

Site Rep Handbook



GARDEN GROVE EDUCATION ASSOCIATION

12966 Euclid Street #100
Garden Grove, CA 92840
(714) 638-7480
Fax: (714) 638-9167

Prepared for the 2020-2021 School Year

Table of Contents

| | |
|---|-------|
| GGEA, CTA, & NEA Contact Information..... | 3 |
| GGEA Calendar..... | 4 |
| Adopted Budget 2020-2021..... | 5-9 |
| CTA Dues Breakdown..... | 10 |
| GGEA Leadership Structure..... | 11 |
| Purpose of GGEA..... | 12 |
| Mission Statement | 13 |
| Responsibilities of Site Reps..... | 14 |
| Site Rep Team..... | 15 |
| Communication | |
| Association to Site Rep..... | 16-17 |
| Site Rep to Association..... | 17-18 |
| Site Rep to Members..... | 19-21 |
| Representation..... | 22-24 |
| Promoting Membership..... | 24 |
| Committee Sign-Up Sheet..... | 25 |
| Election Guidelines..... | 26-27 |
| Faculty Advisory Committee..... | 28-29 |
| School Site Council..... | 30-32 |
| Rep-Principal Protocols..... | 33-35 |



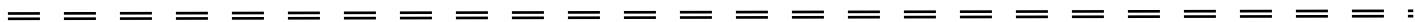
Garden Grove Education Association

12966 Euclid Street, Suite 100
Garden Grove, CA 92840
(714) 638-7480 Fax (714) 638-9167
www.ggea.org

President (Kelly Nolan): president@ggea.org
Executive Director (Paul Kim): exec@ggea.org

Office Hours

Regular Hours: Monday - Friday 8:00 a.m. – 5:00 p.m.
Summer Hours: Monday - Thursday 8:30 a.m. – 3:30 p.m.
School Holidays: 9/7, 11/11, 11/23-27, 12/21-1/1, 1/18, 2/12,
2/15, 3/29-4/2, 5/31



California Teachers Association

1705 Murchison Drive
Burlingame, CA 94010
(650) 697-1400
www.cta.org

Office Hours: Monday- Friday 9:00 a.m. – 5:00 p.m.



National Education Association

1201 Sixteenth Street, N.W.
Washington, D.C. 20036
(202) 833-4000
www.nea.org



GGEA CALENDAR 2020-2021



| | | | |
|----------------|----------------------------|----------------|----------------------------------|
| Aug. 20 | First Day for Teachers | March 2 | Board of Directors |
| Aug. 24 | First Day for Students | March 9 | Read Across America |
| Sep. 1 | Segments/Rep Council | March 16 | Segments |
| Sep. 7 | Labor Day | March 23 | Open Tuesday |
| Sep. 8 | Board of Directors | Mar 29-April 2 | Rep Council |
| Sep. 15 | Segments | | Spring Recess |
| Sep. 29 | Rep Council | April 6 | Board of Directors |
| Oct. 2 | Installation Banquet | April 13 | Segments |
| Oct. 6 | Board of Directors | April 21 | Admin Professional Day |
| Oct. 13 | Segments | April 27 | Rep Council |
| Oct. 20 | Open Tuesday | | |
| Oct. 27 | Rep Council | May 3 | GGEA Elections |
| Nov. 3 | Board of Directors | May 4 | Board of Directors |
| Nov. 10 | Segments | May 11 | Segments |
| Nov. 11 | Veterans' Day | May 12 | CA Day of the Teacher and School |
| Nov. 17 | Rep Council | May 18 | Nurse Day |
| Nov. 23-27 | Thanksgiving Recess | May 25 | Open Tuesday |
| Nov. 30 | Non-Student Day/Staff Dev | May 31 | Rep Recognition |
| Dec. 1 | Board of Directors | June 1 | Memorial Day |
| Dec. 8 | Segments | June XX | Board of Director |
| Dec. 15 | Rep Council | June XX | <i>Retirement Tribute</i> |
| Dec. 21-Jan. 1 | Winter Recess | June 9 | <i>Installation Banquet</i> |
| Jan. 5 | Board of Directors | June 10 | Last Day for Students |
| Jan. 12 | Segments | | Last Day for Teachers |
| Jan. 18 | MLK Jr. Holiday | | |
| Jan. 19 | Open Tuesday | | |
| Jan. 22 | Non-Student Day | | |
| Jan. 26 | Rep Council | | |
| Feb. 2 | Board of Directors | | |
| Feb. 9 | Segments | | |
| Feb. 12 | Lincoln Holiday | | |
| Feb. 15 | President's Day | | |
| Feb. 16 | Open Tuesday | | |
| Feb. 23 | Rep Council | | |



Adopted Budget for 2020-2021



INCOME

| | | | |
|-------|---------------------|-----------|--------------------------|
| 410 | Dues | \$ | 333,000.00 |
| 420 | CTA Rebate | \$ | 380,624.00 |
| 430 | NEA Rebate | \$ | <u>41,714.00</u> |
| | SUB TOTAL | \$ | 755,338.00 |
| 110 | Reserves | \$ | 133,177.86 |
| 416 | CD Interest Income | \$ | 8,000.00 |
| 653.7 | IFT Awards from CTA | \$ | <u>14,808.97</u> |
| | NET INCOME | \$ | <u>911,324.83</u> |

EXPENSES

GOVERNANCE

GOAL - Support an Efficient and Effective Organization

| | | | |
|-------|----------------------------------|----|---------------|
| 505 | President's Expense | \$ | 3,500.00 |
| 510 | Board of Director's Expense | \$ | 4,000.00 |
| 520 | NEA/RA Convention | \$ | 26,000.00 |
| 525 | NCUEA membership | \$ | 450.00 |
| 530 | CCUEA/LUAC | \$ | 300.00 |
| 535 | Orange Service Center Council | \$ | 320.00 |
| 536 | CTA State Council | \$ | 2,720.00 |
| 540 | Room Rental | \$ | 400.00 |
| 545.1 | Meals/Refreshments | \$ | 9,000.00 |
| 545.2 | Elementary Segment | \$ | 600.00 |
| 545.3 | Intermediate Segment | \$ | 500.00 |
| 545.4 | High School Segment | \$ | 400.00 |
| 545.5 | Rep Council | \$ | 3,000.00 |
| 570 | Miscellaneous (incl. Petty Cash) | \$ | <u>500.00</u> |
| | SUB TOTAL | \$ | 51,690.00 |

PROGRAMS AND SERVICES

PUBLICATIONS

GOAL - Communicate Effectively with our Members

| | | | |
|-------|----------------------|----|---------------|
| 605.1 | ADVOCATE | \$ | 6,500.00 |
| 605.3 | Web Page Maintenance | \$ | 2,000.00 |
| 605.4 | Web Page Design | \$ | 250.00 |
| 605.5 | Tech Support | \$ | 2,000.00 |
| 610.2 | Other Publications | \$ | 500.00 |
| 611.2 | Reference Materials | \$ | <u>300.00</u> |
| | SUB TOTAL | \$ | 11,550.00 |

LEADERSHIP TRAINING

GOAL - Develop Strong Leadership

| | | | |
|--------|-----------------------------------|----|-----------------|
| 615.1 | Fall Leadership Conference | \$ | 2,000.00 |
| 615.2 | Board of Directors Training | \$ | 9,000.00 |
| 615.3 | CTA Reg IV Leadership Conf. | \$ | 5,000.00 |
| 615.4 | CTA President's Conf. | \$ | 800.00 |
| 615.55 | NEA Leadership Summit | \$ | 1,200.00 |
| 615.8 | Leadership Development | \$ | 3,500.00 |
| 615.9 | CTA Issues Conference | \$ | 3,000.00 |
| 615.10 | Equity & Human Rights Conf. | \$ | 5,000.00 |
| 615.11 | Region IV Political Academy | \$ | 500.00 |
| 615.12 | Summer Institute | \$ | 2,000.00 |
| 615.13 | NCUEA Conferences | \$ | 3,000.00 |
| 615.14 | LGBTQ+ Conference | \$ | 4,000.00 |
| 615.15 | NEA Racial & Social Justice Conf. | \$ | 1,000.00 |
| 616 | Special Conferences | \$ | 4,000.00 |
| 617 | Good Teaching Conference | \$ | <u>5,000.00</u> |
| | SUB TOTAL | \$ | 49,000.00 |

MEMBERSHIP

GOAL - Promote and Protect the Rights of our Members

| | | | |
|-------|------------------------------|----|-----------------|
| 625.1 | Membership Promotion | \$ | 10,000.00 |
| 625.2 | CTA Retired Dues | \$ | 1,000.00 |
| 625.4 | School Site Visits | \$ | 3,000.00 |
| 626 | New Teacher Programs | \$ | 2,500.00 |
| 627 | Rules & Elections | \$ | 1,500.00 |
| 632 | Surveys | \$ | 500.00 |
| 633 | Negotiations/Bargaining Team | \$ | <u>5,000.00</u> |
| | SUB TOTAL | \$ | 23,500.00 |

COMMUNITY ACTION

GOAL - Develop a Stronger Presence Throughout the Community

| | | | |
|--------|----------------------------------|----|---------------|
| 635.1 | Public Relations (Charities) | \$ | 1,500.00 |
| 635.2 | Community Action Projects | \$ | 500.00 |
| 635.3 | Chamber of Commerce | \$ | 300.00 |
| 635.4 | "I Make A Difference" | \$ | 500.00 |
| 635.5 | Day of the Teacher Projects | \$ | 1,000.00 |
| 635.8 | Intradistrict Relations | \$ | 500.00 |
| 635.9 | Community Contacts(School Board) | \$ | 1,000.00 |
| 635.10 | Lobbying Programs | \$ | 499.00 |
| 635.11 | Crisis Fund | \$ | <u>100.00</u> |
| | SUB TOTAL | \$ | 5,899.00 |

GGEA COMMITTEES

GOAL - Empower our Membership and Increase Leadership Opportunities

| | | | |
|-------|----------------------------------|----|---------------|
| 640 | Special Ed Committee | \$ | 2,000.00 |
| 645 | Retirement Programs and Projects | \$ | 100.00 |
| 651 | Organizing Committee | \$ | 3,000.00 |
| 652 | Human Rights Workshops | \$ | 1,000.00 |
| 653 | IPD Committee | \$ | 1,000.00 |
| 653.7 | ILF Grant- funded by CTA-Hazard | \$ | 14,808.97 |
| 655 | Service Committees (Scholarship) | \$ | <u>500.00</u> |
| | SUB TOTAL | \$ | 22,408.97 |

TRIBUTES AND RECEPTIONS

GOAL - Recognize our Memberships' Efforts

| | | | |
|-------|---------------------------------|----|-----------------|
| 660.2 | Retirement Tribute | \$ | 3,500.00 |
| 660.3 | "WHO" Awards | \$ | 1,000.00 |
| 660.4 | Board of Directors Installation | \$ | 3,000.00 |
| 660.5 | Recognition Reception | \$ | 5,500.00 |
| 660.6 | Other Tributes | \$ | 300.00 |
| 660.7 | Nurse Appreciation | \$ | 500.00 |
| 618 | Special Projects | \$ | 2,000.00 |
| 619 | Scholarship Fund | \$ | 14,000.00 |
| 665 | Association Hospitality | \$ | 2,000.00 |
| 667 | Released Time (Chargeable) | \$ | 8,000.00 |
| 680 | Legal Services | \$ | <u>2,000.00</u> |
| | SUB TOTAL | \$ | 41,800.00 |

OFFICE AND OPERATIONS

GOAL - Establish and Maintain an Effective Office Operation

| | | | |
|-----|------------------------------|----|---------------|
| 705 | Office Equipment/Furniture | \$ | 2,000.00 |
| 710 | Supplies | \$ | 9,000.00 |
| 715 | Computer Software | \$ | 1,500.00 |
| 716 | Online Technology Services | \$ | 700.00 |
| 720 | Regular Postage | \$ | 500.00 |
| 730 | Telephone | \$ | 9,500.00 |
| 740 | Insurance | \$ | 600.00 |
| 745 | Property Tax | \$ | 500.00 |
| 750 | Accounting | \$ | 5,000.00 |
| 760 | Rent | \$ | 78,385.27 |
| 770 | Equip Maintenance/Copier | \$ | 2,000.00 |
| 780 | Bank Service & Check Charges | \$ | <u>400.00</u> |
| | SUB TOTAL | \$ | 110,085.27 |

PERSONNEL

GOAL - Attract and Retain Quality Employees

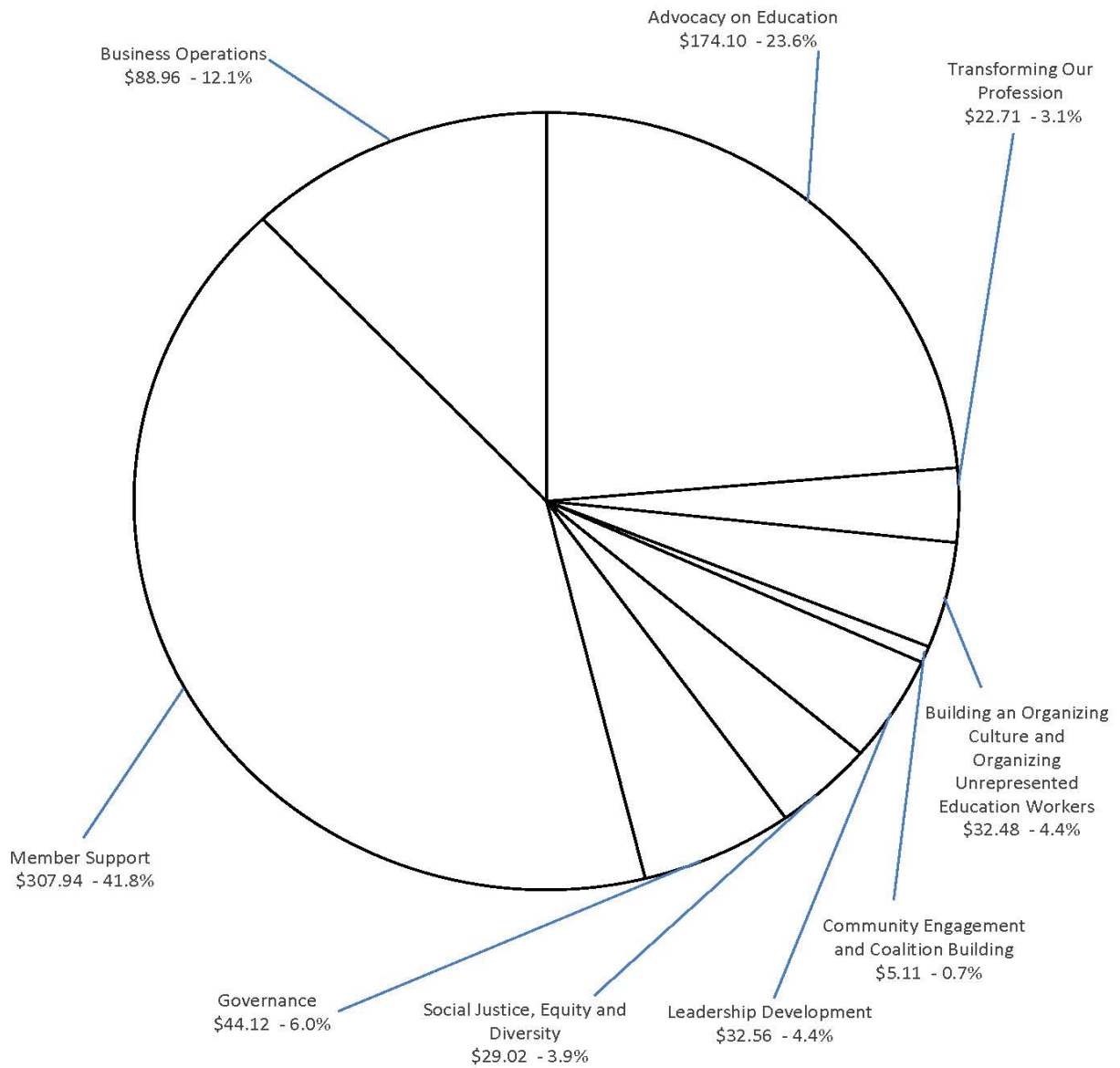
| | | | |
|-------|--|-----------|--------------------------|
| 810.1 | Executive Director Salary | \$ | 131,020.00 |
| 810.2 | Executive Director H & W | \$ | 24,325.65 |
| 810.3 | Executive Director Payroll Tax | \$ | 11,267.72 |
| 810.4 | Executive Director Retirement | \$ | 72,061.00 |
| 810.5 | Executive Director Expense | \$ | 5,000.00 |
| 810.6 | Executive Dir. Training/Travel | \$ | 5,000.00 |
| 810.7 | Executive Director Auto | \$ | 7,200.00 |
| 810.8 | Executive Director 401k match | \$ | 2,620.40 |
| 820.1 | Associate Staff Salaries | \$ | 144,446.40 |
| 820.2 | Associate Staff H & W | \$ | 48,215.64 |
| 820.3 | Associate Staff Payroll Tax | \$ | 24,844.78 |
| 820.4 | Associate Staff Mileage | \$ | 500.00 |
| 820.5 | Associate Staff Retirement | \$ | 84,500.00 |
| 820.6 | Associate Staff Training | \$ | 500.00 |
| 820.7 | Associate Staff 401k match | \$ | 2,890.00 |
| 830.1 | President Stipend (10% of Col5,Step13) | \$ | 16,100.00 |
| 830.2 | President Payroll Tax | \$ | 2,900.00 |
| 840 | Workers' Comp Insurance | \$ | 3,500.00 |
| 845 | Liability Insurance | \$ | 4,000.00 |
| 850 | Fees & Insurance 401k | \$ | <u>4,500.00</u> |
| | SUB TOTAL | \$ | 595,391.59 |
| | TOTAL EXPENSES | \$ | <u>911,324.83</u> |



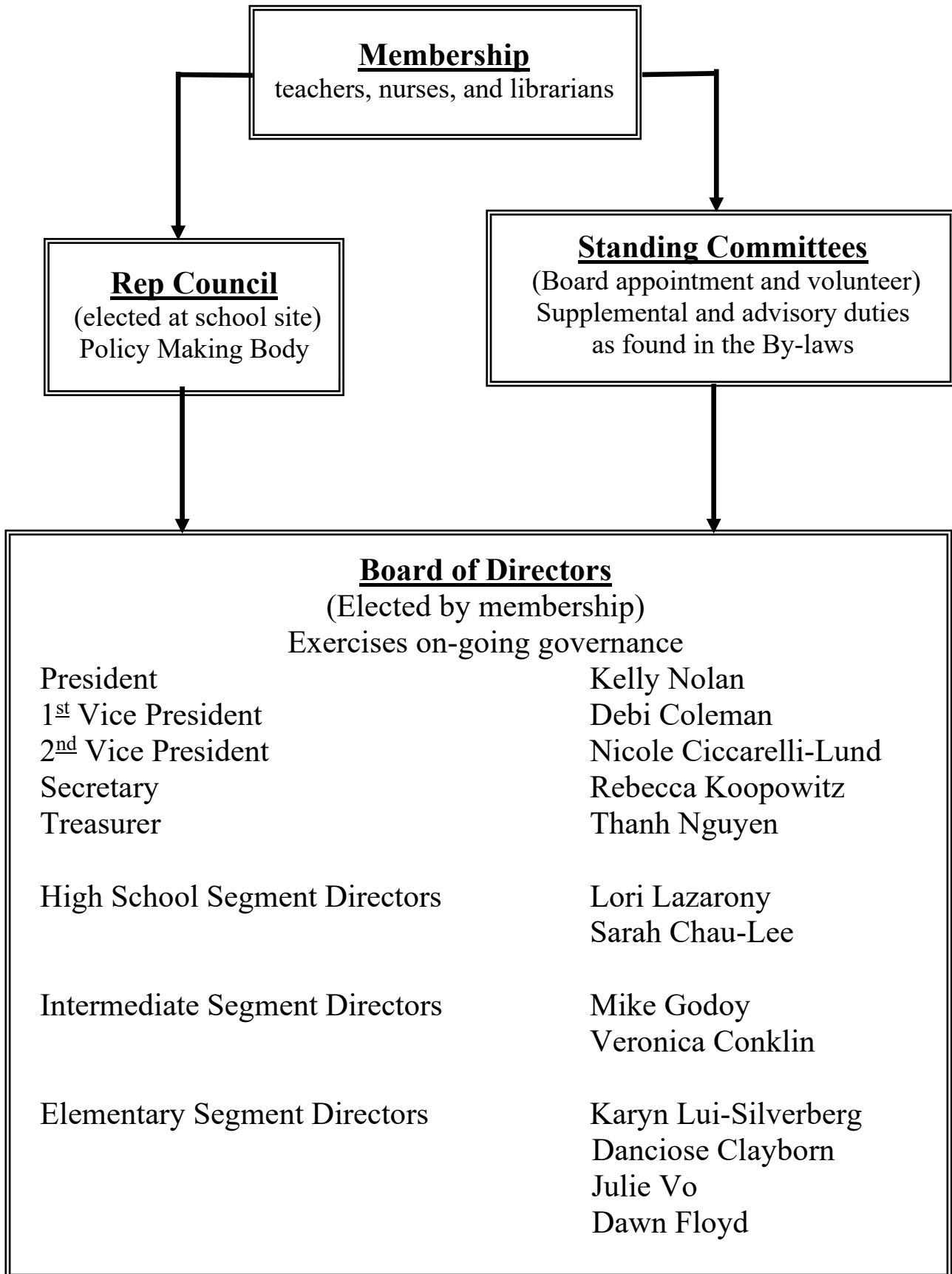
Chart of Focus Areas Expenditures 2020-2021

NEA = \$200.00
GGEA = \$180.00

Your \$737 Dues Provide:



GGEA Leadership Structure



Purpose of GGEA

GGEA is a vehicle through which teachers can join together to address common problems collectively. Decisions regarding what to do and how to do it are made democratically by members and their elected representatives. Specific goals are adopted annually by the Representative Council.

The GGEA has been recognized by the GGUSD as the exclusive employee organization representing teachers, librarians, and nurses. It has a legal obligation to provide fair representation to each of those employees in any matter involving employee-employer relations.

Specifically, GGEA...

- works to lead public education in a positive direction.
- works to make teaching a profession.
- works to protect and improve public education.
- consults with the District on curriculum and instructional issues.
- serves as a vehicle for problem solving.
- counsels members on matters related to their employment.
- provides legal assistance to members on employment-related matters.
- supports candidates or issues which support the teaching profession.
- provides assistance to community groups.
- bargains the employment contract.
- processes grievances related to that contract.

To provide the best possible service to members, the GGEA is incorporated as a non-profit employee organization. It maintains an office and employs a full-time professional staff person and two associate staff. The elected president is released from teaching to work full time on Association business.



Garden Grove Education Association

Mission Statement

**GGEA is an association of
educators who advocate for
the wellbeing of our
memberships and the
students we serve.**

Responsibilities of GGEA Site Reps

The Association Reps are leaders. The Reps are the voice of the members in the decision-making process of the GGEA and is the Association's communication link back to the members. The Association Reps serve a vital role in identifying problems, implementing solutions, and maintaining unity and support for the Association's programs at the school.

Associations Representatives have the following responsibilities:

- To represent their constituents at meetings of the Representative Council
- To report actions of the Association to the members
- To represent their constituents at Segment meetings
- To conduct meetings of members within the schools
- To attend the Fall Leadership Conference and other Rep training
- To function as a liaison between the Association policy-making body (the Representative Council) and the GGEA members of the local faculty unit
- To post GGEA, CTA, and NEA materials on faculty bulletin boards
- To distribute all information received from GGEA, CTA, and NEA
- To encourage non-members to join the Association and to maintain an accurate membership list
- To create interest in GGEA activities and special projects
- To conduct Association Elections



TEAM GGEA

GGEA site representatives are integral to the functioning of the Association. Responsibilities should be shared among site representatives to create a true "TEAM GGEA". Listed below are the responsibilities of school site representatives and a space to write the name of the representative who will be fulfilling those duties. This should be posted on the GGEA bulletin board so that members know whom to approach with different issues.

Site Representative Teams

Rep Council - Attend meeting every fourth Tuesday of the month (except June). Meetings normally held at 3:30 p.m. with location TBD. Reps will be provided with needed information.

Segment Meetings- Attend meeting every second Tuesday of the month (except June). Meetings normally held at 3:30 p.m. with location TBD. Present school site issues and provide members with needed information disbursed at the meeting.

Elections- Conduct elections for GGEA Site Representatives, GGEA Board Members, CTA State Council Representatives, and NEA Representative Assembly Delegates while following Rules and Elections guidelines.

Communications- Distribute communications to all members including bulletin, issues of the Advocate, bargaining updates, etc.

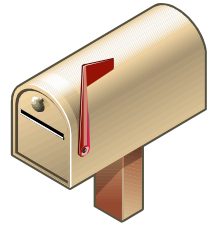
Bulletin Board- Keep GGEA bulletin board at the school site up-to-date, accurate, and organized.

Representation- When sought out by a member, give advisement and act as a representative during meetings with administration, etc.

***Please remember, all reps should work to keep members informed and organized.

Communication

Communication is the key component to the duties of a Site Representative. Without this communication, the membership will be uninformed and unaware of reasons behind the Association's actions. The Association will also be unaware of both school and district-wide problems, and therefore unable to work toward solutions. Communication needs to take place in the following manners:



Association to Site Rep

Communication from the Association to the Site Reps comes in many forms.

Publications



- ADVOCATE - The official newsletter of GGEA. It is distributed to all members of the bargaining unit, the GGUSD Board of Education, GGUSD administration and interested community leaders. The purpose of the ADVOCATE is to inform members about the ongoing programs of GGEA/CTA/NEA and is published in print 4 times per year and online bi-monthly.
- AD NOTES - An email meant to bring immediate concerns and information from the Association to the attention of members. It is distributed to all members of the bargaining unit. The GGEA President and the Executive Director serve as the editorial board. It is published on an as-needed basis.
- NEGOTIATIONS UPDATE - Inform members of the status of negotiations. It is distributed to all members of the bargaining unit. The GGEA President, Executive Director, and bargaining chair serve as the editorial board and publish as needed.

*****All publications are posted on the GGEA website.**

Meetings

- REP COUNCIL - Meetings held once a month (fourth Tuesday of the month) with Site Reps from all school sites.
- SEGMENTS - Meetings held once a month (second Tuesday of the month) with Site Reps from only that segment (Elementary, Intermediate, and High School).

Other



- WEBSITE - The GGEA website is located at www.ggea.org. Information regarding contacting us, upcoming events, legislative updates, pictures of GGEA events and member resources like the GGEA membership application is constantly updated. Log on to check it out!
- EMAIL - Email is a quick, easy way for GGEA leadership to contact you or send out timely notices. Make sure you keep your current personal email address updated on our list.
- PHONE/EMAIL - You are only a phone call away from being contacted by a GGEA representative. We will often call for pertinent issues that need immediate feedback. Expect to receive An email if you are participating on a consult.
- FACEBOOK - this is a closed group for GGEA members only. Search for “Garden Grove Education Association” and ask to join the group. Please answer all 3 questions to confirm membership. Allow our administrators 24-48 hours to accept your request. If you are concerned about privacy, please make sure your own Facebook page has privacy settings adjusted before joining GGEA Facebook.



Site Rep to Association

It is very important to keep in communication with the Association. In order to advocate properly, we must know the issues that need to be addressed.

Segment Meetings

- Segment meetings are a great chance for reps to share concerns/issues while participating in some problem solving. It also gives the Association an idea of what is happening at the schools individually and district wide.

Phone

- Got a quick question? Give us a call. Or set up an appointment for an office visit. The phone number to the GGEA Office is (714) 638-7480.



Email

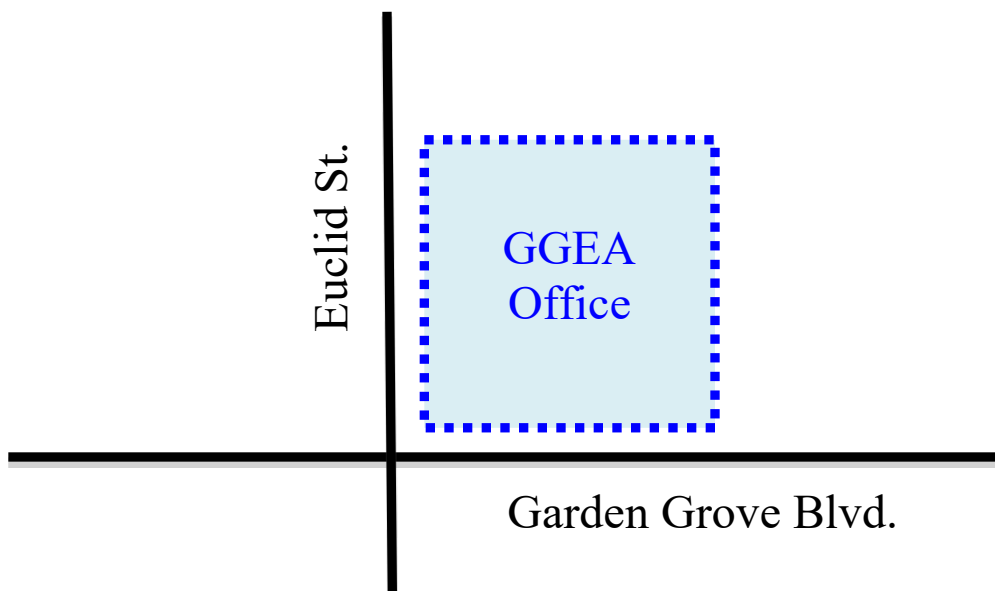
- Email is a great way to contact your GGEA leadership. The President, Kelly Nolan, can be contacted at president@ggea.org. Paul Kim, the Executive Director, can be reached at exec@ggea.org. Email addresses for other office staff and leadership can be found on the GGEA website.



Office

- The Association has an office located at 12966 Euclid Street, Suite 100, Garden Grove, 92840. Members are encouraged to make appointments to discuss any employee issue with leadership or staff.

Map to GGEA Office



Site Rep to Members

Bulletin Board

Every school site is guaranteed bulletin board space in the school lounge area for Association use. It is important that this space be easily accessible and easily visible to the staff. Each year Site Reps are given borders and other materials to decorate the GGEA Board. Everything delivered with a “Please Post” on it should be displayed on the board. The board should be neat, organized, and up-to-date to gain members attention while highlighting pertinent information. Use the following picture as an example as to what a GGEA bulletin board may look like:



This is an excellent example of a GGEA bulletin board. It has a clear heading and the “TEAM GGEA” logo. There are spaces for all communications including Ad Notes, the ADVOCATE, Bargaining Updates, etc. There are pamphlets on the bottom regarding membership benefits and two separate sections to highlight particularly pertinent information.



Ten-Minute Meeting

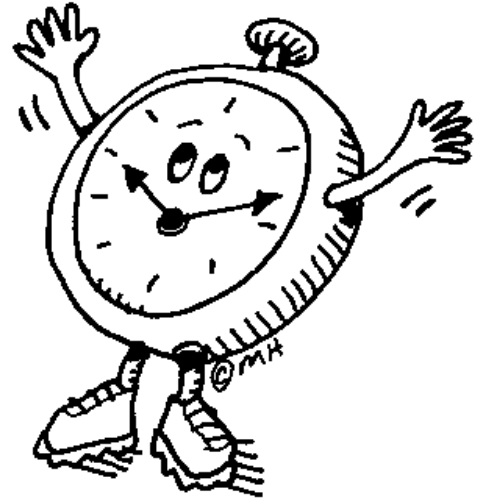
A 10-Minute Meeting is a way to make Association meetings concise and business like. It gives the membership the important information, but still lets them give input after the meeting has been conducted.



| 10-Minute Meeting Format | | | |
|---------------------------------|-------------------------------|--|---|
| <i>Time</i> | <i>Agenda Category</i> | <i>Topic</i> | <i>Rationale</i> |
| 2 minutes | Current Issues Update | Brief review of major topics discussed at last Rep Council. | Keep members informed. Personal contact prevents rumors from hurting staff morale or GGEA credibility. |
| 4 minutes | Hot Issue | Current issue that we need ideas on before next Rep Council. | This reinforces in members' minds that their opinions are actively sought and presented at Rep Council. |
| 3 minutes | What's On Your Mind? | A review of current issues that concern members at the site (can be presented at Segment meetings). | May be the most important issues at State Council. Members need to feel their Association is conscious to their needs. Often just talking about a problem gives relief. |
| 1 minute | Success or Problem Story | <p>We're having success in this area.</p> <p>-or-</p> <p>We are having problems in this area and need your help.</p> | <p>Praise. Encourage. Nourish the members. Develop a spirit of optimism.</p> <p>Level with the members. Obtain their creative ideas in approaching the problem.</p> |

Use the following page as a notification for your 10 Minute Meeting.

**IT'S TIME FOR A
TEN-MINUTE
GGEA MEETING!**



DATE: _____

TIME: _____

LOCATION: _____

TOPICS TO BE COVERED:

Representation

School Site Representatives are the first line of defense in helping a member. The first stage is often filled with trauma, which hinders clear thinking on the part of the member. Therefore, it is vital that members are warned against taking precipitous and potentially unwise actions.

As Site Rep, warn members

- Not to make spontaneous responses to charges brought against them,
- Not to appear at any accusatory hearing (including a meeting with an administrator) unless accompanied by Association representatives,
- Not to attempt to defend themselves alone,
- Not to accept “an opportunity to resign”,
- Not to agree to any proposals, whether orally or in writing,
- Not to submit any written statement to administrator or school directors,
- Not to refuse to carry out an order of an administrator, even though doing so would violate the Contract (see Insubordination on pg. 24).

Advise affected members

- To write down immediately everything that happened - a narrative including date, time, and location, names of involved persons, witnesses, and actual words spoken,
- To get advice early from Association representatives, not to “wait and see what happens”,
- To keep copies of all correspondence and papers relating to the situation.

Disciplinary Meetings

Under the Weingarten Rule, every member has the right to have an Association Representative at a meeting with the employer if he or she has a reasonable expectation that discipline may result. Listed below are the kinds of situations in which teachers may want or need representation:

- An administrator calls a conference with a teacher and there is reason to believe that the teacher may be subjected to reprimand or disciplinary action.
- A teacher receives a “Needs Improvement/Unsatisfactory” or a negative overall evaluation.
- The teacher has a grievance. He or she is entitled to representation at every step of the grievance process, including the informal conference.
- A meeting has been arranged to resolve a complaint about a teacher.

Important Note: A member always has the right to halt any conference already in progress with an administrator, if the conference becomes disciplinary in nature, and may demand postponement for a reasonable amount of time to obtain representation.

Guidelines for an Administrative Meeting

1. Be cordial, business as usual, and don't feel out of place. You have an official role. You should expect everything to be conducted in a professional manner. **Don't get emotional.**
2. Do advise the administrator that **you are there to assist in clarifying the issues** with the purpose of seeking a resolution of the situation at this level of the grievance procedure.
3. Sit next to the employee or at an angle next to the employee which will enable you to observe both the administrator(s) and the employee, but where the dialogue with the employee is also to you. **Be within touching distance of the employee.**
4. Listen carefully, using a great deal of eye contact - make your presence felt.
5. Take notes, but not too copiously; get a "feeling" of what is happening. Place on the record direct factual statements or accusations. Don't write too much of the employee's response. **The employee does not have to respond to anything and probably shouldn't.** You both should only be asking questions and seeking clarifications. Make note of the time, place, those present and their titles and when the meeting ends. Ask for copies of any documentation shown or referenced.
6. Normally at this first meeting, the Representative does not need a defense. Dialogue should be limited to questions and paraphrases. The Representative may need to nudge the employee or state to the administrator, "We will have to take it under advisement," or "Give us time to think about it," or "We will get back to you on this issue." **Nudging the employee is primarily to have the person keep quiet** and not make a direct response. The only direct response should be denial - "No, that is not true."
7. **Don't be defensive.** The objective is to find out as much as possible about the situation and what the intent of the administrator is at the time and whether the issue can be settled.
8. **SILENCE IS GOLDEN.** Don't feel the pressure to respond or to say something when there is a void in the conversation or when you've been asked a question and don't know how to respond. You can always say you need to think about it longer, seek advice, or ask "What is the reason for this question?"

INSUBORDINATION- “Don’t do it!”

Insubordination is the willful or intentional disregard of the lawful and reasonable instructions of the employer. **IT CAN GET YOU FIRED!** **Insubordination is one of the major contributing factors in many employee dismissals and is one of the easiest charges to prove.** However, it is a concept that is misunderstood by many employees and as a result they place themselves in the position of being insubordinate. In order to avoid this, a thorough understanding of the concept is necessary.

REMEMBER WHO IS BOSS! First it is important to understand that the principal or immediate supervisor has some management rights simply because he or she is the “boss”. Any principal or immediate supervisor has the right to exert leadership, to direct the institutional operations, to enforce rules, policies, reasonable orders and directions so long as they conform to the contract and are clear and unambiguous, not to be injurious to your health, applied uniformly, and justly administered.

The best rule to follow in regards to insubordination is “**Don’t be.**” If a member at your site comes to you and questions a directive issued by the immediate supervisor or principal, advise him or her to discuss the objections with the principal. If the principal insists that the order be obeyed, advise the member to comply unless it is a threat to the health and safety of the staff member or students. Then contact the GGEA office to take the issue to Contract Maintenance or to file a grievance.

Promote Membership

An important responsibility of each Site Representative is to promote GGEA membership. Non-members should be approached with an application and the benefits to membership. The ***Member Handbook*** is a great resource to use to help promote the Association. The benefits to membership are numerous and quite valuable. Also use the following ***Committee Sign-Up Sheet*** to promote active participation by the members in the Association. There are many different options so that each member should be able to find their niche.



Get Involved with GGEA!

If you would like to serve on a Standing Committee please fill out this form and send it back to GGEA!

NAME _____ SCHOOL _____ EMAIL _____

I am interested in serving on the following GGEA Committees:

ADVOCATE - GGEA's award winning publication is always looking for writers. If you have a passion for writing, have publishing skills or would just like to learn how to put a newsletter together, this is the place for you! Help with the design of the GGEA website and work on the Facebook page as well.

COMMUNITY ACTION - Works to develop and strengthen family-school-community partnerships. The Committee works with H.O.P.E., sponsors the "Day of the Teacher" poster contest and many other activities to enrich our community.

NEW EDUCATOR - Provides support for the professional needs of new educators. The committee plans get-togethers, workshops and roundtables on issues that are of concern to our new educators.

HUMAN RIGHTS - Focuses on providing members the opportunity to attend seminars and trainings on issues. This committee also works to raise awareness of members to human and civil rights issues. They also sponsor the GGEA IMAD award given to members monthly.

INSTRUCTION AND PROFESSIONAL DEVELOPMENT - Provide opportunities for members to meet and confer about the teaching profession. Will provide professional development for GGEA members.

ORGANIZING - Plan and implement activities that organize the membership. Increase memberships' awareness of educational and political concerns. Build unity among GGEA members.

POLITICAL INVOLVEMENT (PIC) - Works to protect the interest of public education through political involvement. Specifically the PIC identifies potential School Board candidates who must believe in Public Education and the issues surrounding it. PIC also plans strategies to help elect GGEA endorsed School Board candidates.

RETIREMENT - Works to provide members information about retirement and retirement planning through roundtables, seminars, and share fairs. They also plan and host the Retirement tribute to honor teachers, teacher librarians and nurses who are retiring.

RULES AND ELECTIONS - Conduct all general elections and assist with any vote counts at Rep Council. Appointment by the President.

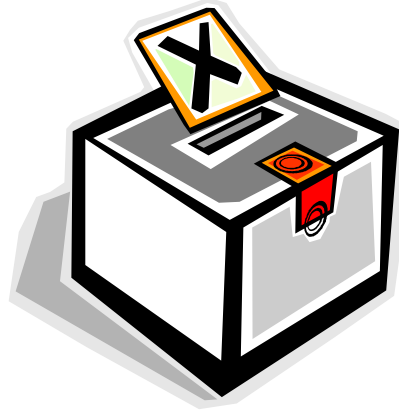
SPECIAL EDUCATION - works on issues regarding Special Education and arranges for workshops for all members. Develops resources for teaches who provide services for students with special needs.

GGEA ELECTION INSTRUCTIONS

Elections are an important part of any Association. It is important that your members take part in elections to increase buy-in. It is also important to run election procedures correctly to ensure the correct leadership is put in place. Site Reps hold elections for: Site Reps, GGEA Board of Directors, CTA State Council Delegates, NEA Representative Assembly Delegates and ratification agreements.

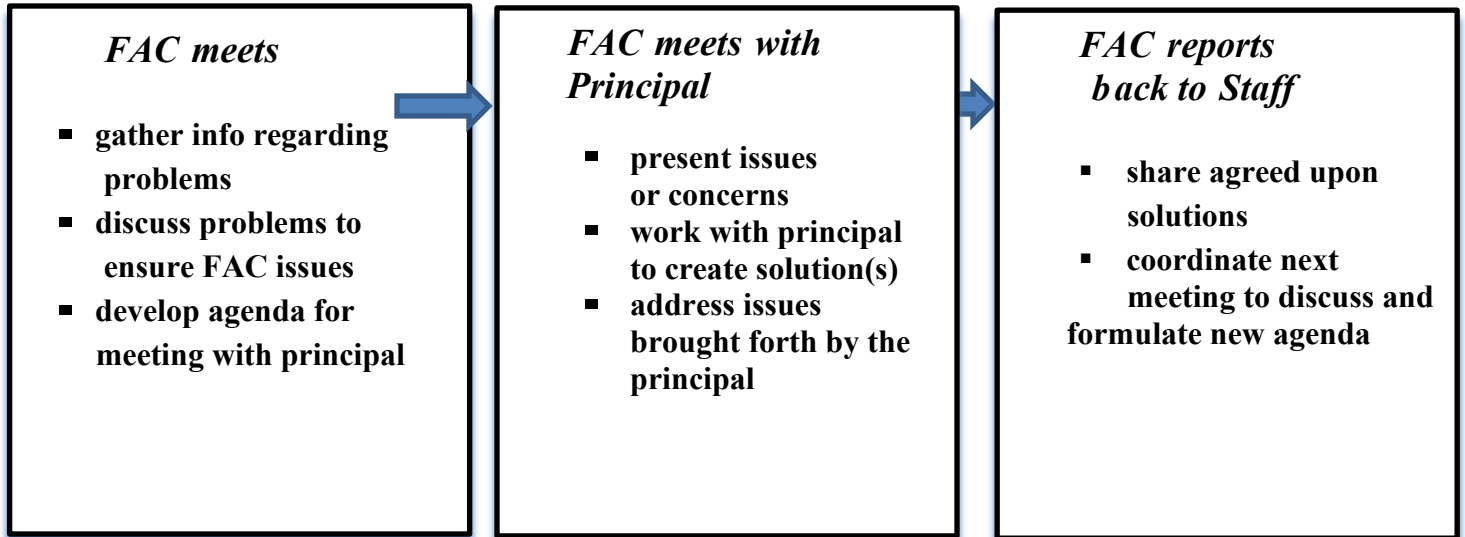
1. Establish balloting procedures for your school site which allow you to retain control over the ballots and provide opportunities for all members to participate in the Election. You may ask other Reps or Members to assist you with the Election.
2. The materials in your GGEA mailbag include a Site Roster, Ballots, smaller (optional) privacy envelopes, larger envelopes, and a GGEA Information Sheet with the names of the Candidates or ratification information.
3. Each member must receive a Ballot, a smaller (optional) privacy envelope, a larger envelope and a GGEA Information Sheet.
4. **ONLY MEMBERS MAY VOTE.** Members are listed on your Site Roster. To verify membership for someone not listed on the Site Roster, call the GGEA Office at 638-7480 prior to allowing the person(s) to vote.
5. Only #2 pencils can be used on the Scantron Ballot.
6. Members **MUST SIGN** (legible full signature) the large outer envelope and the Site Roster provided, then place the Ballot in the envelope (inside the smaller privacy envelope if they desire). If the signed name does not match the name on the Site Roster (nickname or married name), the vote is invalid. Please direct the members to sign using the name on the Site Roster and sign again with their preferred name as well.
7. At the end of the Election Period, place all materials in the GGEA mailbag and deliver them to the GGEA Office. You must sign in and place the bag in the Ballot Box prior to 5:00 p.m. on the last day of the voting period. If there is ample time, the mailbag may be sent through district mail. Ballots received after 5:00 p.m. on the date due will not be counted.

8. Any irregularities observed in the voting procedures at the School Site must be reported in writing to the Rules and Elections Committee and/or Chapter President prior to 5:00 p.m. on the last day of the Election Period. Any irregularities in the overall election procedures must be reported in writing to the Chapter President and the Chair of the Rules and Elections Committee within five (5) days of the announcement of the election results.



Faculty Advisory Committee (F.A.C.)

Purpose: The FAC is a venue by which faculty members and principals work together to address school-wide problems and concerns in a professional and collaborative manner.



Step 1: Form the Faculty Advisory Committee

- The faculty is responsible for determining who serves on the FAC.
- FAC members are selected by staff consensus or staff election.
- The number of FAC members should be dependent on the size of the school.
An odd number of teachers should be selected so there will be no tie votes.in general:
 - Elementary and Intermediate FAC - 3 or 5 members
 - High School FAC - 5 or 7 members or more
- Optimal members are those that are assertive enough to voice staff concerns while being open-minded enough to problem solve.
- Members should also be as representative of the staff as possible (elementary - upper, primary etc.; 7-12 departments/buildings) and have the ability to communicate with as many staff members as possible.

Step 2: Develop an FAC Agenda

- Develop a method to ascertain the issues from the staff
 - FAC Box for anonymous notes can be used
 - Direct communication with an FAC member
- FAC Agenda items need to be appropriate FAC issues
 - Issues should affect a number of faculty members or the entire school, not just a single teacher. For example: General Discipline, Supervision, Office Interruptions ...Faculty

Faculty Advisory Committee (continued)

Non-FAC

- Member issues with other members and contractual issues should not be addressed through the FAC.
- These types of issues should be handled directly with the principal with the help of the GGEA Site Representative if necessary. Be careful of broad generalizations.
- It is important to keep it limited to appropriate issues; otherwise the FAC will lose its effectiveness.
- Principals are also able to put issues on the FAC Agenda. The FAC process flows both from faculty to administration as well as administration to faculty.
- The FAC Agenda should be distributed to the entire staff so everyone is aware of the issues that will be discussed.

Step 3: Meet with Principal

Since the FAC represents the faculty, the best strategy is to ensure that all parties:

- Know the issue at hand.
- Consider, identify, and examine every possible solution.
- Have a chance to be heard.
- Respect each other's opinions as valid.
- Clarify points they do not fully understand.
- Can live with the final decision and speak to its validity.



Step 4: Report back to Staff

- It is very important that the results of the FAC meeting are reported to the entire staff. Without this communication, they will not continue to use this venue for issues. Ways to do this include:
 - A follow-up meeting with the staff
 - Typed minutes of the meeting distributed to everyone

Step 5: Repeat

- The FAC is up and running! Continue to have regular meetings to keep the process running smoothly.
- If any obstacles arise, don't hesitate to contact the GGEA Office.

These are recommended guidelines that have proven to work at school sites throughout the District.

School Site Council (SSC)

Active participation by a staff in the School Site Council ensures that teachers' voices will be heard during the process of expending budgetary funds. Not only is it encouraged, it is illegal to have a non-functioning SSC. Teacher reps on the SSC should have full communication with the staff.

FUNCTIONS OF A SCHOOL SITE COUNCIL:

- Develop a comprehensive Single Plan for Student Achievement
- Ensure that the school is continually engaged in identifying and implementing curriculum and instructional practices
- Develop a budget aligned to consolidated application funds and other categorical funds requiring decisions from the School Site Council
- Recommend Single Plan for Student Achievement to the School Board
- Recommend plan for use of other categorical or supplemental funds to the School Board
- Continuous planning, monitoring, and review of effectiveness
- Annual review and revision of Single Plan for Student Achievement
- School Site Leadership Team serves as an advisory group to the SSC

COMPOSITION OF A SCHOOL SITE COUNCIL:

- Elementary SSC must consist of the principal, three classroom teachers, one other employee, and five parents/community representatives (one half staff and one half community members)
- Secondary SSC must consist of the principal, four classroom teachers, one other employee, three parents and three students (one half staff and one half students and community members)
- Additional members may be added as long as the ratio between school employees and community/student members is maintained

SELECTION OF TEACHER MEMBERS OF THE SSC

- **Teacher members must be elected by the teachers at the Site**

MEETINGS

- Meetings must be open to the public
- Members of the public may address the SSC
- A notice of the meeting including the Agenda must be posted 72 hours in advance of the meeting, along with any pertinent materials

FUNDING PROGRAMS

LCFF vs. Title One

| Descriptor | LCFF | Title One |
|-------------------|--|---|
| Funding Source | State | Federal |
| Funding Target | All students; especially ELs, foster youth & low income | Economically and academically disadvantaged |
| Curricular Focus | District Goals (1-3) | Core areas: ELA, ELD, math, science, history |
| Intent | To diminish previous restrictions. (Remember LC stands for local control). Increase and improve services for students. | Direct student services No personnel, materials, supplies or equipment that supplants the base program. (The intent is to supplement the base program). |
| Document | LCAP (Local control accountability plan) | SPSA (Single Plan for Student Achievement) |
| Approval | School Site Council approval is not required, however the principal should discuss priorities with the teachers. | School Site Council has the authority to make decisions about development, implementation and revision of the plan, based on the data analysis page. Approval is documented in the minutes. |

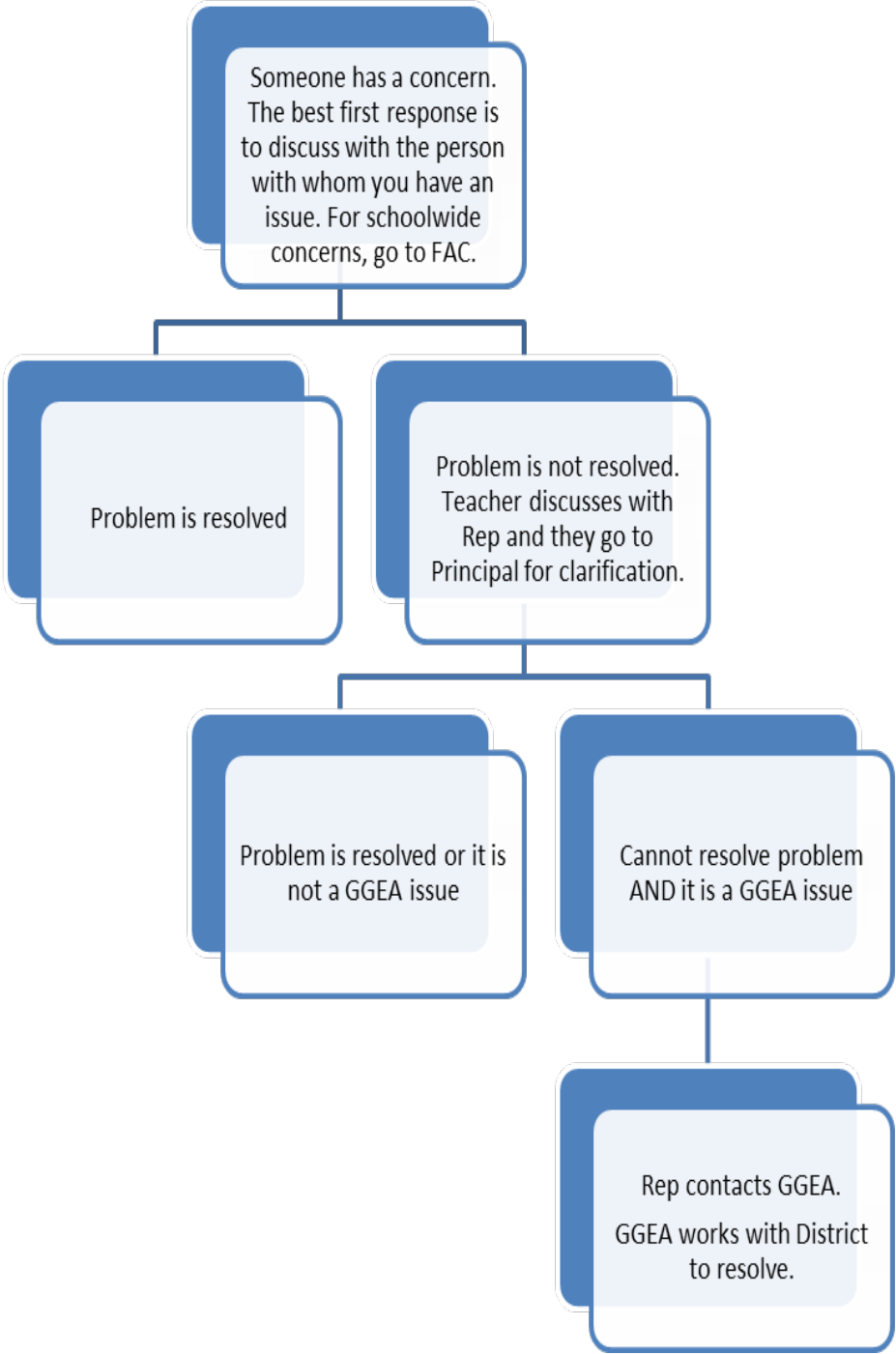
EXPENDITURES

- Expenditures must meet the intent of the School Improvement Plan
- SSC Budget must have been developed by the SSC and approved by the School Board

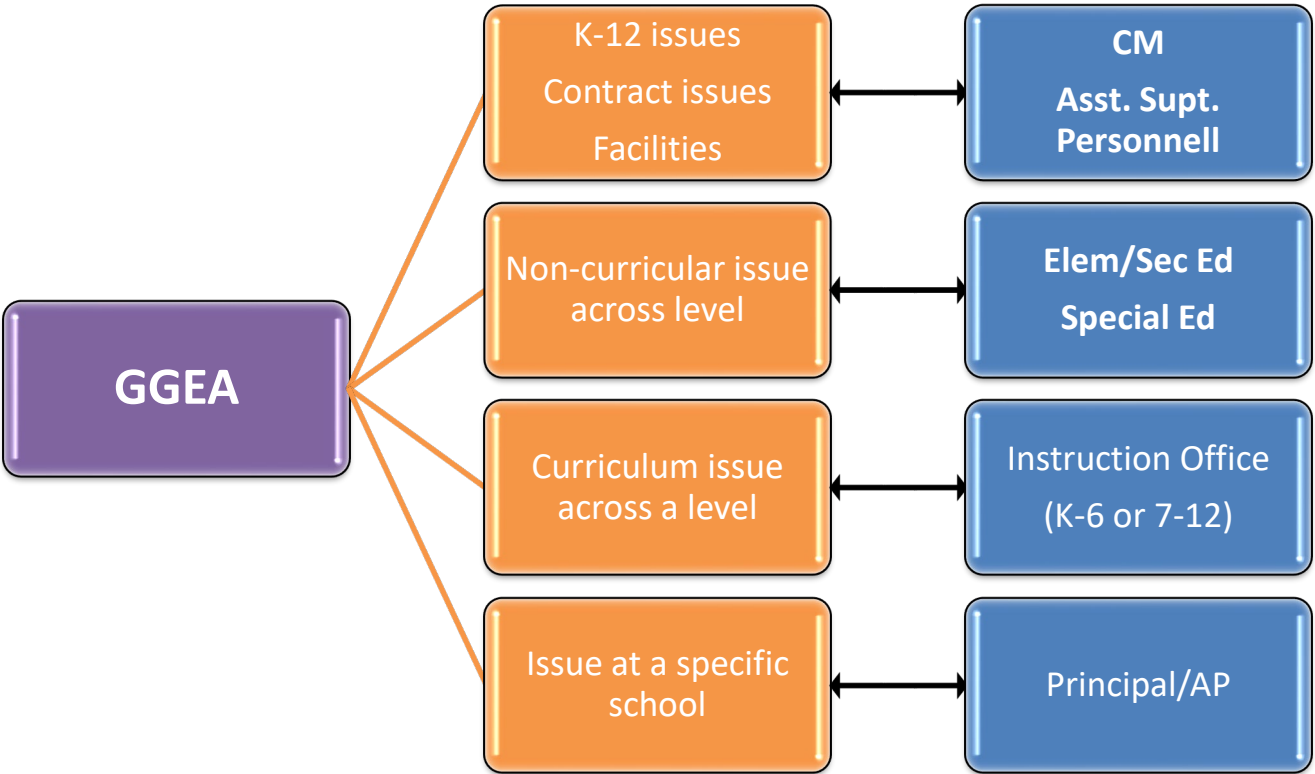
PLAN REVISIONS

- Plan must be aligned to the School Plan for Student Achievement
- Student Achievement Data must be analyzed
- Needs Assessment must be made
- Setting Goals
- Choosing Action Steps
- Prioritize Activities

School Site Problem-Solving

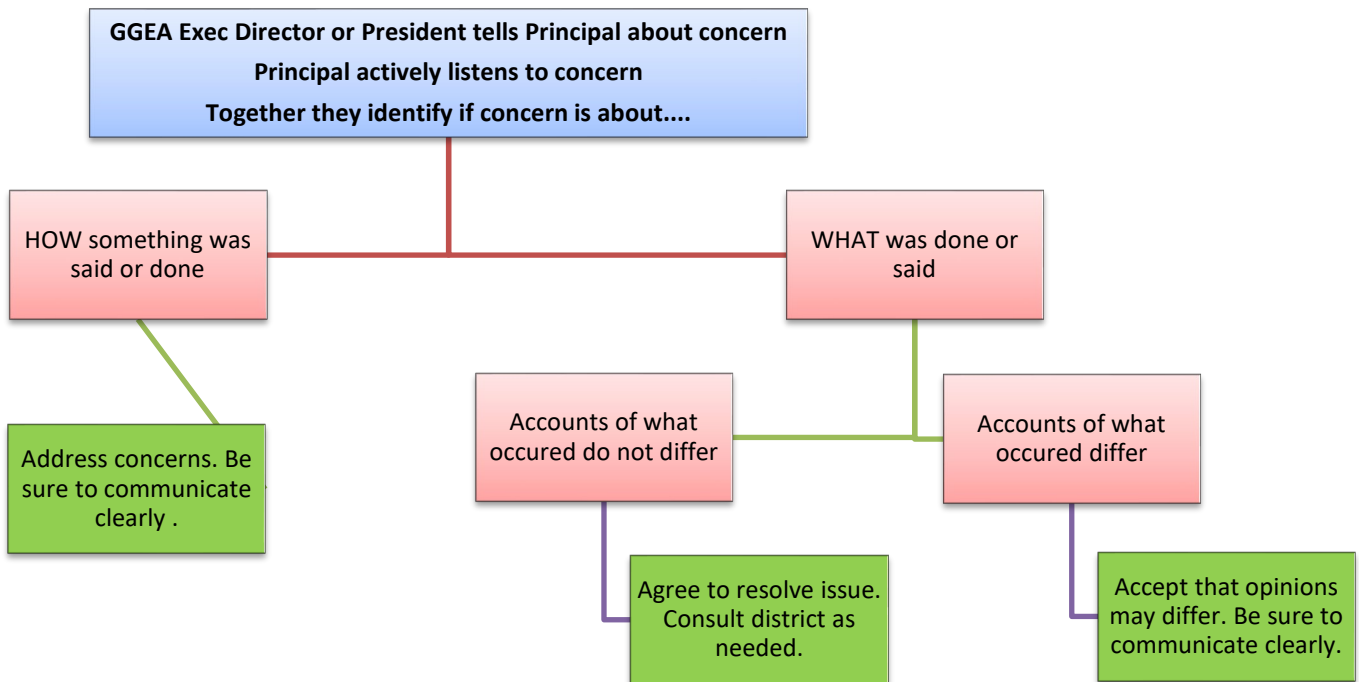


GGEA-GGUSD Communication Process



Communication goes both ways!

GGEA - Principal Contact Protocols



GGEA GGUSD Norms

| Be proactive as well as reactive | Maintain the right attitude | Build relationships |
|--|--|---|
| <ul style="list-style-type: none"> • Start with the belief that every problem has a solution if you want to find it and if you look for it together • Avoid surprises and no ambushes • Seek to understand the background, context and rationale • Think before you speak • Problems are best solved face to face—if that is not possible use the phone—use emails/texts only to set up a face to face meeting or to follow-up with information | <ul style="list-style-type: none"> • You get what you expect...expectations are everything • Always assume positive intent (don't jump to negative conclusions) • Always stay on the high road • Keep your sense of humor • Approach with an open mind • Develop & maintain a positive attitude • Give the benefit of the doubt | <ul style="list-style-type: none"> • Make time to get to know one another • Be personable • Don't be afraid to show vulnerability • Be tough on the problem, but soft on the person • Share openly and honestly • Apologize when you blow it—sometimes even if you didn't—and it may take more than once • Work to see the problem from the other person's point of view • Make it a goal to build the relationship at the same time you solve the problem at hand • Discuss issues directly with the person concerned before sharing with others. |