

2024-25 FALL CHAPTER CHAIR KICK-OFF LIST

August 2024

BEST BEGINNING OF THE YEAR PRACTICES

- ☐ **Review Article IV UTLA Rights**
- ☐ **Schedule regular chapter meetings**
 - (i.e., weekly, monthly, bi-monthly...)
- ☐ **Set up a conference schedule with the principal**
 - This is a weekly meeting with your principal to discuss any schoolwide issues as they arise
- ☐ **Make sure your SSC and LSLC are in place**
 - Make sure to work with your principal regarding elections
 - If needed, check in with your Area Representative for guidance in the development of your LSLC (Local School Leadership Council)
- ☐ **Review Staff Roster**
 - Sign-up non-members
- ☐ **Set up your CAT**
 - Identify your CAT Leaders
 - Divide your staff into groups (by bldg., grade level, social groups...etc.)
- ☐ **Monitor your Chapter Talking Points**
 - Review the Chapter Chair Contract Enforcement Checklist
 - Return calls from your Cluster Leaders



CHAPTER ACTION TEAM (CAT) LEADERS

Chapter Action Teams (CAT) are being formed in every UTLA chapter. These teams serve as the voice of the chapter with UTLA members in the chapter with each chapter responsible for identifying and negotiating with the school district regarding issues that affect the chapter.

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As Chapter Chair, I confirm that the following members in my chapter have agreed to join our Chapter Action Team and to carry out the duties of a CAT member as listed above.

Chapter Chair Name: _____ Date: _____

UTLA Area: _____

If you have more than six CAT's, submit multiple forms. Please send completed forms to FORMS@UTLA.NET or FAX to (310) 358-5268

Member Name (First and Last)	Employee ID
CAT Leader	
CAT Leader	
CAT Leader	
CAT Leader	
CAT Leader	

FALL CHAPTER ISSUES

- ☐ **Norm Day: September 13, 2024**
 - Meet with the principal prior to norm day to discuss potential displacements to ensure the contractual process
- ☐ **Class Size Review: See NEW Article XVIII section 2.3-4.0 (on www.utla.net)**
- ☐ **SPED Class Size Issues: Article XXII section 2.0**
 - This is not a norm day reference. If there are any issues regarding class size in Sped see the CBA for a 5-workday remedy
- ☐ **Evaluations-Initial Planning Sheet: See Article X, section 3.1-4.0**

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NEXT TRAINING DATES

- ☐ **September 12: LSLC 101 (ZOOM)**
- ☐ **September 26: New Chapter Chair Training (ZOOM)**
- ☐ **October 17: LSLC 102 (ZOOM)**
- ☐ **November 7: How to Conference with a Principal/Responding to a Conference Memo (ZOOM)**
- ☐ **November 16: Contract 101 (In Person, UTLA 2nd Floor Auditorium)**

Review www.utla.net for continued Chapter Chair Trainings

KNOW YOUR AREA LEADERSHIP

Area Chair:

BOD:

BOD:

BOD:

KNOW YOUR AREA REPRESENTATIVE CONTACT

Rep Name:

Number:

Rep Name:

Number: