

Basic School Site Organization

Site Roster

The principal of your site should be able to generate a list of bargaining unit members. The TALB office also generates a list of bargaining unit members. This is also a great opportunity to introduce yourself as the TALB Representative, gather personal email addresses, etc.

Is everyone a member? Sometimes people come back from a “leave of absence”, get reassigned, etc....
Janus vs. AFSCME

Non-Member

Member Drop

Signing up a member is simple. Go to www.talb.org

The **free rider** problem is a market failure that occurs when people take advantage of being able to use a common resource, or collective good, without paying for it, as is the case when citizens of a country utilize public goods without paying their **fair share** in taxes.



Having an accurate account of members at the site will ensure you:

The accurate amount of Reps per membership is 15 to 1 and if there are hardcopy distributions of materials, the correct amount is sent to the site.

2) Bulletin Boards

- Each school site should have a bulletin board.
- Keep the bulletin board up-to-date with the most recent Updates posted, calendar of meetings, and membership services materials.



ARTICLE IV - ASSOCIATION RIGHTS:

B. ASSOCIATION COMMUNICATIONS:

Bulletin Boards. The District authorizes the Association to use without charge a minimum of one-fourth (1/4) of the total area of at least one site bulletin board designated for employee association information. The location of such bulletin board(s), designation of space and resolution of disputes about use of space shall be determined by the site manager. The Association agrees monthly to remove out-of-date materials.

3) Labor Management Meetings



Depending on the climate and culture at your site, TALB recommends meeting at least once a month. On the first day of duty, notify the site principal/manager that you would like to calendar meetings for the school year. Even if there are no issues, known at this time, this is an opportunity to meet with your site principal/management and let them know who you are, the TALB Rep. **Meeting for the first time when there is immediate conflict tends to be counterproductive. (Email this request to meet – paper trail.)**

Step 1. You may use school email to notify the staff who the Reps are and the calendared dates for management/labor meetings.

Step 2. About one week out from the meeting, notify staff that you will be meeting with management (give date and time) and ask: Are there concerns at the site folks would like discussed and addressed by management?

Examples of what you might get feedback on:

- (Management behavior, support, lack of, etc.)
- (School Safety-including discipline, emergencies – lock-down, chain of command, fire alarms, map of school with staff listed and appropriate room number with phone numbers included)
- (Assignments – if management has some grand vision have early and frequent conversations)
- (Communication – is management effectively communicating – agendas, using staff meetings appropriately – there should be feedback, with staff, with parents, with students)
- (Constructive criticism, where we have grown as a staff where we are divided)

Step 3. Hold meeting. Present issues. Summarize issues into “meeting minutes”. Was there anything resolved? What needed to be tabled for further information?

Meeting minutes are typically sanitized of snarky and sarcastic tones and responses. It is a clinical assessment divorced of feeling but to the point on what the nature of the meeting was about and what if any matters were resolved. * If you cannot hold back and must rant, use the personal email addresses you have collected to send the meeting minutes, do not use your work lbusd.net account.

Step 4. Send meeting minutes to all staff. Solicit their input and notify them of the next scheduled meeting.

10 Minute Meetings

- Hold meetings regularly. If you can work with your administrator, see if you can get on the agenda for your site staff meeting and ask for the members to stay for a quick 10 minute meeting.
- It is okay to use the District email to notify members of a meeting. In the subject line simply put "TALB - 10 Minute Meeting".
- If holding your 10 minute meeting is not feasible after your staff meeting, try holding it in your classroom on a regular and consistent basis. The goal is to meet at least once a month. Developing a sense of routine for members will help them participate.
- What do I cover? Ten Minute Meetings are supposed to be short and to the point. Some Reps use the first part of their 10-minute meeting to debrief the members of the most recent Representative Council meeting. If there are no pressing site issues to contend with, quick topics can be what the current status is with negotiations, upcoming activities (trainings, conferences, member events, etc.), and or local/national debate on public school matters.

4) **Recruiting Volunteers**

- Know what you want. One of the biggest problems when recruiting volunteers is not knowing specifically what you need the volunteers to do. When recruiting, have printed materials available for volunteers to look at and learn about the activity you're asking them to volunteer for. People are more likely to offer their help if there is a specific task associated with the volunteer job.
- Explain to the volunteers the benefits. Make sure you let potential volunteers know that they aren't giving something for nothing. Whatever you're asking people to volunteer for must be relevant and meaningful to the volunteer.
- Don't be afraid to ask for volunteers. It can often be intimidating to ask for help, but you never know what someone will say until you ask them.
- When a person says no, they mean it. Don't go back to them again and again about volunteering when they clearly aren't interested.

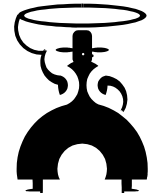
5) Site Visits (in-person or Zoom)

- Typically the school site and the Representatives are notified a week in advance of the upcoming site visit.
- Reps. should remind the members of the site visit and contact the TALB office if there are any specific concerns or questions that may need to be addressed.

6) Rep. Council Meetings

- Rep Council typically meets on the 4th Tuesday of the month, except December, June & July.

Issues Round-Up



District Email: Be careful. While it is okay to notify members of a meeting with District Email, keep in mind that the district does monitor email communication. Do not use your District email address for personal communication or business. Your lbschools.net account can be turned on and off with a mouse click. In addition, the district may query any of the communications.

Social Media: TALB is encouraging members to “friend” Long Beach Teachers on Facebook. However, it is strongly recommended that you do not “friend” students. It is also good practice to review the settings for your social media accounts; i.e. friend settings, photo settings, etc. The internet is a powerful tool, be that as it may, if you don’t want the world to know or see what you’re doing, don’t post it on social media.

Questions???