



Broward Teachers Union

Engaging & Empowering Educators

Beginning of the School Year Stewards/Administrator Conversation Guide: 2021-2022 (ESP Guide)

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 as discussed. Every steward in attendance must submit form to their field rep by September 17, 2021 via email.

_____ **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. Suggestion: brief meetings monthly 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).

_____ **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: (EP: Art. 29-J; ESP: Art. 5-I, memo from Valerie Wanza 10/19/18)**

- BTU President & Representatives have the right to visit worksite by informing administrator of visit at least one hour prior to the visit. For group meetings where a room is requested, the notification must be made by 5pm the day before.

_____ **Discipline Committee and Student Removal and Placement Committee formation and policy: (EP: Art. 11-P)**

- Teacher Authority Act Florida Statue 1003.32 (Enter 1003.32 into web search engine to find actual statute)
- 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. (EP: Art. 11-F)

_____ **Faculty Council (EP: Art. 17; best practice is to have ESP present)**

- 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.

_____ **Employee Preparation, Conference & Planning (EP: Art. 10-A...H; ESP: Art. 6-F):** 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 & 9-A)** Review procedures

I affirm a BTU Steward/Administrator meeting was held on _____, 2021 attended by _____

School/Worksite Name: _____

Steward signature _____ Print Name _____