



Broward Teachers Union

Engaging & Empowering Educators

Beginning of the School Year Stewards/Administrator Conversation Guide: 2018-19

All BTU Stewards should be part of meeting. If there is more than one BTU Steward then choose one to act as chair and share topics between stewards. Initial next to topics discussed, not every topic needs discussion. Every steward in attendance must submit form.

_____ **Discuss protocols for solving issues that may arise:**

- There will always be issues to resolve at school, decide how issues can be dealt with collegially. IDEA: brief meetings on a biweekly or monthly basis with the BTU team. **Note:** When dealing with a BTU contractual issues the Administrator and BTU Stewards are on equal ground according to Public Employee Relations Commission (PERC).
- Steward(s) right to Conduct Business (EP: Art. 29-D; ESP Art. 5-A-I)
- Review Contract Enforcement provision (EP: Art. 29-S; ESP Art. 5-F)

_____ **BTU 10 Minutes at every Faculty/Staff meeting: (EP: Art. 29-K) (Administrators shouldn't be present during that 10 minutes)**

- Review BTU Contract language, events, negotiations, or major topics of interest
- Suggest that the BTU Stewards placement on agenda alternate between beginning, middle or end of meeting.
- Establish protocol to communicate with Confidential or creator of Faculty Agenda to insure BTU Steward is on agenda

_____ **BTU School/Worksite meeting dates and advertisement: (EP: Art. 29-A & J; ESP: Art. 5).**

- Choose tentative meeting dates and give them to the administrator.
- Discuss protocol to set up emergency meetings.

_____ **BTU School/Worksite visitations:** BTU President & Representatives have the right to visit worksite by informing administrator of visit. Prior approval NOT needed (EP: Art. 29-J; ESP: Art. 5-I).

_____ **Discipline Committee and School Placement Committee formation and policy:**

- Teacher Authority Act Florida Statue 1003.32 (http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=1000-1099/1003/Sections/1003.32.html)
- Mutually agreed discipline procedures are most effective. Administrator, faculty and staff should be on same page.
- Review *Positive Behavior Plan* for school. Changes must be signed off by BTU EP Designated Steward and SAC.

_____ **Faculty Council (EP: Art. 17)**

- Review purpose. BTU Steward conducts nominations and elections of Faculty Council
- NOTE:** ESP's are encouraged to have representation of their choice on the Faculty Council. (This is a best practice.)
- Set date for Budget meetings. Review copy of Budget and request budget training for Faculty Council and SAC.

_____ **School Advisory Council – SAC (EP: Art. 15-F and <https://www.flsenate.gov/Laws/Statutes/2012/1001.452>):**

- Review purpose. Remember BTU EP Designated Steward has place to sign the School Improvement Plan
- BTU EP Designated Steward conducts nominations & elections of the teacher SAC members. (F.S. 1001.452 requires each group elects their representatives.)
- School Improvement Funding and SAC shall assist preparing of school's annual budget and plan [F.S 1008.385(1)].
- Waivers- BTU EP Designated Steward conducts votes on all waivers to contract.

_____ **Change of School Schedules (EP: Art. 15 – K):** Review School schedule and duty assignments.

_____ **Employee Preparation, Conference & Planning (EP: Art. 10-A...H; ESP: Art. 6-F see attached):** Review procedures. (It is important to reach agreement on how employees that have planning time impacted by testing will have that planning time returned in whole

_____ **Employee Evaluation Procedure (EP: Art. 18-E; ESP Art. 8-B):** Review procedures

_____ **Members Right to Representation (EP: Art. 18-A & B; ESP: Art. 4-B, 5-E & 9-A)** Review procedures

I affirm a BTU Steward/Administrator meeting was held on _____, 2018 attended by _____

School/Worksite Name: _____

Steward signature _____ Print Name _____