



Responsibilities of School Delegates

Summary:

- Your responsibilities include attending monthly House of Delegates meetings, organizing monthly meetings at your school, keeping your school's CTU membership at 100%, and attending twice-yearly delegates' trainings.
- During contract organizing years, you will set up a Contract Action Team for your building to activate membership around contract proposals and strike readiness.
- All schools are assigned a staff Organizer, to help you unite your building's members, and a Field Representative, to help with contract-related questions or grievances. Find your staff Organizer and Field Rep here: <https://www.ctulocal1.org/reps/>

Attend House of Delegates meetings:

These monthly meetings at CTU, 1901 West Carroll Ave., Chicago 60612, are an important source of information and an opportunity for you to vote on CTU resolutions. The informal question period starts at 4:15 and the business meeting starts at 4:45. Parking information and the list of meeting dates are available here:

<https://www.ctulocal1.org/union/democracy/house/>.

All House of Delegates Meeting (HOD) notices are sent to the delegates via email one week before the actual meeting date and are also posted here:

<https://www.ctulocal1.org/events/>. Upon arrival at the House of Delegates meeting, sign in with your District Organizer (DO) for your network (Network list attached to this email) and collect your name badge and delegate packet. (DO's are different from staff organizers.)

As a delegate, you receive a monthly stipend of \$45 for each House of Delegates meeting you attend. Union delegates' stipends are derived from the House of Delegates attendance sheets. Stipends are processed bi-annually (February and June).

Contract Article 1-14.1 gives you one class period a month for union business. Many delegates who have a long commute to CTU use their Article 1-14.1 time to leave school early for House of Delegates' meetings.

Set up monthly meetings for your school's members:

Two-way communication between you and your members is key to being an effective delegate. This starts, but does not end with the monthly school meeting. Checking in with your members in person between meetings is important as well, and many delegates are able to organize these check-ins with help from the members of their PPC.

Membership meetings are often held soon after the monthly House of Delegates meeting, so delegates can report back to and/or get feedback from their members. Note Contract Article 1-19 if administrators put up any resistance to your union meetings.

The monthly school meeting is also an opportunity to hear members' questions or concerns, and some of these may become agenda items for your PPC. Have your meetings at a time when all union members, including PSRPs can attend. You might need to have two monthly meetings at different times to accommodate different schedules.



Consider using part of your delegate stipend to buy snacks for meetings, which helps attendance and atmosphere. If you have particular issues at your school for which you need guidance, invite your field representative or staff organizer to the meeting. Your reps and organizers are listed here: <https://www.ctulocal1.org/reps/> and are also copied on this email. The Grievance Department Director is Sara Echevarria, saraechevarria@ctulocal1.org, 312-329-6230, and you can call her if you have an emergency and can't reach your field rep.

Contact Norma Albor (NormaAlbor@ctulocal1.org) if anything changes in your status or if you need further assistance (e.g. transferring schools, your House of Delegates badge, etc.) Also contact Norma Albor if you are a citywide delegate and want to reach out to the members you represent.

Organize a Professional Problems Committee (PPC):

If your school does not yet have a PPC, one of your first responsibilities as delegate is to organize and elect three to five union members to serve. Contract Article 1-12-1 governs our right to PPC meetings at schools. CTU members on the PPC are your teammates; being delegate is a big job and PPC members can help.

The PPC is often the starting place for highlighting and working out concerns of members. The PPC is a way of bringing concerns of the members to the administration's attention on a collective basis. If issues cannot be resolved through the PPC, call your field rep (contract-related) or staff organizer (uniting the building) to discuss next steps. Have someone take notes during the PPC meeting and share these notes with all of your members. For more information and for forms you might need related to the PPC, visit this CTU webpage: <https://ctulocal1.org/movement/tools/ppc/>

Make your school 100% Union:

You will receive a monthly list of people new to your building or others who are not yet CTU members as well as a list of those members who need to fill out the new membership card. These lists will help you follow up with people in your building who are not members or who are members but have not filled out the new card. Our goal is for 100% of eligible teachers/clinicians/PSRPs to join CTU and contribute to the Political Action Committee (PAC). If you need help convincing someone to join, ask your staff organizer (copied on this email) for suggestions. (You can also find your organizer here: <https://www.ctulocal1.org/reps/>)

Establish "wear red on Fridays" as standard union practice and encourage member participation in other union-solidarity activities. Remember to:

- 1. sign up everyone who isn't a member**
- 2. get a new card filled out by any member who hasn't done that yet**
- 3. ask every member to contribute to PAC on a monthly basis**

These steps will help protect the Union against the dangers of the Janus decision. Online membership cards and other information for members is on the CTU website: <https://ctulocal1.org/union/member-information/>. PAC donations are authorized on the membership card. You can also pick up hard copies of the Membership Application at House of Delegates meetings or request them from the Membership Department, 312-329-9100.

As delegate, you need to be able to communicate with your members; make sure you have every member's correct cell phone number and non-CPS email. The CTU office needs that



information as well. Please notify membership@ctulocal1.org of any corrections to emails, phone numbers, or addresses of your school's members (NOTE: we do not share members' addresses with CPS and need correct addresses for occasional postal mailings.)

Also direct your members (or members-to-be) to membership@ctulocal1.org if they have questions related to:

- CTU membership or dues
- Sick-leave, maternity leave or workmen's comp leave
- CTU death benefits (including beneficiary)
- Change of address, phone number or email
- Political action contribution (PAC) deductions
- School membership rosters
- CTU membership verification letters

Members can also correct their own details and view important members-only information through the Memberlink portal: <https://members.ctunet.com/>.

Report Class Size Issues:

Encourage teachers to let you know if there are any class size violations at your school. See Article 28 of the contract if you are unsure about the limits. Note that the contract also requires that CPS staff TAs in Kg-2nd grade classrooms with more than 31 students. The Class Size Panel Referral Form and information about the class size issue are on the CTU webpage here:

<https://ctulocal1.org/?s=class+size>

Know the Contract:

The more familiar you are with the union contract, the better you will be able to bring violations to the attention of the principal through the PPC meetings. Twice a year, in October and March, CTU provides contract and organizing training to delegates and other CTU school leaders. Further trainings are being planned for various times throughout the year as well.

Make sure every member in your school has a physical copy of the contract book. In addition, an electronic copy and searchable Contract App are here: <https://www.ctulocal1.org/rights/contract/>. A good practice for union meetings is to review contract articles that have particular application to your school. Share communications from the CTU office related to bargaining priorities.

Encourage members to be active in the Union:

These opportunities are for you or any of the members at your school who want to participate.

Join a Committee. There are 16 standing committees and 16 ad hoc committees that perform important work for our union. Information about these committees and the application form to join are available here: <https://www.ctulocal1.org/union/committees/>.

See the CTU "My Movement" webpage <https://www.ctulocal1.org/movement/> for information about campaigns around contracts at unionized charter schools, sanctuary schools, special education and clinician staffing, bully administrators, and early childhood PSRP staffing. Also on this webpage are links to legislative information and organizing tools.



The CTU Website:

Visit the CTU Website, <https://www.ctulocal1.org/> regularly. On the home page, you'll find *Latest News*, information about campaigns, important CTU reports, and links to other parts of the website: *My Movement*, *My Rights*, *My Union*, and *Educators of Chicago*.

My Movement links you to information on contacting your legislator, current endorsements, CTU PAC information, organizing tools (PPC, PPLC, LSC), and how to get more involved.

My Rights links you to information on handling grievances, CTU contracts, standard forms, and contact information for union representatives. *My Rights* also links to common concerns, including

- bullying administrators
- PSRP-specific issues
- clinician-specific issues
- special education funds
- evaluations
- administrative transfers
- cleanliness & safety
- grading, testing & paperwork

My Union links to

- events
- new to the union?
- member information: membership card, dues, payroll calendar, discounts
- news for members
- union democracy: committees, constitution, House of Delegates, Executive Board, Officers, Elections
- charter teachers & staff: charter councils, charter contracts, and more
- Chicago Union Teacher: current and back issues of our magazine
- memberlink portal: non-public information, for union members only
- update contact info
- professional development: current offerings of the CTUF's Quest Center

Educators of Chicago highlights the stories of everyday dedication that members exhibit. Here, you can read a story about a fellow CTU member and take the time to share the story of an educator you admire.

Topics, found at the very top of the homepage, links to all of CTU's reports on Education policy, including Schools Students Deserve, Education Deform, Privatization, CPS Finance & Management, School Actions, Fighting Racism, and A Just Chicago.



CPS Information:

From time to time, you may need information available on webpages hosted by CPS. Here are some links:

1. HR4U has links to the Learning Hub, Frontline Absence Management (formerly AESOP), payroll forms and information, benefits, and more.
<https://cps.edu/Pages/HR4u.aspx>
2. The Knowledge Center links to information about professional development, curriculum, MTSS, REACH, CCSS and Content information for various subjects, and assessments.
<https://sites.google.com/a/cps.edu/kc/home>
3. LSC Relations contains an LSC reference guide and an election guide.
<https://cps.edu/lscrelations/Pages/LSCrelations.aspx>
4. CPS Policies, including the student code of conduct, has every CPS policy and you can usually find what you're looking for with the "Search for Policies" tab.
<https://policy.cps.edu/>
5. Contact the CPS FOIA Office, if you really want to go deep into something not otherwise available.
https://cps.edu/About_CPS/Departments/Law/Pages/FreedomofInformationAct.aspx
6. The CPS Facilities Information page has important information about cleaning and maintenance that may be useful at your school.
https://cps.edu/About_CPS/Policies_and_guidelines/Pages/facilitystandards.aspx
7. The Illinois School Code contains all the state laws governing education policies.
<http://ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1005&ChapterID=17>
8. CPS Rules are supposed to govern how schools and the school system operate.
<https://www.cpsboe.org/rules>
9. The CPS Budget has important information, including your school's budget, which you find by clicking on "Interactive Reports" on the home page, last line on the left, and then clicking "Find your school budget" on the top of the page.
<https://cps.edu/FY19Budget/Pages/FY19Budget.aspx>