



Broward Teachers Union

Engaging & Empowering Educators

Beginning of the School Year Stewards/Administrator Conversation Guide: 2023-2024

All BTU EP Stewards should be part of meeting. If there is more than one BTU EP Steward, then choose one to act as chair. Initial next to topics as discussed. Every steward in attendance must submit form to their field rep by September 23, 2022 via email and copy Holly Corless at hcorless@btuonline.com.

_____ **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 issue 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-F)
- 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 and MOU language, events, negotiations, or major topics of interest
- Submit standard request for 10 minutes at every faculty meeting
- 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 ensure a BTU Steward is on agenda

_____ **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 should be no later than 5 pm the day before the meeting.

_____ **Professional Learning Communities (PLC) (EP MOU):** Review chart and definition of Principal Discretionary Time. PLCs are to be teacher planned and teacher directed.

_____ **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 the BTU EP Designated Steward and SAC. (EP: Art. 11-F)

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

- Review purpose. BTU Steward conducts nominations and elections of Faculty Council.
- Determine best practice for communicating with administration after each Faculty Council.

_____ **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 in preparing school's annual budget and plan [F.S 1008.385(1)].
- Waivers- BTU EP Designated Steward conducts vote on all waivers to contract.

_____ **Change of School Schedules (EP: Art. 15 – K):** Review School schedule and duty assignments for safety. Planning time for staff is the priority for educational needs of students.

_____ **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)** Member has right to determine who to have as their representative, not administrator. Review procedures.

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

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

I affirm a BTU Steward/Administrator meeting was held on _____, 2022 attended by _____

School/Worksite Name: _____

Steward signature _____ Print Name _____