

# Washington Teachers' Union

Local 6, American Federation of Teachers  
AFL-CIO



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## ***Representative Assembly Meeting***

## ***Thanksgiving Membership Dinner***

November 15, 2016, 4:30pm – 6:30pm

McKinley Technology High School

***Elizabeth A. Davis, President***

# Representative Assembly

## November 15, 2016

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☐ Call to Order

☐ Opening Remarks, President Davis

☐ Special Guests Presentations

- DC Association for the Education of Young Children, Dr. Robert Gundling & Kathy Hollowell-Makle, Chapter Leaders, ***First 20 teachers receive free one year membership***
- *"Nuts and Bolts of Foster Care and Adoption,"* Kim Walk, DC Child & Family Services, Social Worker, Recruiter



# Representative Assembly

## November 15, 2016

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### **Special Guests Presentations Continued**

- WTU Angel Tree Project, Jamie Smith, Salvation Army
  - Angel Tree is a unique holiday assistance program that connects sponsors with a deserving child (or Angel) in need.
  - For over 30 years, Salvation Army has worked to ensure that families and children in need have a wonderful holiday season.
  - Sign-up today to be a WTU Angel!! WTU has committed to sponsoring 50 DC children!**
  - Unwrapped gifts are due to the WTU office **by November 28th**

**THANKS FOR YOUR SUPPORT!**

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# Representative Assembly

## November 15, 2016

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### □ Committee Reports

#### ■ COPE, *Laura Fuchs, Chair*

#### □ WTU Endorsed Candidates WIN!

- DC Council: Jack Evans (W.2), Vincent Gray (W.7), David Grosso (At-Large), Robert White (At-Large), Trayon White (W.8)
- State Board of Education: Jack Jacobson (W.2), Karen Williams (W.7)



# Representative Assembly

## November 15, 2016

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### □ Committee Reports Continued

#### ■ Treasurer, Jacqueline Hines

- Review and Approval of WTU FY16 Budget with WTU *Board of Trustees* (Budget in Packet)
- WTU FY2016 Audit Presentation, Clem Mueller, Katz, Abosch, et. al PA



# Representative Assembly

## November 15, 2016

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### □ President's Report

- Contract Update: WTU dates submitted to DCPS currently under review; Tentative dates set to resume negotiations after Thanksgiving
- Post Card Contract Action: Over 1800 post cards were mailed to Mayor Bowser! **THANKS FOR STEPPING UP!**
- Chancellor Selection Updates
- Exemplary Leadership/Dues Back Program – Union leaders get back 100% dues! **Application deadline: 11/30**



# Representative Assembly

## November 15, 2016

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- LEAP Check-in: Successes and Challenges?
- WTU Free Annual Holiday Party, 12/20@Kellogg, 6p-12m
- Union Leadership Institute (ULI) Mini-Session

## Special Training Segment:

### ***"How to Run Effective Union Meetings"***

Devin Nixon and Rejil Solis,  
WTU Field Services Specialists



*Tell us about your chapter meetings*



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**Raise your hand if you hold and/or  
attend monthly union meetings at your  
school.**

**What's working?**

**What's not working?**



# Heads-up, Union Leaders!

## *Union meetings are mandated by the CBA*

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### **SCAC and Local School Chapter Meetings - 8.1.1**

- On or before the last school day in September, the WTU Building Representative shall notify the Supervisor of the dates during the school year when the SCAC and Local School Chapter will hold their regularly scheduled meetings.

### **SCAC and Local School Chapter Meetings - 8.1.2**

- The Supervisor shall include the Chapter and SCAC meeting dates and times in the local school calendar.

### **SCAC and Local School Chapter Meetings - 8.1.3**

- Local School Chapter Meetings shall be held during the lunch period or outside of normal school hours in a manner that will not interfere with the School's instructional program.

### **SCAC and Local School Chapter Meetings - 8.1.4**

- Within 24 hours of each meeting, the WTU Building Representative shall notify the building Supervisor of the names of persons other than chapter Teachers or WTU officials who plan to attend.



# Heads-up+, Union Leaders!

## *Union meetings are mandated by the CBA*

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### **Supervisory Consultation with SCAC – 9.1.1**

- On or before the last school day of August, the building Supervisor and his/her designees (Teachers excluded) and the School Chapter Advisory Committee (SCAC) shall meet and establish the dates during the school year for their monthly meetings.
- Each month these meetings shall be held to discuss instructional issues, school policy and questions pertaining to the implementation of this Agreement. Decisions reached at these meetings shall not change the Agreement, established Board Rule or any system-wide policy or procedure.

### **Supervisory Consultation with SCAC- 9.1.3**

- If the Building Representative plans to invite other WTU officials and if the Supervisor plans to invite other DCPS officials, s/he shall provide the Building Representative notice at least twenty-four (24) hours prior to the meeting.

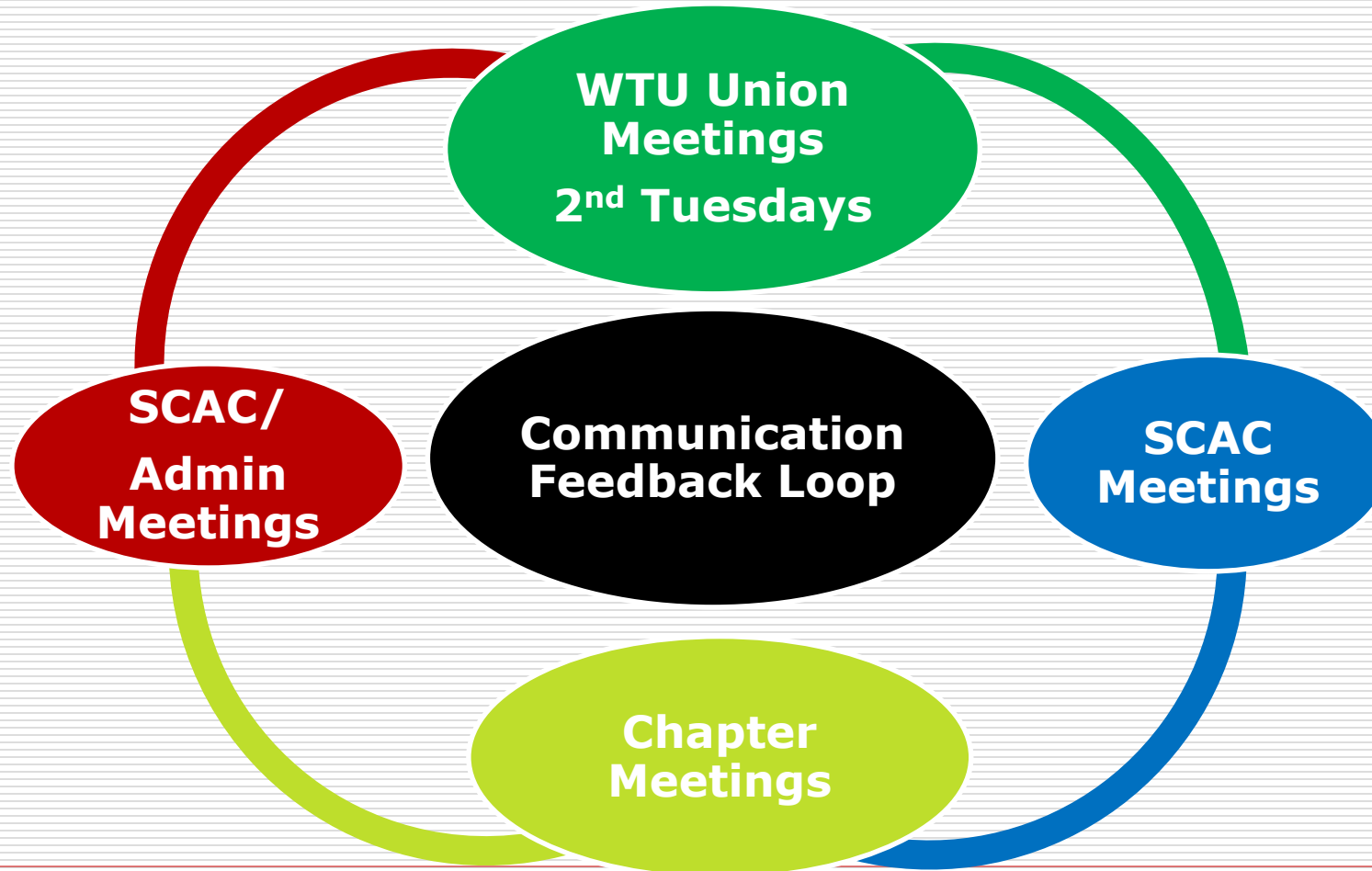
### **Supervisory Consultation with SCAC - 9.1.4**

- In an effort to ensure that such meetings are as productive and as efficient as possible, the Supervisor and the SCAC shall provide each other with a list of agenda items at least twenty-four (24) hours prior to each meeting.



# Required Monthly Union Meetings & Communication Feedback Loop

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# Topics for this Presentation\*

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- The Meeting's Objective
- Using Time Wisely
- Streamlining
- Keep it Moving
- Check the Membership
- Attendance
- End on Time
- Key Points

*\*Most content and text taken from  
AFTs "How to Run a Union Meeting" manual*



# The Meeting's Objective

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## □ Plan the Meeting Before You Meet

## □ Set the Agenda

- Teams should take 10-15 minutes at monthly SCAC meetings to meet ahead of time to develop an agenda
- SCAC, SCAC/Administrative, LSAT and WTU Representative Assembly meetings help build content and bring about key topics for your monthly chapter meetings at the local school level
- Chapter meeting discussions should guide agenda items for SCAC and SCAC/Administrative meetings



# Use Meeting Time Wisely

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## □ Start meetings promptly

- Post and give notice that the next meeting will begin on time
- Get commitment from chapter leaders to be on time

## □ Start with the meeting objective

- Everything that happens in the meeting should further that objective
- To ensure you cover only what needs to be covered, stick to relevant agenda items
- Do not spend time recapping for latecomers



# Streamline

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- ❑ **Be well-organized and brief**
- ❑ **Handle questions and conversation efficiently**
  - ❑ Only unusual and urgent circumstances should be added as new agenda items (Good idea to have “Matters Arising” as last item on agenda)
  - ❑ Critical questions for chapter leaders to consider:
    - Priorities – What absolutely must be covered?
    - Results – What do you need to accomplish at the meeting?
    - Sequence – In what order will you cover the topics?



# Streamline Continued

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- **When running out of time consider...**
  - Hurrying the discussion (Get to the point)
  - Pushing to a decision
  - Deferring discussion until another time
  - Assigning the topic for discussion by a subcommittee (e.g. Hospitality, New Teacher, Curriculum, etc.)





# Keep it Moving

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- **With an idea of what needs to be covered and for how long, you can then look for supporting information that should be prepared beforehand.**
  - If it's a meeting to solve a problem, ask participants to come prepared with a viable solution
  - If discussing an ongoing project, have each participant summarize his or her progress to date and circulate reports amongst members beforehand for review
  - Always have meeting materials prepared in advance



# Check with the Membership

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- ❑ **Let members consider days and times for meetings (SCAC, SCAC/Admin and Chapter)**
  - Follow-up occasionally with members for new times or days to meet
  - Participation in meetings is vital and key to what decisions get made
- ❑ **Don't forget:** WTU Representative Assembly and General Membership meetings are 2<sup>nd</sup> Tuesdays – Try not to schedule meetings on 2<sup>nd</sup> Tuesdays



# Getting Members to Attend Meetings

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- **Consider holding issue-based meetings**
  - Add 15-minute “hot topics” to each meeting
    - One person briefly introduces issue then opens the floor up to conversation and solutions.
- **Circulate agendas in advance to participants**
  - Perhaps there is something important a member needs to add – always be open to this
  - Let members know they are always welcome to recommend agenda items to SCAC (in advance)



# End on Time

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- ❑ **Keep meetings to 90 minutes max**
  - If meetings are slated for lunch periods, consider hosting working lunch meetings at every lunch period facilitated by different SCAC members
- ❑ **Distribute minutes ahead rather than read them aloud during the meeting**
- ❑ **Engage your committees!!**
  - SCAC, LSAT, PC
  - Many things can be handled by committees



# Last Words and Key Points

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- ❑ Running an effective meeting is more than sending out a notice that your team/chapter is to meet at a particular time and place
- ❑ Effective meetings need structure and order
- ❑ Without structure and order, meetings can go on forever and not accomplish a thing
- ❑ The Agenda Equation = Plan + Prepare + Execute



# Important Resources

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- ❑ AFT manual on “How to Run a Union Meeting” – *All attendees receive a copy today*
- ❑ WTU has full-time field staff responsible for developing leaders, training teams and enforcing the contract and assist chapters at every school with critical local school issues
- ❑ Always contact your field representative or email WTU for additional support: [info@wtulocal6.net](mailto:info@wtulocal6.net)



# Questions/Concerns/Ideas?? We're Here to Support You!

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Washington Teachers' Union  
1239 Pennsylvania Avenue, SE, 20003  
202-517-1477 (main)  
202-517-0673 (fax)  
[dialogue@wtulocal6.net](mailto:dialogue@wtulocal6.net)

Contact Your Field Rep: [www.wtulocal6.org](http://www.wtulocal6.org)

Follow us on Twitter: @WTUTEACHER & Instagram: @WTUlocal6

Like us on Facebook: Washington Teachers' Union

# Next Rep. Meeting: December 13<sup>th</sup>



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***One Union, One Voice!  
Solidarity Forever!***

*Thanks for your support and  
commitment!*

*Elizabeth A. Davis, President*