Beginning of the School Year Stewards/Administrator Conversation Guide: 2019-2020

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-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 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 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: (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.

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.

- 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.

- Review School schedule and duty assignments.

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 ___________________, 2019 attended by __________________________

___________________________________________________________________________________________________________

___________________________________________________________________________________________________________

School/Worksite Name: ____________________________________________

Steward signature ________________________________ Print Name __________________________

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Return by September 12 , 2019