



**2022-2023
EDITION**

HANDBOOK FOR ASSOCIATION REPRESENTATIVES & LEADERS

*Building leadership, union presence, and a strong
voice in schools and worksites.*

TABLE OF CONTENTS

	<u>Page</u>
<u>President’s Message</u>	3
<u>CTA Mission and Vision Statements</u>	4
<u>CTA Code of Conduct</u>	5
<u>Contact CTA</u>	7
<u>OCPS and Other Contacts</u>	9
Association Representative Election, Roles And Duties	
<u>Association Representative Election</u>	11
<u>Leadership Incentive Policy</u>	11
<u>Association Representative Roles</u>	12
<u>Fifteen Things Every AR Should Know</u>	14
<u>Bulletin Board Guidelines</u>	16
<u>Pre-Planning Checklist for ARs</u>	17
<u>The 10 Minute Meeting</u>	18
<u>Planning the 10 Minute Meeting</u>	19
<u>Sample Agenda -10 Minute Meeting</u>	20
<u>Suggestion and Issue Form</u>	21
School-Based Committees And School Recognition Funds	
<u>Organizing School Committees</u>	22
<u>Faculty Advisory Committee</u>	22
<u>School Advisory Committee</u>	26
<u>Placement Review Committee</u>	27
<u>Budget Advisory Committee</u>	27
<u>School Recognition Money</u>	28
Member Concerns, Disputes And Advice	
<u>Handling Concerns and Disputes</u>	29
<u>Weingarten Rights</u>	31
<u>Weingarten Rights - Cards</u>	32
<u>The Pre-Determination Meeting</u>	33
<u>Self-Reporting an Arrest</u>	35
<u>Complaints About Other Members</u>	36
<u>The Grievance Process</u>	37
<u>Social Media and Use of Technology</u>	39
Working With Administrators	
<u>Tips on Working with Administration</u>	40
<u>Relationship with Administration</u>	40
<u>Meetings with Administrators</u>	41
Organizing And Recruitment	
<u>Be The Face Of CTA</u>	42
<u>Recruiting New Members</u>	43
<u>CTA Application</u>	44
<u>Successful Organizing Tips</u>	45
Contract	
<u>OCCTA Contract Quick – Find Index</u>	48

President's Message

Dear CTA Leaders:

Thank you for all that you do to help strengthen our educational community and for committing to be an Association Representative or a leader on your work site's leadership team! Our union's strength depends on dedicated members like yourselves – members who are using their voices to advocate for our profession.

Orange CTA provides an opportunity for teachers to have a united voice. The strength from this unity helps provide every teacher the tools and resources needed to ensure student success. I believe we share a core value that all people should be treated respectfully, and their voices should be heard. The fact that we won't always agree on everything is a sign of our strength, not weakness. We are a diverse group with many ideas that can make us even stronger. It is how we interact with each other and discuss those ideas that will determine our success. I believe we can do this with respectful dialogue and a common understanding of our main objective, to advocate for and strengthen this profession. I am committed to that and to our unity. We are the union.



As we grow in numbers and develop new leaders, we will have a stronger voice at the bargaining table and a stronger political voice in our community to influence those who make decisions about public education and our careers. Our union's strength also depends upon every individual member's contribution and voice. You are the union. Every member must commit to being heard beyond the walls of their school. Our voices must be expressed in letters to the editor, at school board meetings, at community events, in our statehouse, and in our nation's capital. Now, more than ever, our united voice must rise above all the noise. As a leader you understand that our members are the union, and our united strength comes from not only expanding our membership but standing strong together against whatever or whomever works against us and this noble profession. I encourage you to continue your work to expand our union and empower educators.

The strength of our union is due to your dedication and leadership. Thank you for making a difference through CTA!

In Solidarity,

A handwritten signature in black ink, reading "Clinton McCracken".

Clinton McCracken (he/him/his)
Orange CTA President



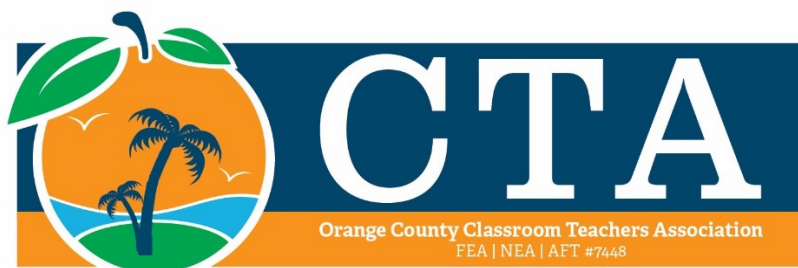
MISSION STATEMENT

CTA's mission is to empower and advocate for our members in order to ensure a quality public education for every student.

VISION STATEMENT

CTA will be the unified voice for and of public education in Orange County.





CTA CODE OF CONDUCT

(Adopted from the AFT Code of Conduct)

Purpose:

CTA is committed to providing a positive and respectful environment that is free of discrimination and harassment, regardless of an individual's race, ethnicity, religion, color, sex, age, national origin, sexual orientation, disability, gender identity or expression, ancestry, pregnancy or any other characteristic prohibited by law. As Such, CTA will not tolerate discriminatory, harassing, or otherwise unacceptable behavior in the workplace or at any of its activities, events or meetings, even if the conduct has not risen to the level of a violation of the law. CTA expects everyone in the workplace and those who participate in any of its activities, events or meetings to abide by this Code of Conduct.

Definitions:

A. Discrimination

Discrimination against an individual because of a person's race, ethnicity, religion, color, sex, age, national origin, sexual orientation, disability, gender identity or expression, ancestry, pregnancy or any other characteristic protected by law is illegal discrimination.

B. Harassment

Harassment is a form of discrimination that can take many forms, including physical contact, verbal comments, written communications or other unwelcome conduct. It may include, but is not limited to, actions such as the use of epithets, slurs, negative stereotyping, jokes or -threatening, intimidating or hostile acts that relate to sex, race, age, disability or other protected categories. Harassment may also include written or graphic material that denigrates or shows hostility toward an individual or group based on protected characteristics, whether that material is sent by email or placed on walls, bulletin boards, computer screens or other devices, or elsewhere on the premises of the activity, event or meeting.

C. Sexual Harassment

Sexual harassment is a form of sex discrimination. It can take many forms, including physical contact, verbal comments, written communications or other conduct. Sexual harassment does not have to be sexual in nature; non-sexual contact, comments or conduct can still - depending on other

circumstances- create an intimidating, offensive or harassing and discriminatory environments or experience.

Expected Behavior:

CTA is a democratic organization that values open and vigorous discussion of the issues facing CTA, our members, working people and the labor movement. This Code of Conduct is not intended to restrict free and open debate, but rather is concerned with preventing unacceptable behavior. CTA expects everyone in the workplace and all participants in CTA activities, events or meetings to conform to the following Code of Conduct:

- Respect others and their views.
- Recognize and value individual differences.
- Do not engage in aggressive, bullying or intimidating behavior.
- Do not engage in discriminatory or harassing behavior.

If Subject to Unacceptable Behavior:

Prior to the start of CTA activities, events or meeting with non-staff participants (affiliate leaders, staff or members; partner organizations; employer representatives; public officials; etc.), attendees will be informed of this Code of Conduct, and the CTA designee to whom complaints may be directed will be identified for all attendees.

If you are subject to what you believe is unacceptable behavior under this Code of Conduct, or witness such behavior, please inform the CTA designee immediately. If that person is not available, you may inform any other CTA officer, who will work with the CTA designee to respond to the complaint.

CTA takes these complaints seriously and may, at its discretion, take action that it deems appropriate upon assessing the situation. Possible responses may include a warning to or expulsion of the alleged offender from the CTA activity, event or meeting. If needed or requested, a CTA designee will help complainants contact security or local law enforcement, provide escorts or otherwise assist complainants experiencing unacceptable behavior to feel safe for the duration of the activity, event or meeting.

Any CTA member who is subject to unacceptable behavior should contact Christina Phillips at 407-298-0756 or Christina.Phillips@floridaea.org.

Any complaint brought to CTA's attention will be treated confidentially to the extent possible to properly assess the situation. CTA will take all appropriate steps to ensure that the complainant is no longer subject to the unacceptable behavior.

CTA will not tolerate retaliation against any individual who complains of unacceptable behavior under this Code of Conduct. CTA will take every step necessary and appropriate to ensure that retaliation does not occur, and if it believes that retaliation has occurred, CTA will take immediate action to stop the retaliation.

CONTACT CTA

If you have a problem, question or need assistance, know that CTA is committed to serving all members. When you email or call CTA you should receive a response as soon as possible, and certainly within 24 hours. Always leave your full name, employee ID#, school or work location, a brief description of the issue and a call back phone number. Send all initial concerns, inquiries and suggestions to orangecta@gmail.com to be directed to the proper staff member.

Phone: (407) 298-0756

Address: Marion Cannon Center for Advocacy, 1020 Webster Avenue, Orlando, FL 32804

General Email Box: Orangecta@gmail.com

What to include in an email to CTA

When emailing CTA please include your full name, your school or worksite location, and Employee ID. State your issue and/or question clearly. Never email CTA from your OCPS email; always email CTA from your personal email address. Never email CTA during working hours.

Sending a New Membership Application: Please send all new membership applications to orangecta@gmail.com.

Being Questioned by an Administrator: Give no written or oral statements. Contact CTA immediately by email or phone for advice and/or to request representation.

If You Receive Notice to Report to the ELC: If you receive notification that you must report to the Office of Professional Standards (formerly Employee Relations) for disciplinary or 'investigative' purposes, you should immediately contact CTA. Give no written or oral statements without representation. If you are asked to report immediately to the Office of Professional Standards, you may be receiving a 'Relief of Duty' letter. Sign for it. You are not to provide any statement at that time. After receiving a letter or other notice, immediately contact CTA so union representation can be assigned to you.

Department of Children and Families: If you receive a request to respond to DCF concerning a student situation or your alleged misbehavior, state that you will not speak to them without representation. Do not write or give any statements. Get the investigator's card and contact the CTA Office as soon as possible.

Florida Dept. of Education Professional Practices Services: If you receive notification from the FLDOE Professional Practice Services Department that they are investigating any alleged misconduct or actions, do not call or contact FLDOE. You should call or email CTA immediately.

Contract Violations: If you believe that the union contract has been violated, it is best to clearly explain the issue/s, circumstances and any questions in an email. Please email CTA at orangecta@gmail.com using your home email address. Do not email during class time. You may attach any applicable documents or correspondence from administrators or others. Make sure to include your full name, school or worksite, employee ID and cell phone number if you want a return call rather than an email reply.

Evaluation: Concerns and questions about your evaluation including observations, deliberate practice, or SLG (Student Learning Growth) scores should be directed to orangecta@gmail.com. Again, include your full name, school, or worksite, employee ID, and a detailed explanation of your concern.

Questions on Dues: If you have a question concerning dues, such as you submitted an application and dues are not deducted, please call the CTA Office at 407-298-0756 or email orangecta@gmail.com.

Upcoming Events and News: Check the CTA website www.orangecta.com and the CTA Facebook page www.facebook.com/OCCTA7448.

For Help in Establishing an FAC: It is vitally important that every school has a functioning FAC. Email orangecta@gmail.com and request that your field representative schedule a visit for help in setting up an FAC. You can also ask a Field Representative for assistance in electing ARs, electing members to the School Advisory Committee, establishing a Student Placement Committee and/or a Budget Advisory Committee at your school or worksite.

Request a School or Site Visit: If you need help with organizing and building a leadership team, have concerns specific to your school or just want to have a visit from a Field Representative, call or email CTA.

CTA Contracts, TAs and MOUs

To view the latest CTA Contract, Instructional Personnel Evaluation System Procedures Manual, which is also considered contract language, go to the OCCTA website. The Supplements Handbook and all current Memorandums of Understanding and Tentative Agreements are also found there.

The link to the site is:

https://www.orangecta.com/KNOW-YOUR-RIGHTS-6-23013.html?_zsa3_path=/KNOW-YOUR-RIGHTS-6-23013.html&_zsa3_path=/KNOW-YOUR-RIGHTS-6-23013.html&ztl=120&zsid=181

OCPS AND OTHER CONTACTS

There are some questions that you can best get answered by directly calling a District Department. These include questions related to medical, insurance, retirement, leave, and payroll. Please contact the District before contacting CTA. Generally, CTA will refer you to the District contacts that follow below.

Student Growth Questions

Contact the Research and Evaluation Department at 407.317.3370 or slg@ocps.net.

Sick Leave Bank

For sick leave bank information email: retirement.services@ocps.net

Medical or Insurance Questions

OCPS Insurance Benefits	https://intranet.ocps.net	407-317-3245
CIGNA	www.cigna.com	1-800-244-6224
Cigna Virtual Care	www.myCigna.com	1-888-726-3171
Employee Assistance Program	www.myCigna.com	1-877-622-4327
Dental Benefit – Delta Care USA	www.deltadentalins.com	1-800-422-4234
Dental Benefit – Delta Dental PPO	www.deltadentalins.com	1-800-616-3629
Humana Vision Care	www.HumanaVisionCare.com	1-866-537-0229
CVS Caremark	www.caremark.com	800-378-9264

Retirement Questions

Contact the Retirement Services for any questions regarding DROP, retirement benefits, the Sick Leave Bank, and tax deferred annuities. Frequently Asked Questions are answered on the OCPS Retirement Service website. The main number is 407-317-3227 and the Email is: Retirement.Services@ocps.net.

Payroll Questions

Contact the payroll clerk at your school for any payroll questions. You can review your pay checks by signing into the employee pages on the OCPS SAP portal (www.sapportal.ocps.net). The Payroll Department number is 407-317-3260, but again, start at your school level for answers to any payroll questions.

Whistleblower Complaints

Any employee or member of the public may report any known or suspected violation of law or policy, theft, fraud or abuse, or damage to the public's health, safety or welfare. The procedure guarantees that no action will be taken against any employee who makes a good faith complaint. However, you may submit an anonymous, confidential complaint by calling 407-317-3976.

Personnel File

You may also want to inspect your OCPS personnel file to make sure that there are no “internal reporting forms” containing inaccurate or unfair information of which you may not be aware. Contact records@ocps.net, 407-317-3965, to request a review of your OCPS personnel file.

Other Contacts

Certification	407-317-3221	certification@ocps.net
Compensation Services	407-317-3387	
Equal Employment Opportunity	407-317-3411	
ADA Coordinator	407-250-6248	

ASSOCIATION REPRESENTATIVE ELECTION, ROLES, AND DUTIES



ASSOCIATION REPRESENTATIVES' ELECTION

Constitution

ARTICLE VII – ASSOCIATION REPRESENTATIVES

Section 2. Association Representatives shall be elected on even numbered years (beginning in 2020) during the month of May (by secret ballot) for a two (2) year term and an election procedure shall be specified in the Bylaws. The election for Association Representatives in 2020 shall be conducted in the Fall.

The next Association Representative election will be in May 2024. For additional information on Association Representatives election contact OCCTA at 407-298-0756 or orangecta@gmail.com.

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 received 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.
- ☐ 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).

ASSOCIATION REPRESENTATIVE ROLES

- Develop and maintain a visible union presence at your worksite.
- Engage and recruit new hires and potential members.
- Build and deepen relationships with current members.
- Lead efforts to move members to activists and activists to leaders.
- Advocate for members and public education at your worksite, district, local, state and national levels.
- Attend monthly AR Council meetings. They are scheduled for the second Monday of each month at 5:00pm at the CTA office or virtually, if a face-to-face meeting is not possible.
- Conduct elections for school-based committees, including the Faculty Advisory Committee, the Placement Review Committee and the Budget Advisory Committee. Conduct the AR election at your school or worksite.
- Serve to the best of your ability for your elected term. In the event that no Association Representative is elected, or a vacancy occurs, the Board of Directors shall have the right to appoint an Association Representative recommended by the President.

Contract Language

ARTICLE IV - ASSOCIATION RIGHTS

B. Site Association Representatives

1. Upon conclusion of any faculty meeting, the site Association Representative shall be given the opportunity to make announcements relating to Association business. Continued attendance by employees shall be voluntary.

Once a month the site Association Representative(s) shall be given the opportunity to hold a meeting during nonstudent contact time of all instructional personnel at a school site to make announcements related to Association business. Attendance by employees shall be voluntary.

The site Association Representative(s) shall be given the opportunity to send an Association-approved email message related to Association business to all instructional personnel at a school site.

2. The site Association Representative may use the work location's facilities for the purpose of conducting professional meetings during non-student contact times. Such meetings shall be arranged in advance with the administrator and shall not be unreasonably denied.
3. When the site Association Representatives are either involuntary transferred, or have grade/subject assignment changes and room changes on the work location's campus, the transfer or changes, shall be reviewed by the CTA President and the Superintendent or their designee. The site Association representative must request such a review in writing, and submit the request to the Association within ten (10) days of the transfer or change.
4. The site Association Representative and the Administrator may meet monthly to discuss implementation of the contract and issued within the work location.

D. Communications

4. The Superintendent or designee shall receive a copy of all materials/communications to be distributed district-wide, either through the courier or through email, at least one business day prior to distribution. This shall include Association approved email messages distributed through the site association representative(s). The administrator shall receive a copy of materials/communications to be distributed in the school. When the Association disseminates information without utilizing any District resources such as mailbox, email or courier, the Association is not required to produce a copy to any administrator. Emails that are notices for Association meetings at the Association's office do not have to be sent to the District.

FIFTEEN THINGS EVERY AR SHOULD KNOW!

1. You don't have to be an expert

ARs are always being asked questions. Don't act like you know what you're talking about when you don't. This is a sure way to let members down and turn them off. Find out the answer and get back to them.

2. Figure out where to turn for answers

Your union staff is knowledgeable in contract interpretation and many areas of labor law. Other union activists-members can be important resources too. Feel free to contact the President too.

3. Knowing how to delegate tasks is your most important skill

Recruiting volunteers is important to build a cohesive team. Identify members' skills, talents and interests. Go beyond the core group that shows up for every events to get others moved to the core. There is a role for every member of the union. Help members find their roles.

4. If you try to do it all yourself, it won't work

The more people you get involved, the more you can accomplish. Work on establishing a union leadership team at your school or work site so you can spread the work.

5. Your job is to empower people

Give a man a fish; he'll eat for the day. Teach a man to fish and he'll eat for a lifetime. Give a man a fish while teaching him to fish and you'll fulfill his needs while empowering him. Be a mentor. If all you do is solve other people's problems for them, what are they going to do when you're not there? Help people learn how to solve their own problems.

6. Ask a lot of questions

Socrates didn't get to be famous for nothing. The best ideas come from picking a lot of minds and getting people to think about old problems in new ways.

7. Learn how to listen

When grievances and personnel problems occur, sometimes just being willing to listen is the most important thing you can do. When you're organizing you need to know how other people feel and how they view the situation before you can influence them. Ask and listen.

8. Don't let administrators mistreat you

When you are representing your co-workers you are your supervisor's equal. You are both intelligent adults. On the job, your supervisor may have authority over you. But concerning union business, you are his/her equal.

9. Never assume that administrators know better than you

Most administrators have little understanding of contract rights or labor law. Generally, they have experience in other areas. Anything you learn about employees' rights on the job makes you more of an expert in that area than they are. Know your contract. Be willing to share your knowledge with your administrator. Sharing this knowledge when it isn't an 'issue' can help keep your contractual rights running smoothly.

10. Learn how to work with administrators

Painting yourself as a “union thug” may be a real turn-off to administrators. You can question authority in a respectful and collegial manner while standing up for members’ rights. Learn how to be a formidable advocate while at the same time maintaining dignity and respect in dealing with administrators.

11. Pick your fights

Defending your fellow employees is an important part of an association representative’s main duties, but do not put yourself on the defensive all the time. If you identify issues and take the initiative to demand changes, you will make important progress. Don't let administrators control the agenda. Be pro-active and pick the issues where you think you can make some headway.

12. Always get back to people

If you want your members and co-workers to have trust in you, be consistently responsible and reliable. Do not promise things you cannot deliver and be sure to follow through on any commitments that you make.

13. All for one and one for all

When we work in one cohesive group, individual members are less easy to target and are therefore more protected. Even small steps can take you to the finish line. Start with a petition or letter that everyone at your worksite signs. Once a small action succeeds, members will gain confidence to move on to the bigger ones.

14. Be a responsible employee

You are representing the union at your worksite. Following the contract and school and district policies is important to gain the respect of the administration, as well as co-workers. Not only will your opinion be considered more reliable, but you will avoid unnecessary conflict with administration.

15. Keep your eye on the prize

Set clear and measurable goals that are supported by the majority of members. There will be setbacks. There will be losses. Sometimes people will get angry with you, and sometimes you'll start to wonder if it's all worth it. But as long as you remember that collective action is the only real way to change things for the better, you'll know that in the long run, helping to build the union is the best thing you can be doing for yourself and members.

BULLETIN BOARD GUIDELINES



Katy Crichlow & Chloe Ullman standing next to their OCCTA bulletin board at Windemere High School.

- Make use of the bulletin board kit that every AR receives.
- Keep your bulletin board neat, uncluttered and up to date.
- Make your bulletin board attractive and easy to read.
- Consider what should be placed on the bulletin board. Some items are best used as box stuffers or distributed individually.
- Be sure to post any flyers announcing upcoming workshops or events that are included in your AR packet at the monthly AR Council meetings.
- Highlight important information published in the CTA newsletter or on the website and place those clippings on the bulletin board.
- Place your bulletin board in a well-visited location such as the mailroom or teachers' lounge.
- No other organization, member or education professional can use or post material on the CTA bulletin board.
- Do not display local, state, and national election campaign material on the CTA bulletin board.

Contract Language

ARTICLE IV - ASSOCIATION RIGHTS

A. Communications

1. 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.

PREPLANNING CHECKLIST FOR ARs



Evans High School CTA Members

☐ **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.
- Make sure you get the personal email addresses for every member so they can receive communication from CTA.

☐ **ELECT FAC**

☐ **ELECT STUDENT PLACEMENT COMMITTEE**

☐ **ELECT BUDGET ADVISORY COMMITTEE**

☐ **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**

THE TEN-MINUTE MEETING

Considering the heavy workload teachers endure each week, members may not have the time or inclination to attend even a thirty-minute CTA meeting at their school or worksite. However, most will stop by your room before or after classes for a short ten-minute meeting. Concise, well-planned meetings with the members keeps them up-to-date on union initiatives and upcoming events, and provides an opportunity to discuss concerns.

You can schedule a ten-minute meeting before an upcoming AR Council meeting to give members a voice in the decision-making process if important business items are on an upcoming meeting's agenda. You should, however, always schedule a ten-minute meeting after the monthly AR Council meeting to keep members informed and updated. In the AR packet that is distributed at the council meetings, there are handouts for ARs to post on the bulletin board and information to share with members. Additionally, ten-minute meetings can also be used to recruit potential members, discuss issues, and inform about upcoming social events or union activities.

The ten-minute meetings are scheduled during non-student contact times. Be sure to ask 'seasoned' members to personally invite a new member to attend the meeting with them.

Before the Meeting:

- Send notice of the meeting via email, on the bulletin board and/or on your school's CTA Facebook page.
- Prepare 10-minute meeting handouts for members and/or potential members that highlight the issues to be discussed.

During the Meeting:

- Have a sign-in sheet, agenda and handouts on the table. Get members' home email addresses and send to orangecta@gmail.com so they receive CTA communications.
- Welcome attendees and promise that the meeting will be ten minutes.
- Stick to the time schedule; highlight key items from the handouts.

After the Meeting:

- Allow members who want to expand on ideas or discuss issues to stay after the ten minutes is up.
- Get back to attendees with answers you promised to provide and follow up with potential members with one-on-one conversations.

PLANNING THE TEN-MINUTE MEETING

TIME	TOPIC	RATIONALE
On Table	<ul style="list-style-type: none"> Sign-in sheet and agenda on table Handouts on table (AR Council information, recruitment flyer, upcoming event flyer, etc.) 	Be prepared –have handouts and agenda ready
2 minutes (if applicable)	<p>Welcome Attendees</p> <p>Give brief synopsis of major topics discussed at the last AR Council meeting This should be provided in handouts so you are just highlighting. (CBLT updates, legislative news, school board meeting highlights, professional development or trainings, upcoming social events, etc.)</p>	<p>Members are the union!</p> <p>We're keeping members informed and are trying to reduce the perception some have that union business is done behind closed doors. Keeping members informed is not a matter of how much they are told, but it is a matter of their realizing that leaders are working hard to keep them informed</p>
3 minutes	Present and explore a new issue. We need your input before we go to the next AR Council meeting.	The process of getting members' input, reinforces that members' opinions are actively sought and subsequently presented to the voting body. Reviewing issues keeps information flowing and demonstrates a commitment to items raised by members.
3 minutes	A 3-minute review of a current issue or problem. Could be a building issue or a District- wide item. “What is my role?” Discuss what action that teachers can take, such as attend the school board meeting, rally or write to their legislator, invite a potential member to a social event or upcoming training.)	Talking about a problem raises awareness and allows members to get involved in solutions. Reviewing issues keeps information flowing and demonstrates a commitment to items raised by members.
1 minute	<p>End on a positive note. Outline how member involvement has influenced the union's action or a decision by the District. Or simply congratulate a member on a recent achievement.</p> <p>Thank attendees for coming and remind them that they are welcome to stay if they have questions. If you don't have an answer, tell them you'll get the answer and get back to them or refer them to their Field Rep. or President if they are a member.</p>	We must constantly provide our members with the context in which the union operates. We must remind them where we started on an issue and where we are today. While the issue may not be resolved, point out how far the item has come since it was first mentioned.

SAMPLE AGENDA

CTA 10 MINUTE MEETING

(School Name) _____ (Room) _____ (Date) _____

1. What was discussed at the last AR Council meeting (2 minutes)
2. We need your input on _____. Your views will be presented at the next Council meeting. (4 minutes)
3. Latest developments on the problem of _____. (3 minutes)
4. Something that should make you proud! (1 minute)
5. Time's up! We told you that we could do it in 10 minutes! Don't forget you can stay to ask questions or leave your questions and suggestions on the issue card.



Suggestion and Issue Form

Name:	
Employee ID:	Phone:
Personal Email:	

Mail, Fax, or Email to:

1020 Webster Avenue
Orlando, Florida 32804
Fax: (407) 290-8799
orangecta@gmail.com

Use QR code or link to access the google form

<https://tinyurl.com/Suggestions-Issues>



Area of Suggestion or Issue

- | | | |
|---|---|---------------------------------|
| <input type="checkbox"/> Working Conditions | <input type="checkbox"/> Grievance | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Evaluation | <input type="checkbox"/> Student Discipline | |

Suggestion or Issue

SCHOOL-BASED COMMITTEES AND SCHOOL RECOGNITION FUNDS

ORGANIZING SCHOOL COMMITTEES

Among the main responsibilities of an Association Representative are to oversee the elections of the school's Faculty Advisory Committee (FAC), the Placement Review Committee, and the Budget Advisory Committee. There is contract language outlining procedures for the establishment and charges of all school-based committees.

All elections must be conducted by secret ballot. You can have numbered ballots specifically made with water marks. Online voting sites such as Survey Monkey allow participants to vote multiple times and cannot be considered valid. Google docs is not secret. Administrators are not to be allowed to participate in, or to influence such elections.

FACULTY ADVISORY COMMITTEE

A democratically elected and well-functioning Faculty Advisory Committee (FAC) allows teachers to have a voice in the operations of their school. The FAC is an advisory committee of no less than five and no more than eleven teachers. The goal of the FAC is to have shared decision-making.

The FAC should meet once a month to hear recommendations and concerns from the faculty. Issues or concerns might include workload, abuse of planning time, discipline of students, substitutes, breaks, monitoring during lunches, testing schedules, PLCs, fundraisers, field trips, etc. Typically, the committee discusses the concerns and then the Chair and one other selected FAC member presents the issues and recommendations to the administration in a face-to-face meeting. It is important that issues are discussed confidentially and presented to the administration in a manner that ensures confidentiality. The issues discussed, all recommendations from the FAC, and the administration's responses are all included in the minutes, which are sent to all faculty as soon as the principal or administrator responds. In some schools, the issues and recommendations are sent electronically to the principal or administrator so they can respond back in writing after the face-to-face meeting.

The FAC is also responsible for conducting the election of the teacher representatives of the School Advisory Committee. This should be done at the first FAC meeting.

Who can serve? Only teachers and other members of the instructional bargaining unit are elected as members of the FAC, as most issues pertain specifically to teachers. Education Support Professionals may be included on the committee by a vote of the faculty. If you did not vote to have representation from classified staff, then no one from the classified bargaining unit may be on the committee. That vote must precede the FAC election. The lead AR should call all instructional staff to a meeting, and they should vote by a show of hands as to whether to allow representation by classified personnel.

How is the FAC elected? The lead AR should send out an email to all faculty to see who would like to serve on the FAC. Five is the minimum number of members and 11 is the maximum number of members that can serve. If less than 11 teachers sign up to run, then there is no need for an election. If more than 11 teachers sign up to run than^[11]_{SEP}an election by secret ballot must be conducted. It is

advisable that the lead AR encourage 11 or more excellent candidates to run so the make-up of the FAC is not left to chance. Remember, if the instructional staff elects to include one seat for a classified employee and more than one classified employee chooses to run, the classified employee with the most votes will be included on the committee.

Ideally, the election should be held during pre-planning. The best way to hold an election is by secret ballot. Online voting sites such as Survey Monkey allow participants to vote multiple times and are not valid. The lead AR should print up the ballots. Putting a watermark on the ballot is a good way to ensure the ballots are valid. You can collect the ballots in a locked ballot box. Count the ballots in front of other CTA members and faculty. Announce the results by email. Be sure to inform the administration of the results. (A sample email that the lead AR can use to notice the faculty of the election is provided in this section.)

Administrators are not FAC members. Administrators should not interfere with FAC member selection or the election. They cannot ‘appoint’ or ‘select’ members. They should not suggest who should serve on the committee. They should not ask teachers or classified employees to serve. They should not sit in on meetings unless they are *invited* to provide information.

The First Meeting - At the first meeting the members should elect a Chairperson and Secretary; decide on future meeting dates, time and room; and select FAC members who will meet with the Principal or administration after each meeting to discuss issues and the FAC recommendations. Also, at this first meeting, the election to determine the School Advisory Committee teacher representatives should be planned and executed.

Communication - For shared–decision making to succeed, the FAC should seek input from the faculty and provide prompt feedback. Put out advance notice of FAC meeting dates and request suggestions. Input from faculty can be collected with a locked suggestion box, surveys, or written forms put in the Chair or FAC members’ mailboxes. All forms submitted to the committee must be signed from an individual, or group of teachers/staff. In order to respect individuals, and to protect their anonymity, FAC committee members must not discuss members and or the concerns presented outside of the committee meeting. (It is important for the AR to stress that FAC is a committee created for the greater good of the school. Personal issues with administrations should not be dealt with through FAC.) Reports and minutes, when released to the staff by the committee, will be the official notice of addressed business. Reports and minutes should not cite teacher names to protect the confidentiality of those bringing issues to the committee.

Role of the Chair

- Conduct meetings
- Develop agenda
- Maintain open lines of communication with faculty
- Meet with administration with another selected FAC member to share issues/concerns and FAC recommendations
- Promote teamwork
- Keep members informed of the status of issues and concerns
- Follow-up or designate someone to follow-up on unresolved issues and concerns

Role of the Secretary

- Record proceedings including attendance and dates of meetings
- Print and distribute minutes (usually by email to the entire faculty and administration)
- Handle correspondence, including email correspondence with the administration.
- Maintain all files, including correspondence, meeting notes and minutes, and issues and concerns at site

Role of FAC Member

- Attend meetings
- Accept ideas from others
- Promote collegiality
- Maintain professionalism and confidentiality
- Work for the good of the school
- Seek facts and encourage colleagues to put their ideas in writing
- Keep Chair informed

Role of the Principal

- Meet at mutually agreed upon times with the Chair and another FAC member to discuss suggestions, concerns, and the committee's recommendations. Respond to all recommendations.
- Participate in the discovery process for solutions to issues
- Respect the FAC and its members

Contract Language

ARTICLE XIV - DUTY DAY

- B. As part of an ongoing program of school improvement, and in recognition of individual schools' needs to be given increased responsibility for site-based decision making, the parties agree to the following relating to the employee duty day:
1. 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.
 2. Such agreements shall be conditioned upon a majority vote of support by secret ballot of those voting from the faculty, reduced to writing and distributed to each teacher at the school. The agreement(s) shall remain in effect until the end of the school year. The FAC

shall conduct the election. The faculty shall receive notice of the election in writing at least two duty days prior to the voting. The voting period shall extend for up to two duty days. The most senior Association Representative shall be present at ballot counting. If there is no Association Representative, the administrator shall contact the Association President prior to the ballot counting so that s/he or a designee may be present to observe.

ARTICLE XIX - FACULTY ADVISORY COMMITTEE

- A. The Faculty Advisory Committee shall have a membership of not less than five nor more than eleven employees elected by the employees at each school. Education Support Professionals may be included on the committee by a vote of the faculty. The Faculty Advisory Committee shall be elected by secret ballot election, conducted by the site Association representative within the first six weeks of the school year. In the absence of a site Association Representative, CTA shall assist in selecting a teacher on that school's staff to conduct the election. A list of the members of the Faculty Advisory Committee of each school shall be sent to the Association and the administrator. The administrator shall meet with the Faculty Advisory Committee within three weeks of a request.
- B. The Faculty Advisory Committee may meet during the regular duty day at such times as committee members have no student contact. The Faculty Advisory Committee may choose to meet with other employees and/or with the administrator, during the regular duty day provided the employees have no assigned instructional responsibility and that such meetings shall not conflict with previously scheduled meetings.
- C. 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.
- D. Any school-wide drives or collection of money which involve teachers shall not be approved until such have been discussed with the Faculty Advisory Committee.
- E. The Faculty Advisory Committee shall be responsible for establishing a process to elect teacher representatives to the School Advisory Committee.
- F. Participation on the FAC shall not serve as a basis for the evaluation of any teacher.

Sample Email for FAC Election:

Dear Teachers:

In accordance with the contract between the OCPS School Board and the CTA, I am announcing the election of the (name of school) Faculty Advisory Committee (FAC). Any teacher or instructional staff member may sign up to run for the FAC. The FAC may have no less than 5 and no more than 11 members. If more than 11 teachers sign up to be on the FAC, I will conduct an election in accordance to the requirements of the contract.

The FAC serves as a committee of faculty members that discuss and make recommendations to the administration on a variety of workplace issues to ensure the smooth operation of the school and to promote student achievement. Additionally, the FAC approves school-wide fund drives that involve teachers, determines the process to select faculty representatives to serve on the SAC and the process to select the faculty members to serve on the school budget advisory committee. (Please read the list of duties in the selected contract text below.)

If you would like to serve on the FAC please email your name to me by (time) on (date).

Sincerely,

(Name of Lead AR)

(Include all of the FAC contract language at the bottom of the email.)

SCHOOL ADVISORY COMMITTEE (SAC)

Per CTA Contract, the Faculty Advisory Committee is responsible for the election of the teacher members of the School Advisory Committee. The number of teachers elected will depend on the number of other members from the specified groups, as outlined in Florida law. The principal should advise the FAC about the membership make-up of the committee and how many teachers should be elected. Once the FAC is in place, this should be one of the first issues that is addressed soon after the first meeting.

The School Advisory Committee is mandated by Florida Statute [1001.452](#), which outlines its members and roles.

Contract Language

ARTICLE XIX - FACULTY ADVISORY COMMITTEE

- E. The Faculty Advisory Committee shall be responsible for establishing a process to elect teacher representatives to the School Advisory Committee.

PLACEMENT REVIEW COMMITTEE

The Lead AR should oversee the election of the Placement Review Committee during preplanning or as soon as possible. If a teacher asks for a disruptive student to be removed from his/her class, the Placement Review Committee will meet to determine placement of that student. One teacher, elected by the faculty, will serve on the Placement Review Committee for the duration of the school year. Additional teachers will serve on this committee, as selected by teachers who are asking for the removal of a student from their classroom.

Florida Statute [1003.32](#) calls for the formation of this committee.

Sample Email for the Placement Review Committee Election:

Dear Faculty:

I am pleased to announce the election of a teacher member to the (Name of School) Placement Review Committee as per the CTA Contract:

Article VII - Teacher Rights and Responsibilities

E.5 - 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 of 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.

If you would like to serve on the Placement Review Committee, please email your name to me by (time) on (date). If more than one teacher applies, an election will be conducted.

Sincerely,

(Name of Lead AR)

BUDGET ADVISORY COMMITTEE

The lead AR should also oversee the election of a Budget Advisory Committee during preplanning. This committee is made up of a minimum of 3 teachers and a maximum of 5 teachers. They will review the school budget and make suggestions on expenditures for the upcoming school year.

Sample Email for Budget Advisory Committee Election

Dear Faculty:

In accordance with the CTA Contract, I am announcing the formation of the (school name) Budget Advisory Committee (BAC).

If you would like to be on this committee that is charged with reviewing and making suggestions regarding the school budget, please email your name to me by (time) on (date).

ARTICLE XX - SITE - BASED DECISION - MAKING

- C. A minimum of three and a maximum of five 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.

Sincerely,

(Name of Lead AR)

SCHOOL RECOGNITION PROGRAM (A+ MONEY)

Florida Statute [1008.36](#) provides the guidelines for the Florida School Recognition Program. The money can be spent on bonuses for the faculty and staff; expenditures for educational equipment or materials to assist in maintaining and improving student performance; or temporary personnel for the school to assist in maintaining and improving student performance.

The way the money is spent is determined by the School Advisory Council (SAC) and the faculty, usually through a vote conducted by the Faculty Advisory Committee. Typically, the SAC considers input from the Faculty Advisory Committee (FAC) then they meet and make two – three recommendations, which are put on the ballot to be voted on by the faculty. The FAC oversees the election.

In many schools the staff votes to divide the bonus money equally between the faculty and all education staff personnel. Your faculty can decide if they want to award an equal amount or percentage to teachers and staff who worked at the school during the previous year but left or teachers and staff new to the school. Some schools will set aside a small percentage to purchase technology, books or materials. If the SAC and school's staff cannot reach an agreement by February 1 as to how funds will be spent, then all of the bonus money is divided equally between the teachers at the school.

Never should the school administration bypass the process to dictate how the bonus money should be spent.

MEMBER CONCERNS, DISPUTES AND ADVICE



HANDLING CONCERNS AND DISPUTES

You are the face and first impression of Orange County Classroom Teachers Association in your school or worksite. You should expect to be approached by members who have issues with administration, possible contract violations or a variety of other problems. It is important to address each concern and respond with an answer, resolution or a name of a person to refer them to for assistance.

In the following situations, call CTA or ask the member to call the CTA:

- The member has been directed to report to the Professional Standards Department.
- An accusation or threat was made against a member
- For clarification of contract language
- To file a grievance for a contract violation
- Any situation you are not sure how to handle
- You have exhausted all attempts to resolve the matter with the principal or administrator.

Remember:

You are an advocate for members only. Never answer questions for or give advice to potential members. A primary benefit of CTA membership is that members may receive information, assistance and representation. Potential members do not receive these benefits. However, if a potential member approaches you with a problem, ask if they would like to join the union. **Be clear that if they do join, CTA would not represent them in any pre-existing problems or disputes.** Call CTA for further guidance.

Get all of the facts if a member comes to you with a problem. Be a good listener and ask questions. If the situation is complicated or requires clarification, ask the member to document the concerns or

events in writing. That way if you need advice from CTA or if you need to refer the member to a Field Rep., the problem is clearly stated in the words of the member.

Do not use your OCPS email account to correspond with the member or CTA staff concerning members' issues. All emails between members and CTA concerning problems, questions or possible grievances should be sent from and to home email addresses. As an AR you can use OCPS email to correspond with all members to send invitations to meetings, make elections announcements and send other approved correspondence only.

Determine if a problem is a gripe or a grievance. If the member is upset about treatment, has an interpersonal dispute with a co-worker or has an objection with management styles, the concern may be a gripe. If the concern is a violation of the contract, a violation of an established past practice or a violation of a written precedent contained in a settlement agreement or management policy, it is likely a grievance.

Do not be dismissive of gripes. Even if a concern is not a contract violation or does not rise to the level of a grievance be sure to address it to promote trust, build morale and to encourage a good work environment. If the concern affects many teachers at the school, you could suggest that the matter be addressed by the FAC so an agreement can be reached between the faculty and administration. If the concern affects teachers throughout the district, be sure to bring the matter to the attention of the President and email orangecta@gmail.com. Concerns of this nature can be addressed in management meetings, at special forums, at the school board and could even be used to rally new members. Always ask the member what resolution he/she would like to see.

Check the contract. If a member asks a question that you suspect may be a violation of the contract, search for the contract language that addresses the issue. The easiest way to search the contract is to look up related language in the electronic version that you can download from the CTA website. Ask CTA for help if you are uncertain.

Remember the Weingarten Rights. If a member is called to the office to meet with the principal or administrator, you may accompany the member. **The member also has the right to refuse a meeting without union representation if the meeting may lead to discipline.** Ask, "Will this meeting lead to discipline?" If the answer is anything but "no" the member can ask for a union representative to be present.

Seek assistance when you do not know the answer. If a member asks a question that you cannot answer or you feel uncomfortable answering refer the member to someone who can help them, such as a Field Representative. Do not guess and risk giving incorrect information.

Confidentiality Get the member's permission to use their name if you need to communicate the concerns to administration, or CTA. Do not discuss members' business with co-workers or others.

If it is determined that a contract violation exists, ask the member what solution or resolution he/she would like to see. Also ask the member if he/she would like you to set up a meeting with the administrator to discuss the alleged grievance.

WEINGARTEN RIGHTS

If a member feels that a meeting with a principal or administrator could lead to disciplinary action, he/she can evoke Weingarten rights. The member should state:

“If this discussion could in any way lead to my being disciplined or terminated or affect my personal working conditions, I respectfully request that my association representative be present at the meeting. Without representation, I choose not to answer any questions.”

Weingarten Rights allow a member to have representation for an investigatory meeting that is scheduled to review complaints, address allegations of inappropriate behavior, or discuss alleged violation/s of policies. The member is entitled to representation if he/she has a reasonable belief that a meeting could result in discipline. The member is also permitted to know the general topic of the meeting before agreeing to meet.





The member is entitled to consult with his/her representative prior to the meeting and during the meeting, if necessary.

If the administrator insists on meeting without allowing a representative, the member should attend the meeting, but should not participate until a representative is present.

Weingarten Rights do not guarantee representation for non-investigatory meetings such as a review of work rules, imposing discipline, giving instructions, providing training, dispensing information or stating needed corrections to work.

The member is entitled to know the purpose of any meeting that is called by an administrator or principal. If the purpose of the meeting is not clear, make a request to the administrator who is calling the meeting. If the member's job is at risk or there are criminal allegations, contact CTA immediately.

WEINGARTEN RIGHTS CARDS

<div style="display: flex; justify-content: space-between; align-items: center;">  <div style="text-align: right;"> <h3 style="color: red; margin: 0;">407-298-0756</h3> </div> </div> <p>You have the right to union representation at any meeting that could lead to discipline. This is known as “Weingarten Rights.” Use the text on the back of this card to properly invoke your Weingarten Rights.</p> <p>OCCTA Rep. Name: _____</p>	<p><i>“If this discussion could in any way lead to my being disciplined or terminated or affect my personal working conditions, I respectfully request that my association representative be present at the meeting. Without representation, I choose not to answer any questions.”</i></p>
<div style="display: flex; justify-content: space-between; align-items: center;">  <div style="text-align: right;"> <h3 style="color: red; margin: 0;">407-298-0756</h3> </div> </div> <p>You have the right to union representation at any meeting that could lead to discipline. This is known as “Weingarten Rights.” Use the text on the back of this card to properly invoke your Weingarten Rights.</p> <p>OCCTA Rep. Name: _____</p>	<p><i>“If this discussion could in any way lead to my being disciplined or terminated or affect my personal working conditions, I respectfully request that my association representative be present at the meeting. Without representation, I choose not to answer any questions.”</i></p>
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THE PRE-DETERMINATION MEETING

A teacher scheduled for a pre-determination meeting will typically be called to the administrator's office to receive and sign a letter stating simply that he/she must report for a meeting at the Labor Relations Department at the Ronald Blocker Educational Leadership Center. The letter will give the date and time of the Pre-Determination Meeting (PDM) and will also inform the teacher that "since discipline can result you are entitled to have representation." The letter will be signed by one of the Office of Professional Standards managers.

Advise members to sign the letter and call CTA (if they are members). Signing the letter just acknowledges that it was received. To do otherwise could be considered insubordination. Have the member call CTA so preparations can be made for the meeting. The member will need to leave a detailed message with the full name, school or worksite, employee ID number, call back number, and time of the appointment.

Some Do's and Don'ts For Members:

- Do not discuss the allegation with anyone. Do not speculate about the allegation. Do not attempt to solicit evidence from anyone.
- You may be released from duty with pay during the period of the 'investigation', which is not unusual. You will be told to make yourself available in case the Professional Standards Manager calls you for a meeting.
- In some cases, the Department of Child Services will also contact you. Do not speak with them. Request the person's business card and contact CTA for representation.
- Your CTA representative will not know anything about the allegation. The allegation will be revealed at the meeting. Due process is not a priority in the way these investigations are conducted.
- Anything that you share with any CTA representative is privileged. Anything that you share with your AR or another person is not privileged.
- An administrator or principal will attend the pre-determination meeting. Do not be surprised to see him/her in the Professional Standards Office.
- The purpose of the pre-determination meeting is to gather facts concerning the alleged misconduct. This is not a courtroom and you are not on trial.
- If things seem unclear or something upsets you, ask for a break.
- The CTA representative will ensure that your due process rights are upheld. As your advocate, he or she will not make value judgments as to your situation.
- The pre-determination meeting is not the place to make attacks or accusations on your principal, administrator or another employee, regardless if they are warranted. Keep your focus on the allegations.

- Assuming you suspect what the allegation may be, if you have questions related to the allegation, write them down for your CTA representative before the meeting. If questions come up during the PDM, write them down and give them to your CTA representative after the meeting.
- Sometimes it may be appropriate to engage in a dialogue with the Professional Standards Manager during the PDM. At other times it will be more appropriate to have a follow-up meeting or reply to specific questions in writing. You can discuss this with your CTA representative during a break in the proceedings.
- The Professional Standards Manager will make a recommendation to your principal or administrator at some point following the PDM. However, it is typical to have an extension of timelines to accommodate further investigation. Your administrator or principal will communicate directly to you, not to the CTA representative. Sign and date any paperwork that is given to you. This date is important for timeline purposes. Once you hear the results of the meeting, immediately call your CTA representative to discuss your options.

If an attorney is needed as a result of the Pre-Determination Meeting, CTA will assist you in the process. The FEA Office will be contacted to assign an attorney to your case. You will need to communicate with the attorney during this time, rather than the CTA representative, as he or she is not allowed to present legal options to you. When you have completed working with the attorney, make contact with your CTA representative once again to discuss further options.

SELF-REPORTING AN ARREST

Employees must self-report within 48 hours if they are arrested with the exception of minor traffic violations. Read these guidelines that clearly state the procedure and contact information.

MANAGEMENT DIRECTIVE A-10

GUIDELINES ON SELF-REPORTING OF ARRESTS AND CONVICTIONS BY EMPLOYEES

1. The security and safety of our employees, students and guests is of paramount importance. To this end, all employees shall adhere to the following directives. All arrests and convictions (with the exception of minor traffic offenses) of all employees shall be self-reported within 48 hours to the district. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial. The appropriate authority to self-report arrests and convictions is the Office of Professional Standards. A phone message can be left 24 hours a day at **(407) 317-3239**, and the employee must provide a written follow-up statement within five business days of leaving the message. Failure to self-report may result in discipline, up to and including, dismissal.
2. Arrests shall include cases in which the employee was taken into custody, as well as charges of criminal misconduct for which the employee was not taken into custody. Convictions shall include any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea or Nolo Contendere for any criminal offense other than a minor traffic offense.
3. A common definition to allow for a uniform interpretation and reporting of a minor traffic violation shall be defined according to [Florida Statute 318.13](#) (3) as follows: Infraction means a non-criminal violation that may require community service hours under [Section 316.027](#) (4), but is not punishable by incarceration and for which there is no right to a trial by jury or right to a court-approved counsel. Criminal traffic violations are not minor and must be reported.
4. An educator is defined as any individual who holds certification and any administrator required to hold a teaching certificate. School districts are required to file legally sufficient complaints of violations of the Educator's Code of Conduct with the Department of Education. The Department of Education may also take action against an educator who fails to report a violation.
5. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentially provisions of Sections [943.0585](#) (4) and [943.059](#) (4), Florida Statutes.

COMPLAINTS ABOUT OTHER MEMBERS

CTA does not represent members in complaints against other members. You may face a situation where a member comes to you with a problem that they are having with another member. Such situations could involve hurt feelings, jealousy, ego trips, gossip or other situations that are not regulated by the contract. Things like - “Sally got summer school and I’ve been teaching longer than her”; “Tim invited everyone to the restaurant after school and left me out”; or “Sue told the principal I was late to school!”

If you think you can help mediate or diffuse a situation, by all means try. However, it may be best to remind the member that CTA does not represent members against members. You may also advise a member to accept that a situation may be considered unjust, but is not a union matter. You can also talk to the members as a union brother or sister, asking them to work out disagreements or problems for the sake of solidarity.

Some member-to-member situations may not be regulated by contract language, but they fall under Management Directives or School Board Policies. Always tell the member to consult with a CTA field representative. For instance, a member may complain that another member screamed, swore or disparaged him/her in front of other co-workers, students or administration; or a member may complain that another member sent an email or posted a threat or disparaging remark to another member. This would fall under [Management Directive B-12](#), Code of Civility and a violation may result in discipline. Finally, if you are approached about a member violating a contract provision, it is best to immediately refer the matter to the CTA.

THE GRIEVANCE PROCESS



Section of new mural in Ulysses Floyd Hall

A CTA member can file a grievance against the employer (OCPS) if there is a violation or misinterpretation of the Collective Bargaining Agreement (CBA), a violation of workers' rights, a violation of past practice, or a violation of established administrative policies or rules.

The most common grievances filed by CTA member's concern wages, working hours and working conditions. Other common grievances include the denial of benefits, planning time violations, unfair actions by administrators or discipline issues. Grievances can also be related to changes in working conditions.

A grievance is a complaint that is presented through a succession of orderly steps so that those closest to the dispute, both on behalf of CTA and the Administration, can try to reach an equitable resolution.

Often members will seek out their Association Representative for advice and assistance in filing a grievance. It is best to contact CTA for a Field Representative to lead the member through the steps of the grievance process.

If you are a confident and experienced AR, you may set up a meeting between the member and the principal or administrator to try to resolve a grievance through good faith discussion, which is Step One of the grievance process. However, it is best to consult CTA for advice and guidance before you proceed.

According to the Contract: "The request for the discussions shall take place within twenty (20) duty days after the employee knew, or should have known, of the incident which is the basis of the potential grievance. The discussion shall take place within six (6) duty days. In the discussion, the employee shall advise the administrator of the particular section(s) of the Contract the employee believes was (were) violated, and how they allegedly were violated. The employee may also present a solution. Verbal dialogue is encouraged and may continue over the next six (6) duty days, a resolution must be presented and agreed upon or the employee shall receive an explanation as to why the administrator

believes the contract was not violated. Any resolution shall not violate the contract and shall be reduced to writing by the site association representation and signed by the administration”.

If no resolution is agreed upon during the Step One discussion, then the grievance will proceed to a Step Two. The AR should contact CTA to handle the process at this point.

Whether you are preparing a statement for a meeting or writing a complaint for CTA to handle, be sure to get the facts. Follow the Five W's:

Who was involved? Who witnessed the acts that are the basis of the grievance?

What happened? What transpired, or what is the basis of the problem?

When did the incident take place? Make note of the date and time.

Where did the event occur? Make note of the place and setting.

Why is this a grievance? What articles, sections or provisions of the contract or other documents such as Management Directives or School Board Policies were violated, misinterpreted or misapplied?

Finally, there is an **H – How** can the grievant be made whole? What relief is necessary to restore the grievant to the condition that he or she would have been in had the violation not occurred?

The grievance process is outlined step by step in Article III of the [contract](#).

SOCIAL MEDIA AND USE OF TECHNOLOGY



Take advantage of social media to connect with your members. You can set up a private Facebook page that is exclusive to the teachers at your school or worksite. Some ARs have successfully used private Facebook pages to inform members of activities and issues and provide a forum for suggestions and discussion.

Social media is a great organizing tool to connect you to family, colleagues and friends, but take some precautions to protect yourself and your job. You can share the following tips and Management Directive A-9 that addresses use of technology and social media use in a 10-minute meeting.

SOCIAL MEDIA TIPS:

- Familiarize yourself with the district and state rules that address the issue of social media and use of technology. OCPS Management Directive A-9, Employee Use of Technology outlines employees' use of technology and social media. The state policy, Florida Principles of Professional Conduct for the Education Profession for Florida, addresses teacher ethics.
- Do not visit or post on social media websites during student contact time or during the work day.
- Do not "friend" or "follow" students on your personal social media accounts, including Twitter, Facebook, and Instagram. Do not give a student access to any of your personal social media networking accounts.
- Do not give a student your personal cell phone number or send texts to students from your personal cell phone. Only use OCPS-approved apps made to contact students and only contact them concerning school-related assignments or extra-curricular activities.
- Do not post photographs that can put you in a bad light on Facebook or similar sites. Your profile photo should not show you drinking, using drugs or in any other compromising position. Even if you have your profile locked for privacy, your profile picture can still be accessible on search engines.
- Keep the language on your social media accounts clean and respectful. Do not use profanity, make threats or disparage co-workers, administrators, students or parents. Never make comments such as, "I wanted to kill them", even in jest. Abide by Management Directive B-12, the OCPS Code of Civility.
- Be careful of what you say in any online blog comments.
- It is best not to affiliate yourself with your school or work site on a personal profile. List your employment as "Teacher at Orange County Public Schools" or not at all.
- Remember, it is possible to take a screen shot on Snapchat. Such "snaps" or Snapchat posts can last forever.
- Never complain about your job online, especially if your followers are co-workers or administrators.
- Never post photos of your students on social media.

WORKING WITH ADMINISTRATORS

SOME TIPS ON WORKING WITH ADMINISTRATION

- Ask your principal or administrator to set up a meeting during pre-planning. Introduce yourself and any other ARs or alternates. You can give him/her a card with the names of the AR/s and alternates and invite him to contact you to discuss concerns or ideas.
- Identify a common issue or concern that the principal or administrator shares with teachers so all parties can collectively address it.
- No matter how frustrated you are or how indignant you feel, keep calm. It is better to negotiate and discuss issues respectfully and calmly than to get upset and show your anger.
- Never send an angry email or leave an irate message on your administrator's phone. It can (and probably will) be used against you.
- If an administrator tells you, "I am only doing that because the district told me to", or "the area superintendent told me to" or "the superintendent directed principals to . . ." respond by asking for the memo or a written directive or policy that the administrator is citing. Bring the matter to CTA if it impacts teachers at your school or is a district-wide problem.
- If you are nervous about meeting with management concerning an issue or a problem, bring another AR or teacher with you to the initial meeting for support. Each time you meet with administration it will become easier.
- Establish a relationship of mutual trust. For example, if your principal or administrator tells you one thing and tells another teacher something else, avoid talking about it to the entire faculty. Instead set up an appointment with the administrator to discuss the situation and get the facts. If you discover that it was a misunderstanding that will be corrected –great. If you find that there is unequal treatment, ask for a resolution. After you have exhausted all efforts for a resolution, inform the principal that you will bring the matter to CTA to handle.
- If you successfully resolve a school-wide issue through negotiations with administration, be sure you let the teachers know. This can be a great organizing tool.

RELATIONSHIP WITH ADMINISTRATION

Building a partnership with the administration is one of the most important jobs of the AR. The AR's relationship with the administration sets the standard for other union members and potential members. Your relationship can determine the administrator's perception of CTA, the school climate and even be a factor in teacher morale at your school or worksite.

You do not need to be combative, loud or rude to get your point across. In fact, the best negotiators are calm, confident and dignified. You should seek to find common ground. Pick your fights. Like you, administrators and principals have limited time, resources and power. Do not waste time on trivial matters that can be solved by asking the secretary or by sending an email request to the principal.

Unfortunately, some administrators take advantage of the fact that many teachers have a fear of the administration and expect retaliation for standing up for their rights. It is important that the ARs break

this stereo-type. Remember you are protected by the contract, district policies and directives, and also by state and federal labor laws.

Some principals and administrators will not work collaboratively with you, regardless of your efforts. Thankfully, they are the exception. However, if you are in a school with this type of administrator, document any questionable remarks or actions made by administrators. Contact CTA if you or members are victims of intimidation, retaliation, bullying, threats, or contract violations.

Principals are held to the same School Board Policies and Management Directives as teachers and other district employees are. If an administrator has violated a Management Directive, or School Board Policy, you can ask him/her to correct the practice or you can contact CTA for assistance.

MEETINGS WITH ADMINISTRATORS

A meeting with a principal or administrator should occur at a reasonable time and place. The meeting should be scheduled within the contracted workday.

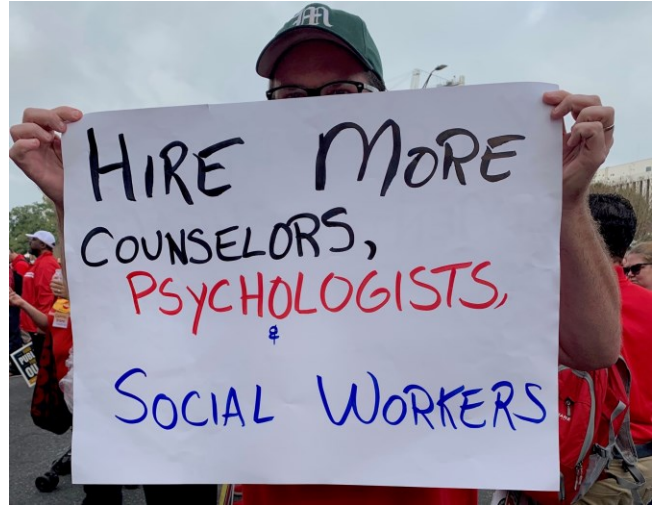
Remember that the meeting is a meeting of equals. You are acting as an official representative of the union and not merely as an employee under the administrator's supervision. Be confident and state your concerns and solutions.

Before you meet with your administrator to represent a member, prepare a statement for the grievant. Anticipate the administrator and management's possible reactions and positions. Have responses ready in advance. Gather information—specifically, the story and all relevant facts. Who was involved, what happened, when did it happen, where did events take place, why is this a grievance and what is the just remedy. Review applicable contract or policy language. Coach the member to stay focused and to only answer the questions being asked in the meeting.

Your role in meetings with a member and administrator is to provide an extra pair of eyes and ears. You should enter, sit, and leave with the member. Ask the administrator to restate the purpose of the meeting. Keep the member from providing information that is not requested. During the meeting the AR may ask for clarification of a question. If management presents any proposals, take them under advisement and do not respond at the meeting. Do not let the employee resign at the meeting.

You do not need to speak, unless it is necessary. Take notes and perform necessary follow up. The member may also take notes. If at any time you feel that it is in the member's best interest to have a CTA representative present, stop the meeting. Speak in private to the member and if he/she wants to stop the meeting, tell the administrator that you would like to reschedule the meeting at a time when a Field Representative can be in attendance. Remember the Weingarten Rights.

ORGANIZING AND RECRUITMENT



BE THE FACE OF CTA

- Introduce yourself as a union leader to all new members.
- Wear your CTA t-shirt or polo to work on the day of the AR meetings. Members at your worksite could also organize to wear something to show unity each Friday, such as red for public education.
- Wear your CTA lanyard and affiliate pins at school.
- Put your CTA window cling on the door of your classroom.
- Join us as we represent CTA in the Orlando parades, including the Come Out with Pride, MLK, Veteran's Day and Puerto Rican parades.
- Wear union shirts to community gatherings, protests and rallies.
- Like CTA on Facebook so you can follow events and keep up to date with what's happening. <https://www.facebook.com/OCCTA7448/> Invite teachers at your school to follow our page. The posts will appear on their pages and their friends' pages, which can reach potential members.
- Keep up to date by following news on the CTA website: www.orangecta.com
- Invite potential members to CTA's professional development trainings, monthly workshops and social events.
- Show up at School Board meetings and district-wide events wearing a CTA shirt or pin.
- Speak union speak. Tell colleagues how the union has benefited you and others. **When naysayers put the union down, build it up!**

RECRUITING NEW MEMBERS

We organize to recruit new members, to rally co-workers around issues and to grow our union. There is strength in numbers. The stronger the union, the stronger our political power at the bargaining table and the stronger our political voice in the community.

Joining CTA provides the opportunity to join like-minded people who identify problems, then collaborate, take action and find solutions. When members unite to work as a collective whole, we can force positive change!

Engage Colleagues – Be a Friend – Build Relationships

- Introduce yourself as a union leader to all new employees and give them a member packet with an application.
- Follow up after the initial introduction by introducing the potential member to another supportive union member
- Help new teachers to be successful on the job by being a mentor, sharing strategies, or providing academic resources.
- Stop by their class or office to say hello and engage in a union conversation.
- Invite them to a CTA activity and offer to bring them.
- Invite them to professional development and workshops at the CTA. Several are open to all teachers, whether members or not. In fact, the evaluation trainings and student loan trainings have yielded many new members.
- Map your building and keep a database of potential members so CTA leaders at the school can plan visits to potential members. Organize a team to reach potential members in their hallways, through departments or grade levels. Ask CTA for an updated membership list.
- Participate in issue-based organizing campaigns and identify roles for members and potential members.
- Use recent accomplishments such as bargaining victories, settlement agreements or ULP wins in recruitment campaigns.
- Stress that membership in CTA keeps them connected to their professional community.



Be part of your Union and join your colleagues in protecting due process and promoting a quality public education for all students.

Birth Date Employee ID #

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Orange County Classroom Teachers Association
1020 Webster Avenue, Orlando, FL 32804
Phone (407) 298-0756 FAX (407) 290-8799

Union Activists Needed!

Check if you are interested in working for your union.

- ☐ Being a part of the school or worksite leadership team
- ☐ Membership and Organizing
- ☐ Government Relations
- ☐ Professional Development and Training
- ☐ Human and Civil Rights

	FIRST	LAST	MI
NAME			
ADDRESS			
CITY, STATE			
PERSONAL E-MAIL			ZIP Code
PHONE # Home	CELL	Opt In for Text Messages Yes No	
WORK SITE	WORK #	WORK EMAIL	

Choose one method for payment of dues:

- ☐ **Payroll Deduction:** I authorize and request Orange County School Board to deduct Orange County Classroom Teachers Association dues and assessments from my bi-weekly pay, and to transmit the deducted amounts to the Association office. I understand the School Board will discontinue dues deduction upon 30 days' written notification to both the Association and Board. I understand that dues, assessments, contributions or gifts to the OCCTA are not tax deductible as charitable contributions for federal income tax purposes although a portion of the dues may be tax deductible under other provisions of the Internal Revenue Code.
- ☐ **Check:** I hereby agree to pay to the Association the dues and assessments described above and as may be prescribed by the Association and certified to the School Board for each year thereafter. Check must be attached to application. It is your responsibility to call each year for possible change in dues amount. Cash payments must be paid the first working day of the new school year.

Important note: You must check your paycheck each year to be sure dues are being deducted from each paycheck. A break in service or other situations may cause your deductions to be suspended or stopped. Be proactive and check each paycheck.

****Prior issues are not covered; you are a member as of our stamped received date. ****

Fax applications into the number above, make a personal copy, and send original to CTA by courier or by email.

orangecta@gmail.com

X _____
 Applicants Signature Required

_____ Date

_____ Print Recruiter Name/CTA Representative

CTA 22 Payroll Deductions 2022/2023

Full Time Instructional \$30.80 per pay period
 Part Time Instructional \$15.40 per pay period

Form Received from: (please check one)	
AR	Website
Walk In	AFT/NEA
Event	Field Rep
Staff	Governance
Email	Other

SUCCESSFUL ORGANIZING TIPS

Adopted from [FEA](#)

Visibility, Leadership, Relationships

- Your personality is more important than your persuasion. People are hungry for leaders and will respond to those whose motivations are true.
- Seek people out and take interest in them as colleagues, as people who want to be the best they can be and do the best that they can do.
- Be self-aware of what makes you effective and use your strengths.

Make It Clear: The Union is YOU and Your Co-workers

- Language is important—Don't *third party* the union.
- Seek to involve all in the union's work.
- Celebrate success and mourn disappointments as result of collective action and resolve (or lack thereof) vs. attributing these to individuals.

Make the Union *First Friend, Best Friend* to New Hires Where You Work

- The most important time you can spend is the time you spend reaching out to new hires, based on their needs.
- Sustained, personal contact over time is the key.
- Use your membership team to make this do-able.
- Make sure you say the words, "*Your success is a priority of our union and your support is a commitment I make to you as a union leader.*"
- Have a plan to deliver on your promise.

Listening is Your Primary Mode of Effective Communication

- Listen 80 percent of time.
- Listen for: What do people care about? What is their vision for change, for an ideal future?
- Ask: Why are things the way they are? How would we change things for the better? Why don't we take a stand?

"Issues-Speak" is Your Best Language

- Cast all communication through the prism of issues, *what the union cares about, what it stands for, what it is trying to achieve.*
- De-emphasize (but don't discount) organizational attributes and benefits and services of membership.
- Remember: The union is about what we are doing together to build a better future vs. what any one of us "gets" in the here and now.

Don't Ask People to Join or Get Involved: Challenge Them to "Take A Stand"

- Joining and getting involved in the union is about standing up to advocate for ourselves so we can do our jobs to the best of our abilities.
- Presenting membership and involvement in this way requires us to explain "for what?"

Tell Your Story: Speak to Hearts, Not Just Minds

- The best way to encourage people to join and get involved is to tell your own story.
- Why are you committed to and involved in the union? What have you experienced that makes you a true believer? What inspires you to do this work?
- Why is your activism compatible with your personal values?
- The answers to these questions make for one compelling and credible “rap.”

Association Representative’s Goals

- Strengthening the bond with new members.
- Targeting and recruiting to at least 50 percent density and then beyond.
- Involving members in our organizing.
- Building our base of activists.
- Raising union visibility at the worksite.

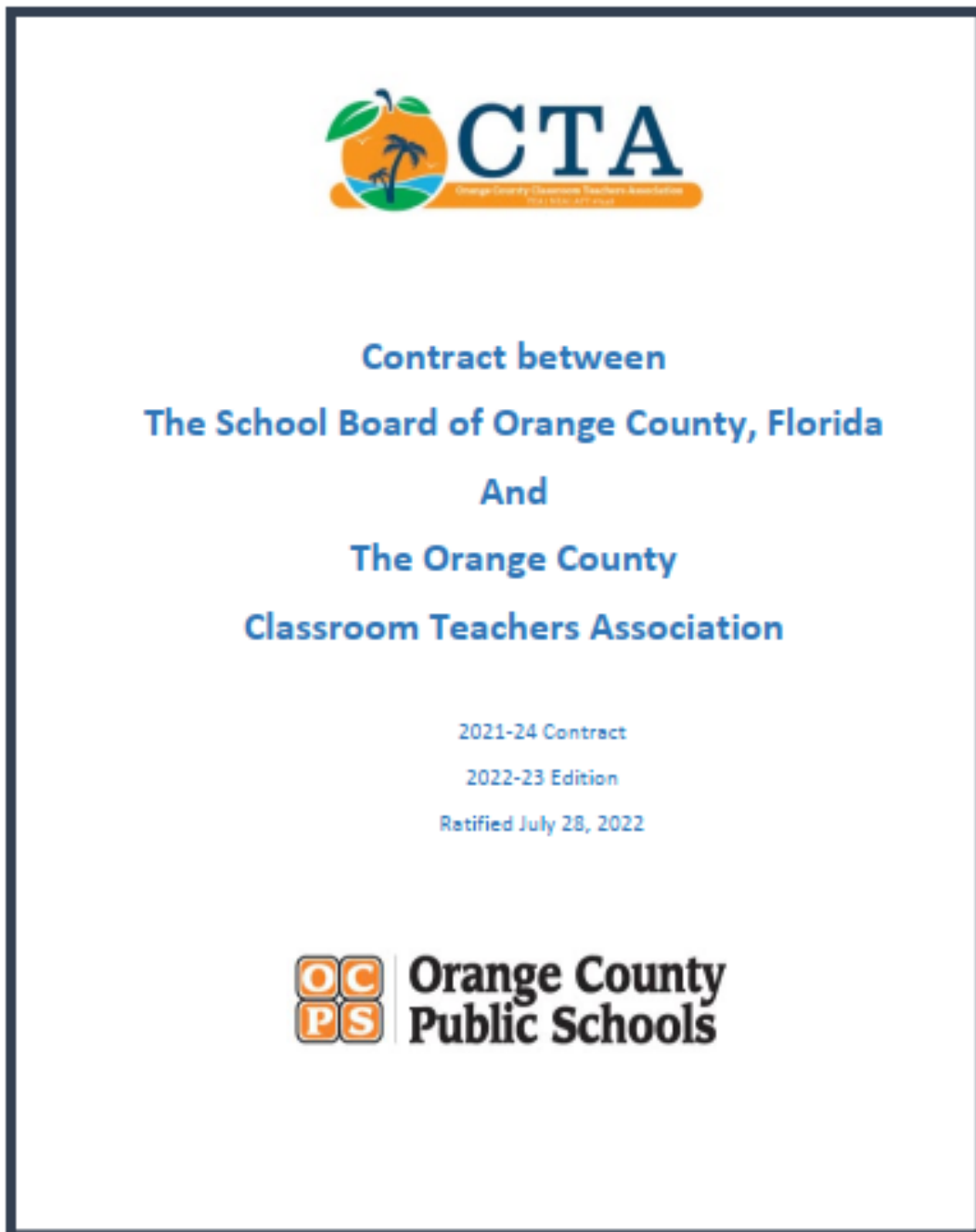


CONTRACT

KNOW YOUR CONTRACT

Knowing your contract is empowering. When you increase your knowledge of contract language, you increase the strength of the union at your worksite.

The best way to review the contract is online so you can put in key ‘find’ words and easily go to the provision. The contract is located at the [OCCTA website](#).



CONTRACT QUICK-FIND INDEX

Topic	Article	Page
ADA Contact	N/A	133
Additional Observation Request	X.C.3.b	44
Additional Period Pay (7 th Period)	XVI.B.5.a and b	73
Advance Degree – Contract Language	XVI.B.1.a - d	71 – 72
Advance Degree – Supplement Pay	Appendix A - 2	109
Announce Informal Observation	X.C.3.a	43
Appeals	X.K.1 - 5	50 – 51
Association Representatives	IV.B.1 - 6	14
Bereavement Leave	XVIII.I.1 - 3	96
Breaks	XIV.B.3. g	62
Bulletin Boards	IV.D.1.a - c	15
Class Size	XIV.E.1 - 4	64
Classroom Visits	VIII.I	29
Common Planning	XIV.B.3.h	62
Contract Type	VIII.D.1 - 3	30 – 31
Deliberate Practice	X.D.1 - 16	45 – 47
Discipline - Student	VII.E.1 - 6	27 – 28
Discipline - Teacher	XII.B - D	55 - 57
Dress Code	VII.L	29
Duty Day	XIV.A	60
Duties – Not Required	VI.Q.1 – 6 / R	24 - 25
Emergency Extended Duty Assignment (Ex. 30/30)	XIV.B.3. a	61
Evaluation Categories	X.B.1 - 5	41 – 42
Extended Wednesday	XV.C	68
Extra Reading Hour	Appendix J	126
Faculty Advisory Committee (FAC)	XIX	97 - 98
FAC - Scheduling	XIV.B.1 - 2	61
Feedback - Evaluation	X.C.1.j	43
Fifth Wednesday	XIV.V	67
Formal Observation	X.C.4.a - e	44 - 45
Grades - Changing	VII.C	27
Grievance	III	7 - 13
Health & Safety – Unsafe Conditions	VI.K	23
Holiday – Leave With Students	XIV.G	64

Home Visits	VI.G.2.a - b	22
IEP – Individual Education Plan - Planning	XV.G	68
Leave of Absence – General Provisions	XVIII.A.1 - 17	86 – 88
Lunch	XIV.A / M	60 / 65
Mileage	XVII.K.1	85
Misconduct Allegation	VIII.M	29
Open House	XIV.H	64
Personal Leave	XVIII.D	91
Planning Time	XIV.B.3.h	62
Pre-Planning Schedule	XIV.T	66 - 67
Professional Improvement Plan	X.B.4	41 – 42
Required – Furniture / Materials / Facilities	VI.V	25 – 26
Right To Representation	VI.F / XII.3	21 / 53
Salary Mistakes	XVI.I	80
Sick Leave	XVIII.B	88 - 90
Sick Leave Bank	Appendix D	116 – 119
Sick Leave Donation	XVIII.B.10	89 – 90
Statements – Requirement	VI.F	21
Substitutes	XIV.C	63 – 64
Summer Workdays – Three Planning Days	XV.B.5	68
Supervision – Three Continuous Hours	XIV.B.3. d	62
Teaching Experience	XVI.H.1. a - j	77 – 78
Temporary Assignment Or Transfer	IX.F	36 – 37
Tentative Teaching Assignment	IX.C	36
Transfer - Involuntary	IX.G.6 - 12	37 – 38
Transfer - Voluntary	IX.G.1 - 4	37
Transfer or Hire After Pre-Planning	XV.H	68
Voting Rights	XIV.I	65
Wednesday Schedule	XV.D	68
Workdays	XIV.S	66