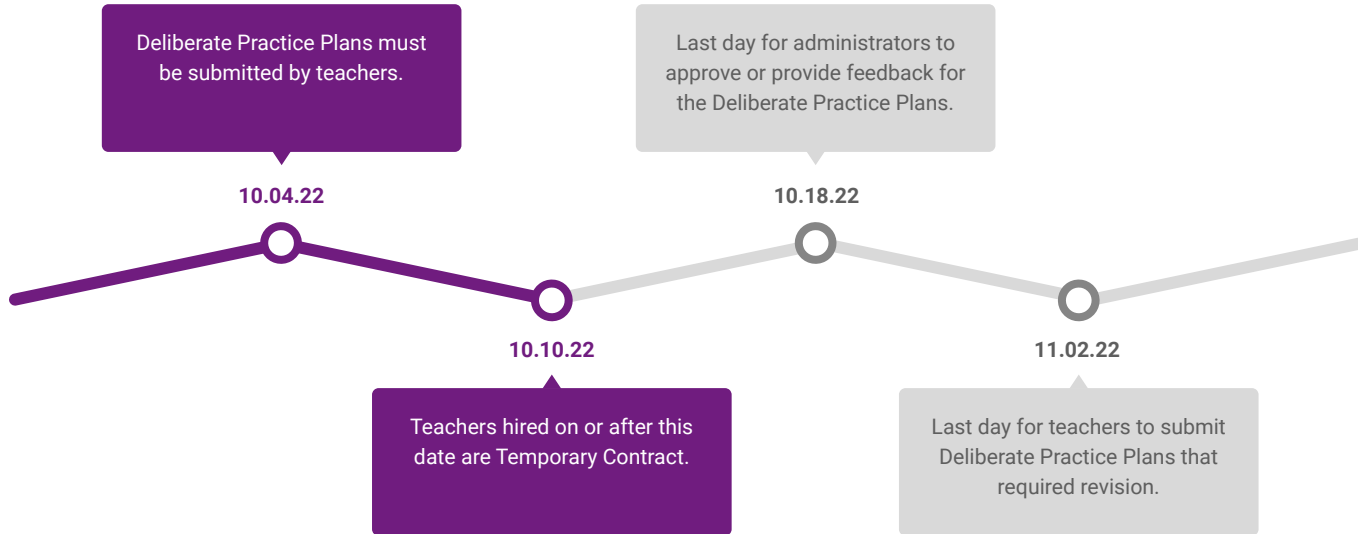
Leadership Incentive Policy



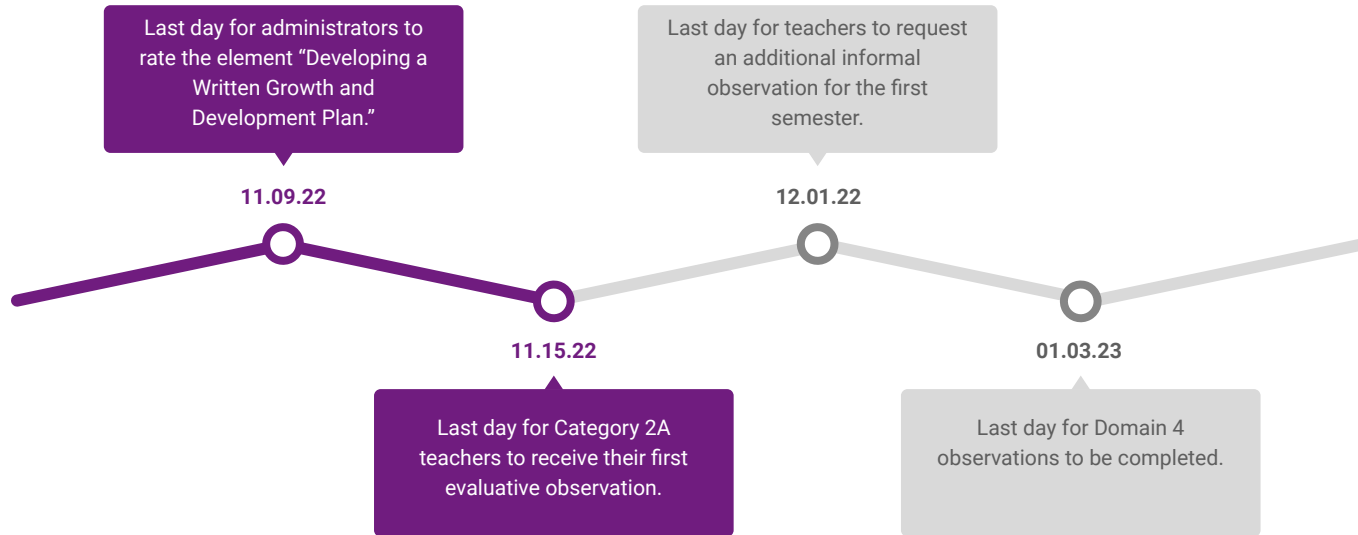
- ___ Map the school to identify a CTA leadership team. Submit outline of leadership team by hallways, by grade level or by subject area.
- ___ Attend 7 AR Council meetings (verified by sign-in-sheets/attendance records).
- ___ Attend 1 AR training – July, October or after January (sign-in-sheets).
- ___ Attend 1 School Board meeting and submit photo evidence.
- ___ Hold 3 CTA leadership team meetings at the school or site (sign-in-sheets).
- ___ Hold 10-minute meeting after each AR council meeting (sign-in-sheets).
- ___ Attend 1 CTA-sponsored event other than the AR meetings, such as a summit, film screening, parade, conference, or a social event (sign-in sheets or photo).

Evaluations

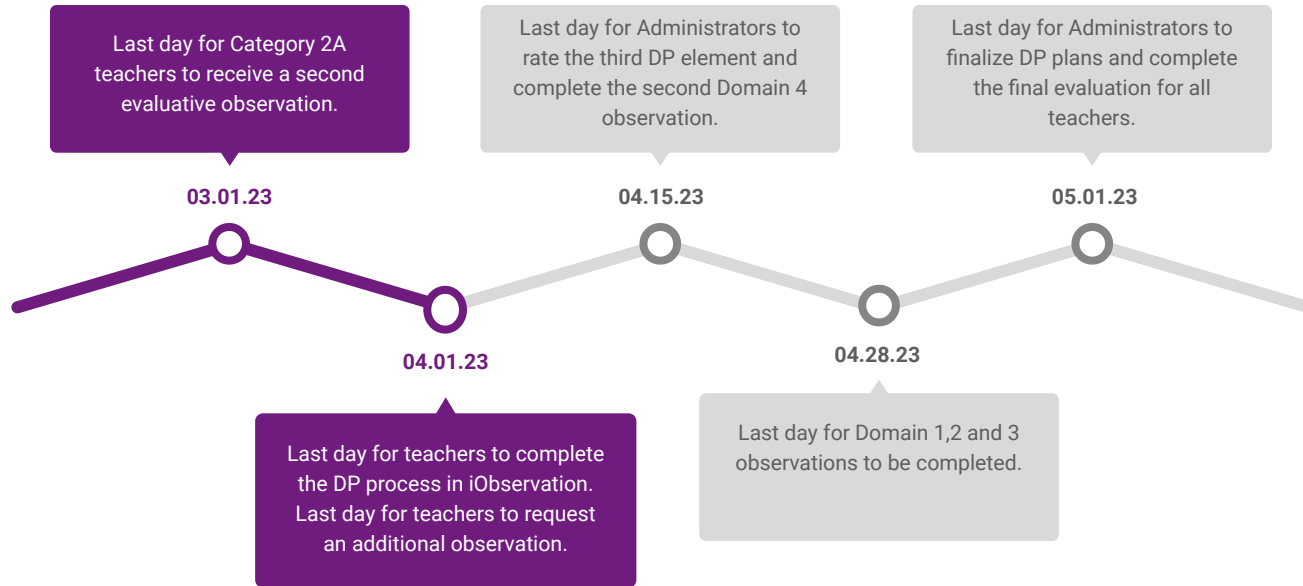
Evaluation Timeline



Evaluation Timeline



Evaluation Timeline



Reschedule

This is not a good time and/or day for an observation. I will email you to reschedule an informal observation at a mutually agreed upon date and class period.



Contract Language

Article X Section C. 3. f. An Informal observation may be rescheduled upon a teacher's request. No reasonable request shall be denied.

Resources

Click below for the Association Representatives Training resources.

1. [Association Representative \(AR\) Pre Planning Checklist](#)
2. [Sample Faculty Advisory Committee \(FAC\) Election Email](#)
3. [Sample Faculty Advisory Committee \(FAC\) Meeting Minutes](#)
4. [Sample Placement Review Committee \(PRC\) Election Email](#)
5. [Sample Budget Advisory Committee \(BAC\) Election Email](#)
6. [AR Leadership Incentive Checklist](#)



OCCTA Field Representatives

01	David Cintron	<ul style="list-style-type: none">• Cell: 407-810-4092• Email: david.cintron@floridaea.org
02	La'Ebony Leggins	<ul style="list-style-type: none">• Cell: 407-810-4097• Email: la'ebony.leggins@floridaea.org
03	Lucrecia Coty-Florestal	<ul style="list-style-type: none">• Cell: 407-810-4165• Email: lucrecia.coty-florestal@floridaea.org
04	OCCTA	<ul style="list-style-type: none">• Phone: 407-298-0756• Email: orangecta@gmail.com

Contact your Field Representative for any questions, concerns or if you need any assistance.



Penny for your Thoughts?



Scan the QR code or click the link below
and let us know
what you think about the training.

[AR Training Survey](#)

