

**Rochester Education Association**

**Faculty  
Representative  
Handbook**

**2023-2024**





# Welcome

## 2023-24

Dear Faculty Representatives,

Welcome to all, and thank you for serving our union! I know that many of you are returning in your role as a faculty representative, as always, we have new faces in our representative assembly. I am so glad to see everyone! Without all of you willing to serve as Faculty Representatives, our union would not be able to accomplish the things we do!

As Faculty Representatives, you are the communication and decision making body of our union. Your individual and collective voices determine our direction, our actions, and ultimately our success. We are fortunate to have many resources available to us and want you to know that the Executive Board and Field Staff are always available to provide you with more information, materials, and contract support.

Remember, acting as a Faculty Representative fulfills your site level non-paid committee responsibility. Attendance at the Assembly and leading timely meetings at your site are an expectation. Although we will be training you on many things, please review the specifics in this handbook. If you have further questions, please ask any of the Executive Board members or some of the more veteran FRs. Taking on the responsibility of being the eyes, ears, and voice of your colleagues is both challenging and rewarding. You have the skills and ability to discern the climate within your building to ultimately help your colleagues with issues that arise. I consider you the most important component in the level of support that we offer our members. Members of the Executive Board welcome invitations to your 10-minute meetings.

Please use this year's handbook to access the information you need to do your job. It includes contact information of your leaders, a calendar of events, reference sheets for our business meetings, and other resources to help you communicate with your building colleagues. Updates and additional resources are available on our website: [www.reamn.com](http://www.reamn.com) You can also follow news on Twitter @realmn and sign up to receive text messages.

Thank you for being a leader and making a difference!

### ***Vince Wagner***

President  
Rochester Education Association  
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Cell Phone: 507-319-REA1 (7321)  
Email: [vince.wagner@edmn.org](mailto:vince.wagner@edmn.org)

### ***Simon Glaser***

Vice-President  
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John Marshall High School  
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# **ROCHESTER EDUCATION ASSOCIATION**

## **Mission Statement**

Our mission is to be a strong, dynamic, professional association that supports its members in leading the pursuit of educational excellence.

## **Vision Statement**

Empowering REA members to teach with Dignity, Purpose, and Pride.

## **Core Values**

Accountability, Collaboration, Integrity, Leadership, Openness, Respect for Individuals

# **REA Office Location**

**2778 Commerce Drive NW, Suite A  
507-288-5409/800-642-3250**

**For News, Information, and Resources**

## **Rochester Education Association**

<http://www.reamn.com>



@rea1mn



@REA7225



**YouTube** @jowagner2

## **Education Minnesota**

<http://www.educationminnesota.org/>

## **National Education Association**

<http://www.nea.org/>

## **American Federation of Teachers**

<http://www.aft.org/>



## 2023-2024 Executive Board Directory

<b>President</b> Vince Wagner <i>REA Office</i>	Home: 507-358-2627 REA: 507-319-7321 Email: vince.wagner@edmn.org
<b>Vice-President</b> Simon Glaser <i>John Marshall</i>	Home: 507-923-8131 School: 507-328-5400 Email: siglaser@rochesterschools.org
<b>Treasurer</b> Rich Jopp <i>Mayo</i>	Home: 507-990-0908 School: 507-328-5556 Email: rijopp@rochesterschools.org
<b>Secretary</b> Carrie Sparks <i>Kellogg</i>	Home: 507-251-4466 School: 507-328-5855 Email: casparks@rochesterschools.org
<b>Membership Representative</b> Leah Ol <i>Mayo</i>	Home: 507-884-5942 School: 507-328-5566 Email: leol@rochesterschools.org
<b>Student Support Services</b> Mo Willaert <i>Mayo</i>	Home: 507-281-4522 School: 507-328-5478 Email: mowillaert@rochesterschools.org
<b>Special Areas Representative</b> Cassidy Harmon <i>Hoover ELS</i>	Home: 507-351-8755 School: 507-513-8050 Email: caharmon@rochesterschools.org
<b>High School Representative</b> Phil Olson <i>Century</i>	Home: 507-271-8117 School: 507-328-5101 Email: pholson@rochesterschools.org
<b>Middle School Representative</b> Melanie Kulmeshkenova <i>John Adams</i>	Home: 507-358-9220 School: 507-328-5273 Email: mekulmeshkenova@rochesterschools.org
<b>Elementary Representative #1</b> Heather Herman <i>Folwell</i>	Home: 513-807-1190 School: 507-328-9463 Email: heherman@rochesterschools.org
<b>Elementary Representative #2</b> Kristi Schulz <i>Jefferson</i>	Home: 507-458-8969 School: 507-328-3500 Email: krschulz@rochesterschools.org
<b>Professional Development Rep.</b> James McCormick <i>Mayo</i>	Home: 507-316-4696 School: 507-328-5461 Email: jamccormick@rochesterschools.org
<b>Government Relations Representative</b> Jake Johnson <i>Mayo</i>	Home: 507-398-0409 School: 507-328-5533 Email: jajohnson@rochesterschools.org
<b>Employees of Color Resource Group Rep.</b> Malachi Johnson <i>Overland</i>	Home: 507-398-5103 School: 507-328-3400 Email: majohnson2@rochesterschools.org
<b>Employees of Color Resource Group Rep.</b> Ian Naatz <i>Willow Creek</i>	Home: 507-226-4142 School: 507-328-5940 Email: ianaatz@rochesterschools.org
<b>Education Minnesota Gov. Bd – Dist. I</b> Michelle Bacon <i>Rochester</i>	Home: 507-261-1752 School: 507-328-5985 Email: mibacon@rochesterschools.org
<b>Education Minnesota Field Staff</b> Curt Rock <i>Education Minnesota/REA Office</i>	Office: 651-271-0951 Email: curt.rock@edmn.org

**Rochester Education Association • Education Minnesota  
American Federation of Teachers • National Education Association  
Rochester Public Schools**

## **Contact Information**

### **Rochester Education Association**

2778 Commerce Drive NW, Suite A  
Rochester, MN 55901  
507-288-5409/800-642-3250  
Fax: 507-288-1536  
Email: vince.wagner@edmn.org  
Website: www.reamn.com

### **Education Minnesota**

41 Sherburne Avenue  
St. Paul, MN 55103  
800-652-9073/651-227-9541  
Website: www.educationminnesota.org

**President: Denise Specht**  
**Vice President: Monica Byron**  
**Secretary/Treasurer: Rodney Rowe**  
**Executive Director: Carrie Lucking**

### **American Federation of Teachers**

555 New Jersey Avenue NW  
Washington D.C. 20001  
202-879-4400  
Website: www.aft.org

**President: Randi Weingarten**

### **National Education Association**

1201 16<sup>th</sup> Street NW  
Washington D.C. 20036  
202-833-4000  
Website: www.nea.org

**President: Becky Pringle**

### **NEA Directors**

**Heather Bakke**  
1520 Gault Street, Apt #1  
St. Peter, MN 56082  
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**Jasman Myers**  
64 Front Avenue  
St. Paul MN 55117  
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### **Minnesota Teachers Retirement Association**

60 Empire Drive, Suite 400  
St. Paul, MN 55103  
800-657-3669/651-296-2409  
Website: www.minnesotatra.org

### **Rochester Public Schools #535**

**Kent Pekel, Superintendent**  
507-328-3000; kepek@rochesterschools.org

**Karl Bakken, Executive Director of Human Resources**  
507-328-4321; kabakken@rochesterschools.org

**Omoyefe Agbamu, Chief Academic Officer**  
507-328-4301; omagbamu@rochesterschools.org

**John Carlson, Chief Administrative Officer**  
507-328-4240; jocar@rochesterschools.org

**Jacque Peterson, Chief of Schools**  
507-328-4300; japeterson@rochesterschools.org

**Will Ruffin II, Executive Director of Equity and Engagement**  
507-328-4290; wiruffin@rochesterschools.org

### **ISD #535 School Board**

**Cathy Nathan**  
**Chair**  
2427 Churchill Lane NE  
Rochester, MN 55906  
507-722-2443

**Jean Marvin**  
**Director**  
3495 Jasper Court NE  
Rochester, MN 55906  
507-282-3427

**Julie Workman**  
**Vice Chair**  
1300 Mayowood Rd SW  
Rochester, MN 55902  
507-285-9707

**Don Barlow**  
**Director**  
1048 6<sup>th</sup> Avenue SE  
Rochester, MN 55904  
507-358-6737

**Karen Maclaughlin**  
**Clerk**  
425 16<sup>th</sup> Avenue SW  
Rochester, MN 55902  
507-358-1888

**Justin Cook**  
**Director**  
2217 Jade Place NE  
Rochester, MN 55906  
507-396-2430

**Dr. Jessica Garcia**  
**Treasurer**  
PO Box 8008  
Rochester, MN 55903  
507-722-0027

ROCHESTER EDUCATION ASSOCIATION

**2023-2024 Dates for your Calendar**

**Faculty Representative Assemblies**

September 6 – FR Training (3 hrs – dinner meeting)

October	January	April
November	February	May
December	March	

**Executive Board Meetings**

September	December	March
October	January	April
November	February	May

**REA Celebration Banquet** – TBD

**School Board Meetings**

September 5	December 12	March 19
September 19	January 2	April 2
October 3	January 16	April 16
October 17	February 6	May 7
November 14	February 20	May 21
November 28	March 5	June 4

# ROCHESTER EDUCATION ASSOCIATION

## September 2023-August 2024

### September 2023

4 Education Minnesota offices closed  
5 School Board Meeting  
6 FR Training  
19 School Board Meeting  
TBD Executive Board Meeting

### October 2023

3 School Board Meeting  
TBD Executive Board Meeting  
17 School Board Meeting  
19 MEA (Minnesota Educator Academy)  
TBD FR Assembly

### November 2023

TBD Executive Board Meeting  
13-17 American Education Week  
14 School Board Meeting  
TBD FR Assembly  
23-24 Education Minnesota offices closed  
28 School Board Meeting

### December 2023

TBD Executive Board Meeting  
12 School Board Meeting  
TBD FR Assembly  
25-29 Education Minnesota offices closed

### January 2024

1 Education Minnesota offices closed  
2 School Board Meeting  
TBD Executive Board Meeting  
15 Education Minnesota offices closed  
16 School Board Meeting  
TBD FR Assembly

### February 2024

6 School Board Meeting  
TBD Executive Board Meeting  
19 Education Minnesota offices closed  
20 School Board Meeting  
TBD FR Assembly

### March 2024

5 School Board Meeting  
TBD Executive Board Meeting  
19 School Board Meeting  
TBD FR Assembly

### April 2024

2 School Board Meeting  
TBD Executive Board Meeting  
16 School Board Meeting  
TBD FR Assembly  
19-20 Education Minnesota Representative  
Convention

### May 2024

TBD Executive Board Meeting  
7 School Board Meeting  
TBD FR Assembly  
21 School Board Meeting  
27 Education Minnesota offices closed  
TBD REA Celebration Banquet

### June 2024

4 School Board Meeting

### July 2024

3-7 NEA Representative Assembly  
4 Education Minnesota offices closed  
22-25 AFT Convention

### August 2024

TBD Summer Leadership Seminar

# Faculty Representative Responsibilities

## **Senior Faculty Representative**

The Senior FR is our direct link for communications and dissemination of materials for every site. If you are the only FR for your site, you are the senior FR. If you have more than one representative, your site must designate the senior representative.

As noted in our by-laws the Senior Faculty Representative “shall be responsible for coordination of those activities common to all faculty representatives”, such as

1. Assuring receipt of all REA communications and materials by all members in a timely manner, including email and hard copy information.
2. Conducting a 10-minute building meeting after each monthly Assembly meeting.
3. Recruiting additional leaders to assure full representation at Assembly meetings.
4. Meeting new teachers in the first week of school and discussing membership.
5. Organizing and overseeing elections.
6. Working with colleagues to assure representation on REA committees and activities where our presence is critical.

## **All Faculty Representatives shall**

1. Represent the voice of the members at their sites.
2. Attend the Faculty Representative Assembly. If you are unable to attend it is your responsibility to invite a member to substitute in your place.
3. Aide in communication of REA interests and business and support and encourage communication at your sites.
4. Support and help facilitate meetings at your sites.
5. Support and encourage communication at your sites.
6. Assist in conduction of elections.
7. Assist in recruitment of new members and creation of a welcoming atmosphere for new staff.
8. Inform REA office of changes in staff members.
9. Inform REA office of needs of membership: illness or death in the family
10. Participate and/or recruit members for committee assignments and volunteer activities.
11. Develop expertise in member rights and contract language so that you may support and represent member needs, rights, and working conditions.

# ROCHESTER EDUCATION ASSOCIATION

## Faculty Representative Assembly Organization and Procedure

1. All speakers at the Faculty Representative Assembly must identify themselves and position:
  - a) Faculty Representatives - Name and building
  - b) Executive Board Members - Executive Board
  - c) Committee Chairpersons - Name and committee
  - d) Members - Name and building
2. There shall be designated seating and technology support for:  
President, Vice President, and the Secretary
3. The Vice President shall designate a parliamentarian who may or may not be a faculty representative.
4. FR meetings shall begin at 4:30 p.m. and adjourn no later than 6:30 p.m. (unless by special action of the assembly).
5. FRs should be prompt to the meeting to attain needed quorum. (If an FR is absent with a substitute, FR should request that the sub be prompt.)
6. Executive Board shall sit with the assembly but stand for reports and questions.
7. Officers shall submit written monthly reports, when appropriate, to the assembly. These will be mailed out with the FR mailing and received prior to the FR meeting. Each representative shall review these reports prior to the meeting.
8. Reports at the FR meetings shall be limited to highlighting important items and requests and providing additional information not included in written reports. Oral reports shall be limited to five (5) minutes or less wherever possible.
9. Approval of FR Assembly must be obtained before outside guest speakers may be invited to appear before the assembly. FRs will establish time limits for such speakers at the time approval is requested. The Executive Board may also schedule guest speakers with notification given to FRs in advance.
10. If FRs have a new business item to propose, it shall be submitted in writing to the REA Vice-President by the 15th of the month preceding the month it is to be placed on the agenda. If this is not possible, the Vice-President shall be contacted prior to the meeting regarding the item, and the FRs shall be asked if they object to its addition to the agenda before approving the agenda.
11. FRs shall hold background discussions in their buildings before FR meetings and come prepared to vote at the FR meeting.

12. All FRs shall be provided with binders containing: lists of REA Executive Board members with home and school phone numbers, REA Constitution & Bylaws, REA Grievance Procedures & Timelines, a parliamentary procedure guide, and notices.
13. The REA President shall provide to all FRs each fall a printed master calendar which will include all FR and Executive Board meeting dates, Education Minnesota activities, and Education Minnesota meetings. Additions will be added at FR meetings.
14. FRs shall receive early and timely notices of activities to allow for planning and facilitation of such activities.

August 1975

Revised fall of 1986

Revised August 1989

Revised May 1992

Revised September 1996

Revised October 1999

Revised August 2002

Revised August 2011

Revised September 2016

Revised July 2022

# ROCHESTER EDUCATION ASSOCIATION

## Explanation of Business Meeting

1. Feedback Provides 2-way interaction between leadership and sites, and sites with each other, regarding issues, concerns, and good news.
2. Call to Order President calls meeting to order.  
Vice President chairs/facilitates so that the President may concentrate and participate actively.
3. Seating of Substitutes Gives them voting rights.  
Executive Board does not vote unless seated as subs.
4. Ordering of Agenda Gives the voting members right to add or delete or adjust timing on agenda. Once it is approved, we do not change it.
5. Contract Training Information about various articles in the contract to bring to your members.
6. Approval of Minutes Receive them in packet to review. Bring corrections to meeting. This is the formal record of business.
7. Old Business Action items carried over from last meeting.
8. New Business Items brought to the Assembly for the first time that may require action. These items are scheduled prior to the meeting so that necessary information may be prepared.
9. Receipt of Written or Verbal Reports Written reports will come in your packet to review. Jot down any questions to bring up at meeting. Additional verbal points may be made by leadership or additional reports added when agenda is approved.
10. Adjournment We bring the meeting to close with a vote. We will work to stay on a time schedule, starting at 4:30 PM and ending at 6:30 PM.



# Simplified Parliamentary Procedures

## **Fundamentals of Parliamentary Law**

1. Justice and courtesy for all.
2. Do only one thing at a time.
3. The majority rules.
4. The minority must be heard.
5. Each proposition is entitled to a full and free debate.
6. The desires of the individual must be merged into the larger unit—the organization or assembly.
7. The purpose is to facilitate action not to obstruct it.

## **Purpose of Motions**

1. **A MAIN MOTION** brings a question before the assembly for consideration.
2. **SUBSIDIARY MOTIONS** are methods of modifying, changing or disposing of the main motion.
3. **INCIDENTAL MOTIONS** rise incidentally out of the business and are, in general, concerned with the rights and privileges of members.
4. **PRIVILEGED MOTIONS** are main motions that are so important that they must be dealt with immediately.

This parliamentary Guide is for quick reference only. There are exceptions and qualifications to many of these rules. For more complete information refer to:

- "Robert's Rules of Order" - Roberts
- "Learning Parliamentary Procedure" - Sturgis
- "Parliamentary Procedure at a Glance" - Jones

## **Usual Order of Business**

1. Call to Order (by the Chair)
2. Approval of Minutes
3. Reports
4. Reports of Special Committees or Task Forces
5. Unfinished "Old" Business
6. New Business
7. Adjournment

## **Essential Steps in the Progress of Motions**

1. Presenting the motion (by any member of the assembly and after recognition by the Chair).
2. Seconding the motion (by any other member of the assembly).
3. Stating the motion (by the Chair) immediately after the vote.

# Parliamentary Procedure at a Glance

The motions or points below are listed according to their order of precedence. When a motion is pending, you may not introduce or make another motion that is listed below it, but you may introduce or move one that is above it.

MOTION	WHAT TO SAY	REQUIRES A SECOND	DEBAT-ABLE	AMEND-ABLE	VOTE REQUIRED
<b>Adjourn</b> <i>To end the meeting</i>	I move to adjourn.	Yes	No	No	Majority
<b>Recess</b> <i>To take a short break</i>	I move that we recess until/for...	Yes	No	Yes	Majority
<b>Question of Privilege</b> <i>Complain about room, noise, etc.</i>	I rise for a point of privilege.	No	No	No	No vote
<b>Close Debate</b> <i>To move immediately to a vote</i>	I move to close debate.	Yes	No	No	2/3
<b>Limit/Extend Debate</b> <i>To limit or extend debate on a motion</i>	I move to limit/extend debate to...	Yes	No	Yes	2/3
<b>Postpone Definitely</b> <i>To delay consideration</i>	I move to postpone consideration of this motion until...	Yes	Yes	Yes	Majority
<b>Refer to Committee</b> <i>To send a motion to committee</i>	I move that the motion be referred to...	Yes	Yes	Yes	Majority
<b>Amend</b> <i>To make changes to a motion</i>	I move to amend this motion by...	Yes	Yes	Yes	Majority
<b>Main Motion</b> <i>To introduce new business</i>	I move that...	Yes	Yes	Yes	Majority

The motions or points below have no position in the order of precedence. Generally, these motions can be made whenever another one of the motions below is not already pending.

<b>Point of Order</b> <i>To object to procedure</i>	I rise to a point of order.	No	No	No	No vote
<b>Point of Information</b> <i>To request information</i>	I rise to a point of information	No	No	No	No vote
<b>Parliamentary Inquiry</b> <i>To ask a question about procedure</i>	I rise to a parliamentary inquiry.	No	No	No	No vote
<b>Division of the Assembly</b> <i>To verify the result of a vote</i>	I call for a division.	No	No	No	No vote
<b>Suspend the Rules</b> <i>To do something prohibited by the rules</i>	I move to suspend the rules so we may...	Yes	No	No	2/3
<b>Appeal the Decision of the Chair</b> <i>To challenge the ruling of the Chair</i>	I appeal the decision/ruling of the Chair.	Yes	Limited	No	Majority

## Miscellaneous Considerations:

- The chairperson is really a moderator. He/she is nonpartisan in the chair, seeing that matters are treated equally, regardless of which side of the questions they debate. He/she is in many respects like an umpire or referee.
- Parliamentary procedures are to be used to facilitate local Association meetings, not to stifle them. When in doubt as to proper procedure, common sense on the part of the chairperson should be used to clear up problems and continue business.
- The chairperson never makes a motion while in the chair, nor does he/she debate a motion without first having called another to preside in his/her place. In such an event, he/she does not usually resume the chair until the vote has been announced.
- The mover may request to withdraw or modify his/her motion without consent of anyone before the motion has been put to the group for consideration. When the motion is before the assembly and if there is no objection, the chairperson announces that the motion is withdrawn or modified. If anyone objects, the request is put to a vote.
- When making the motion to close debate, the traditional form is: “I move the previous questions...”
- The motion to refer to committee should specify the number on the committee, how the committee is to be selected and when the committee is to report.
- When members of the assembly call out informally, “Question! Question!” the chairperson is merely to understand that they as individuals are ready to vote on the pending question or motion.
- Without securing recognition from the chair, or even without waiting for a speaker to yield the floor, a member may rise to a point of order, to a point of information, or to a question of privilege. No second is necessary.

The chairperson should not permit one or two constant talkers to dominate the meeting. Time is limited; everyone should receive equal opportunity to speak. The chairperson should not recognize the same person twice until all others who wish to speak have had an opportunity.

## ROCHESTER EDUCATION ASSOCIATION

### Cheat sheet for acronyms commonly used at meetings

<b>ABE:</b>	Adult Basic Education
<b>AFL-CIO:</b>	American Federation of Labor-Congress of Industrial Organizations
<b>AFT:</b>	American Federation of Teachers
<b>CEU:</b>	Continuing Education Unit (what we earn as credits for re-licensure)
<b>CLASS:</b>	Classroom Assessment Scoring System
<b>CS:</b>	Clinical Supervisor
<b>Ed MN:</b>	Education Minnesota, although it is preferred that no acronym is used when referring to Education Minnesota. It is considered respectful to say and write the full title at all times.
<b>ECFE:</b>	Early Childhood Family Education
<b>ECSE:</b>	Early Childhood Special Education
<b>EMAC:</b>	Ethnic Minority Affairs Committee
<b>ER&amp;D:</b>	Educational Research and Dissemination
<b>EL:</b>	English Learner
<b>FR:</b>	Faculty Representative
<b>GIP:</b>	Graduate Induction Program
<b>IA:</b>	Implementation Associate
<b>LMC:</b>	Labor Management Committee
<b>LPN:</b>	Licensed Practical Nurse
<b>MOA:</b>	Memorandum of Agreement
<b>MOU:</b>	Memorandum of Understanding
<b>NEA:</b>	National Education Association
<b>OT:</b>	Occupational Therapist
<b>PAIR:</b>	Parents Are Important in Rochester
<b>PBIS:</b>	Positive Behavior Intervention and Supports
<b>POSA:</b>	Principal on Special Assignment
<b>PT:</b>	Physical Therapist
<b>REA:</b>	Rochester Education Association
<b>SD:</b>	Staff Development
<b>SE:</b>	Special Education
<b>SLP:</b>	Speech/Language Pathologist
<b>SS:</b>	Support Services
<b>TEP:</b>	Teacher Evaluation Plan
<b>TOSA:</b>	Teacher on Special Assignment
<b>EoCRG:</b>	Educators of Color Resource Group

ROCHESTER EDUCATION ASSOCIATION  
**Faculty Representative Assembly**

**Notes**

Date \_\_\_\_\_

**HIGHLIGHTS OF REPORTS**

**Financial**

**Membership**

**Governmental Relations**

**Professional Development**

**Education Minnesota Field Staff**

**President**

**Other**

**HIGHLIGHTS FOR FEEDBACK AND RESPONSES**

**OLD BUSINESS**

**NEW BUSINESS**

**CRITICAL POINTS FOR 10-MINUTE MEETING**

**Your Faculty  
Representative  
in this building is:**

---

**Room:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

# **“10-MINUTE”**



## **Rochester Education Association Member Meeting**

DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

START TIME: \_\_\_\_\_

END TIME: \_\_\_\_\_

HOSTED BY: \_\_\_\_\_

# How to Run Effective Building Meetings

## The Ten-Minute Building Meeting

Do your members complain they are too busy to come to a building meeting?

Try promising a 10-minute building meeting - TIMED BY THE CLOCK.

1. **Distribute an Announcement** that calls attention to the 10-minute limit.

It could include comments such as:

- We begin at (*time*) sharp!
- We meet at (*place*)!
- We will end at (*time*) sharp!

2. The agenda might look like this.

- A. Current Issues Update

Brief review of major topics discussed at last month's Executive Board meeting

**(2 MINUTES)**

- B. Our Hot Issue

Here is a current issue. We need your ideas before we go to the next Executive Board meeting.

**(4 MINUTES)**

- C. What's on Your Mind?

A review of a current issue that concerns members in this building.

**(2 MINUTES)**

- D. A Success or Problem Story

We're having some success in this area, or we're optimistic in this area—thanks to YOUR efforts. Keep up the good work.

Or

We're having a problem in this area. We need your help in dealing with this.

**(2 MINUTES)**

Close by asking for questions. Provide a quick response or have them complete a feedback sheet for follow up. Thank you.



# The 10-Minute Meeting Planning Guide

Building Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

## Agenda

### **Current Issues Update (2 minutes)**

Briefly review major topics discussed at last Executive Committee meeting.

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### **Our Hot Issue (4 minutes)**

Identify a current issue. Ask for ideas from members to take back to the next Executive Committee meeting.

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### **What's on Your Mind? (2 minutes)**

Review a current issue that concerns members in this building.

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### **A Success or Problem Story (2 minutes)**

Identify a success and thank members for their efforts.

Or

Identify a problem and request help in dealing with this.

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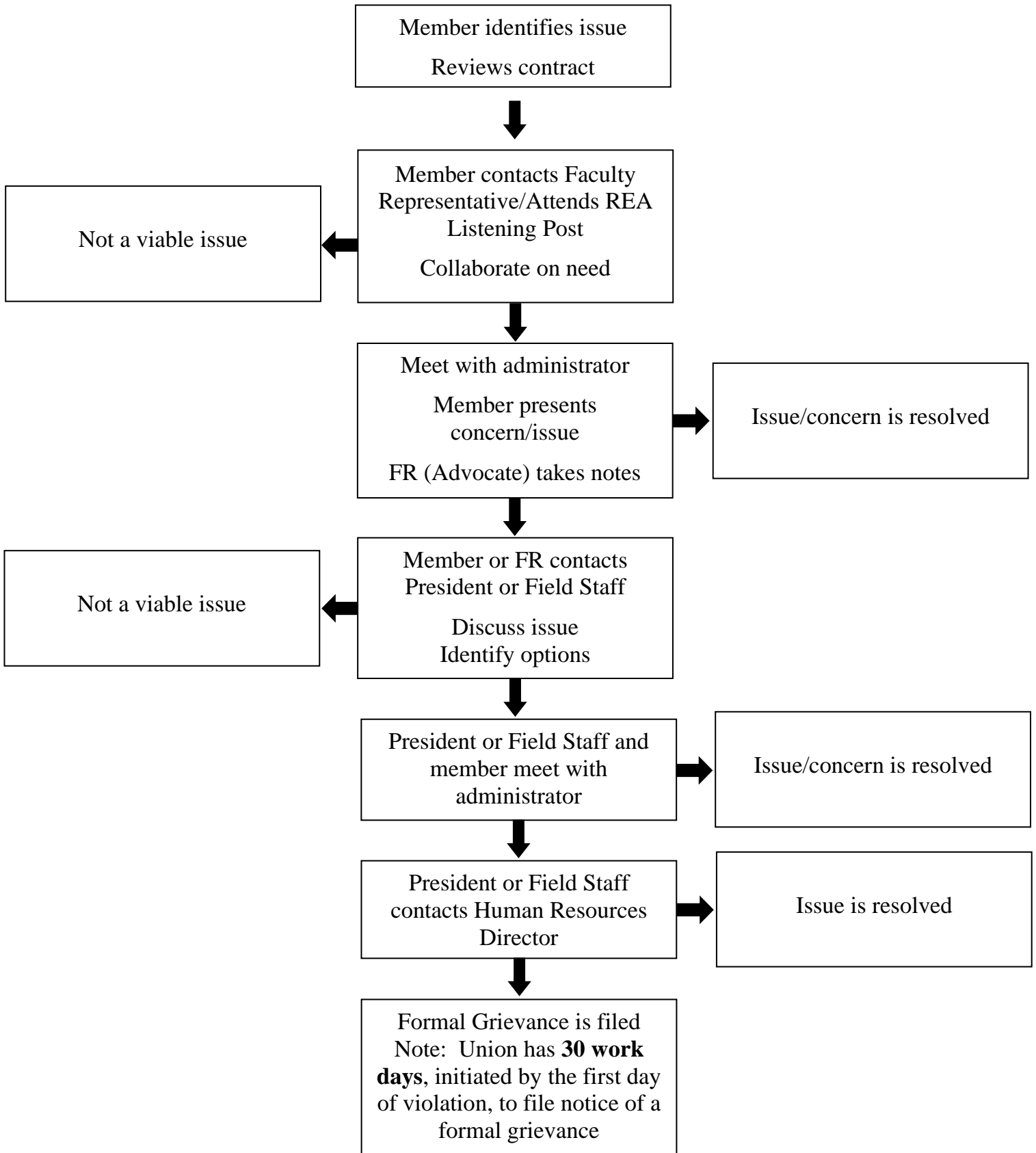
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# PROCESS TO SUPPORT MEMBER CONCERNS



# What needs to be done for membership?

Within the first two weeks of school, an FR should contact each new teacher in the building to verify that s/he completed membership forms during New Teacher Workshop, and to welcome the new teacher to REA.

If s/he has not completed membership forms, give that new teacher the membership forms (blue dues deduction and AFT/NEA/Education Minnesota/REA form). If the membership forms are not back within a few days, make another contact to remind that person. When you get the forms back, send them to the REA Office via the school mail.

Other responsibilities of the FR that relate to membership are as follows:

1. Promptly contact all new teachers and any who have not been members to offer them membership. Any teacher not joining by the 10th of the month following the start of employment will have a pro-rated rate. This includes all teaching staff EXCEPT day-to-day substitutes.
2. Encourage new members to authorize \$10.00 annual (\$1 per month) contribution to NEA Fund for Children and Public Education and \$10.00 annual contribution to R-PACE.
3. Be alert to any concerns regarding membership dues or dues deductions. Call the office if you need help.
4. Review membership for your building to let us know about name changes, address changes, and/or changes in assignment, employment status or building.
5. Communicate often about association business and actively recruit colleagues to fill all committee positions.

Note: Contact the REA office about the death of any member or death in a member's family. Memorials are sent to Quarry Hill in their honor.

# Education Minnesota/Rochester Education Association

## Dues for 2023-2024 Year and Where do these dues go?

### MEMBER ONLY BENEFITS

#### National Services (partial listing)

- Liability Insurance Coverage
- Employment Related Legal Services
- *NEA Today & Today's Education or Almanac of Higher Education*
- DUES-TAB No Cost Insurance
- Attorney Referral Programs
- Term Life and AD&D Insurance
- Money Market Programs
- Credit Card Programs
- Magazine Programs
- Credit Plans

#### Education Minnesota Services (partial listing)

- Field Staff Assistance
- *Minnesota Educator*
- Auto/Homeowners Insurance
- Financial Services/Preretirement Planning
- Auto Buying/Auto Leasing
- Travel
- Hotel/Motel Programs
- Flex Plans (I.R.C. Sec. 125)
- Long Term Care
- Admission to Minnesota Educators Academy (MEA)

The amount a person who is a member pays depends on the percent that he/she is employed. Below is the breakdown of the amounts for each employment category. The monthly deduction may vary slightly for those who become members in the middle of the year or work only one semester/quarter.

#### Local/State/National:

% Employed	National	State	Local	Total
Teach greater than 90% to 100%	\$258.36	\$528.00	178.00	964.36
Teach greater than 75% to 90%	\$258.36	\$478.90	160.20	897.46
Teach greater than 65% to 75%	\$258.36	\$405.25	133.50	797.11
Teach greater than 50% to 65%	\$258.36	\$356.15	115.70	730.21
Teach greater than 40% to 50%	\$137.28	\$282.50	89.00	508.78
Teach greater than 25% to 40%	\$137.28	\$233.40	71.20	441.88
Teach .25 or less and earning \$5,879 and over annually	\$76.74	\$159.75	44.50	280.99
Teach .25 or less and earning under \$5,879 annually	\$76.74	\$52.00	35.60	164.34

# Suggestions for Recruiting Members

## DO:

- Know your prospective members.
- Be prepared to answer predictable questions.
- Try to learn something about the potential member's interests prior to meeting.
- Enlist help from those members who get along well with the prospective member.
- Ask questions designed to involve the listener in thinking about the situation.
- Listen carefully to learn biggest hang-up(s) or interests. (Dialogue is best.)
- Stick with the key issue when you find it.
- Ask for suggestions for improving the organized profession (make written notes – and forward them to appropriate people).
- Help potential members find information they seek.
- Make appointment for another time before leaving if you can't get membership at first discussion.
- Enlist the help of those who enroll to get other members to work with committees.

## DON'T:

- Enter into arguments.
- Give up after one try. (Salespeople report that on the average, it takes 4-7 contacts to clinch a sale.)
- Beg for membership.
- Be afraid to ask. (You are serving the best interests of the potential member.)
- Deal in personalities.
- Argue in front of a group, or in any way embarrass your colleague in front of others.

# Tips for Recruiting and Retaining Volunteers

## **Personalize**

When you need workers, ask for them personally. Few people will volunteer their services in response to an “all call.” People like to be asked face-to-face. Don’t rely on flyers or letters to do your recruiting job.

## **Rely On Friendship**

Have someone they know do the asking. People respond more positively to someone they know. Isn’t it harder to say “no” to a friend than to a stranger?

## **Welcome New Workers**

If a person agrees to help, welcome the new volunteer. Introduce her or him to the other volunteers. Establish the feeling of belonging and being needed.

## **Reduce Risks**

Make the jobs as non-threatening as possible. People don’t like to take risks. New volunteers can often be induced to take on more jobs if they first have a few successes to look back on. Start them with easy tasks and build their skills and confidence.

## **Be Specific**

Tell them realistically what the work will be, how much time it will take, and whether they will be working alone or with a group. People like to know what they will be doing. Don’t belittle or apologize for the work. If it weren’t necessary, you wouldn’t ask.

## **Stress Importance**

Make each volunteer feel important. If members think you’re just looking for “bodies,” they will feel easily replaceable and less responsible for doing the job. People will respond to your mood and presentation. Be enthusiastic!

## **Set Time Limits**

Make sure each job or project has a definite beginning and an end. Let your volunteers know when they’ve accomplished “their mission.”

## **Set High Standards**

The volunteers will take their cue from you. You will rarely get more than you ask for, so ask for what you really need.

## **Reward Good Work**

Recognize and reward good work – publicly – at an Association Representatives’ meeting or during a break at your worksite. Everyone likes a pat on the back and a simple “thank you” from the Association can go a long way.

# Characteristics of an Effective Local Association

## **Local leaders and membership know each other's thoughts and needs...**

- there is a two-way communication system between leadership and members; a system of personal contact using building team.
- leadership knows if an individual member is in need of help.
- website is used for Association information.

## **The local Association maintains gains and builds new programs, with a vision for the future...**

- there is a membership campaign in place for new members (i.e. new teachers in the system).
- there is a membership campaign in place for non-members.
- alliances with community groups are pursued.
- there is an on-going public relations program with the community (not just during negotiations).
- there is an active recruitment of volunteers to participate in Association activities.
- members are kept informed of political activities—legislative and congressional—and their participation in the political process is encouraged.
- the local is involved in school board elections.

## **The local Association becomes stronger, independent of individuals...**

- officers and faculty representatives are elected.
- leaders attend state and national workshops and programs.
- there is active recruitment of new leaders encouraged to participate in training programs.
- the Association knows what the district administration is thinking and doing.
- regular monitoring of school board meetings takes place.
- Meet & Confer meetings are held quarterly, at a minimum.
- members are surveyed regarding their needs for negotiations.
- results of negotiations surveys are reported to the membership.
- the proposal is ratified by the membership before going to the table.
- there is regular membership communication after each negotiations session.
- the tentative proposal is printed for members before ratification takes place.
- all members vote on the tentative agreement.
- teachers are inserviced on contract changes.
- there is an active teacher rights chair(s) advocating for members.

# Role of President

## Responsibilities

1. Serve as chief executive officer of and official spokesperson for the local:
  - To the membership
  - To the administration
  - To the community
  - To Education Minnesota, AFT, NEA, AFL-CIO
2. Appoint committee chairs and make committee assignments per local constitution/bylaws. Delegate responsibility and hold chairs accountable for their duties.
3. Serve as ex-officio member of all committees.
4. Prepare for and conduct local meetings.
5. Listen to your members for needed assistance.
6. Involve the governance structure and total membership in the decision-making process.
7. In conjunction with your executive board, develop goals to be completed during the year to assist in the planning.
8. Be aware of pending grievances, status of negotiations and happenings in the district.
9. Appoint and serve on the Meet & Confer Committee as provided in your local constitution/bylaws.
10. May serve as Chief Negotiator
11. Work with your treasurer to prepare and monitor a local budget. See that dues are forwarded and appropriate reports (for example, IRS) are filed.
12. Be accessible to members and their needs.
13. Know your Master Contract.
14. Attend appropriate training/leadership conferences at the intermediate, state, or national levels.
15. Work with the Member Rights Advocates in the local to establish a system to track and monitor grievances and grievance timelines.
16. Review, comment on and sign any school district request to the PELSB for variances, waivers, or community experts.



# Vice President

## Responsibilities/Duties

1. Be prepared to act as president should the need arise.
2. Attend appropriate training conferences/meetings in preparation to becoming president.
3. Act as the president's designee when needed.
4. Prepare a schedule for attendance at school board meetings.
5. Prepare agenda for Faculty Representative Assembly.
6. Become knowledgeable about the master contract.
7. Chair the Constitution/Bylaws Committee.
8. Serve as a member of the Executive Board.
9. Assist in recruiting, training, and orienting building representatives.
10. Attend appropriate meetings and training sessions.
11. Work with your treasurer to prepare and monitor a local budget. See that dues are forwarded and appropriate reports (for example, IRS) are filed.
12. Chair FR meetings.

# Secretary

## **Responsibilities/Duties**

1. Assist the president in preparing written documents for meetings.
2. Distribute or post notices of meetings.
3. Keep a permanent record of Minutes from meetings and of any correspondence received or sent.
4. Maintain the local's archives with the Constitution/Bylaws, past and present officers, committee structures, etc.
5. Serve as a member of the Executive Board.
6. Attend appropriate meetings and training sessions.
7. Maintain REA website and social media presence.

# Treasurer

## Responsibilities/Duties

1. Receive, protect and care for, and disburse all funds of the local and keep an account of the same.
2. Assist in preparing a budget for the local, and serve as financial advisor to the local.
3. Prepare and submit monthly and annual financial reports to the local.
4. Verify accuracy of payroll deduction of dues with the local membership chairperson.
5. Forward payment of dues to Education Minnesota.
6. Have financial records audited each year.
7. Serve as a member of the Executive Board.
8. Attend appropriate meetings and training sessions.

# Membership Chair

## **Responsibilities/Duties**

1. Welcome new hires to the district that includes a personal as well as written greeting.
2. Recruit/assign colleagues to serve as union mentors to the new hires.
3. See that new hires receive information about the union, and are personally asked to become a member.
4. See that new hires learn about the community and the district.
5. Work with the human resources director for the district to receive notice of new hires throughout the year, and see that they are asked to become members.
6. Order membership materials from Education Minnesota in the spring and see that they are distributed to the members.
7. Maintain membership rosters for the local and Education Minnesota and report additions, deletions, and changes on a regular basis.
8. Work with the local treasurer to certify the correct dues amount to be forwarded to Education Minnesota.
9. Establish a process for the delivery of potential member notices (to the employer and the individuals). Contact potential members annually to recruit them.
10. Coordinate the development and implementation of programs for new hires.
11. Serve on the Executive Board.
12. Attend appropriate meetings and training sessions.

# Membership Team Members

## **Responsibilities/Duties**

1. Assist the local membership chair to establish a plan for your local that demonstrates a sense of welcome to new hires.
2. Be a contact to new hires personally welcoming them to the union and the district.
3. Help new hires complete the various forms required by the school district.
4. Keep records for your building as to changes in membership and report them to the membership chair.
5. Assist in the planning and implementation of activities to support new hires during their first years of employment.

# Government Relations

## Responsibilities/Duties

1. Implement and coordinate lobbying efforts (letter writing, phone calls, personal meetings with legislators).
2. Campaign for candidates who are friends to education.
3. Promote involvement in screening of political candidates and actively seek members for screening committees.
4. Promote involvement in political party caucuses.
5. Inform membership of the actions of the Legislature.
6. Attend Lobby Day activities.
7. Become a Grassroots Advocate for Education Minnesota.
8. Serve on the Executive Board.
9. Attend appropriate meetings and training sessions.
10. Conduct fundraising for political action.

# Professional Development Chair

## Responsibilities/Duties

1. Monitor compliance of state regulations and rules in the local school district.
2. Monitor and take part in district activities to implement standards, testing, and accountability mandates.
3. Become a member of the local Staff Development Committee, and direct its work to be of assistance to members and in compliance with the statute, and based on research.
4. Monitor and support the local Continuing Education Committee.
5. Assist the negotiations team with research information on professional issues (class size, prep time, staff development, mentoring, and granting lane change credits for local in-service training).
6. Identify a key issue for the year and organize around this issue.
7. Serve as a member of the Executive Board.
8. Attend appropriate meetings and training sessions.

# Negotiations Team

## Responsibilities/Duties

1. Be knowledgeable about the district's financial status.
2. Request and receive copies of all employer financial records available to the local.
3. Survey the membership regarding their needs/interests for contract proposals.
4. Return the survey results to the membership for refinement, and develop the initial proposal for presentation on behalf of the bargaining unit.
5. Regularly report the status of negotiations to the membership.
6. Assist the member rights chairperson in the interpretation of contract language.
7. Have representation on the Meet and Confer Committee.
8. Attend appropriate meetings and training sessions.

# Member Rights Chair

## Responsibilities/Duties

1. Identify Member Rights contacts at each site.
2. Keep members informed of their rights and responsibilities through present contract language, current statutes, and the Code of Ethics.
3. Police the master contract through familiarization with current language, and note where problems may occur and new or revised language may be needed. Work closely with local negotiators.
4. Become involved with the negotiations process by either attending negotiations sessions or the planning sessions for proposed contract language.
5. Serve as a representative with members at disciplinary meetings with administrators or any other times as needed/requested.
6. Have representation on the Meet and Confer Committee (this may vary per local).
7. Attend and conduct appropriate meetings and training sessions.



