CONTRACT CAMPAIGN CHAPTER CHAIR CHECKLIST



Fall 2024

The UTLA contract with LAUSD expires on June 30, 2025. We plan to start negotiations in February already organized and united to fight for what educators and students deserve.

There are four things that Chapter Leaders must do this fall to be ready to win.

1. RECRUIT AND/OR RECONFIRM YOUR CHAPTER ACTION TEAM (CAT)

- The CAT is the organizing committee from your school. Each CAT member takes responsibility for communicating with about 10 members, so that everyone is engaged and involved in the campaign.
- Fill out and submit this form identifying the CAT at your school.

	esponsibility for communicating with colleagues whom they see communicating with roughly to other members in the chapter.
pter Astion Team Members will:	
JTLA vide campaigns – including the contract campai debilize co-viorises to take action as a union in suppor sublic education against attacks from cosposate privati	set group of roughly 10 members about issues of concern in our union chapter and gin. It of our contract campaign, to defend our rights at the school site, and to defend sen.
	ers in my chapter have agreed to join our Chapter Action Team and to carry o
duties of a CAT members listed above. oter Chair Name:	Date
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2. ORGANIZE TO WIN THE SCHOOL BOARD CAMPAIGN

- Winning in Board Districts 3 and 5 will set the conditions for our contract fight that's
 why it is important that all chapters join the campaign regardless of what part of the
 city you are in.
- If you have not yet signed your chapter up for your 2 weekend walk days, do so here.
- Meet with your CAT and develop a plan to get signed commitments from the majority of your chapter to join you on those walk days. Use this sign-up form and be sure to return completed forms to the UTLA office immediately.







3. HOLD ISSUE IDENTIFICATION MEETINGS FOR CONTRACT DEMAND DEVELOPMENT

- UTLA members are developing our contract demands democratically, through a threestep process:
 - 1. Chapter Leaders will facilitate membership discussions to identify the issues that must be addressed in contract negotiations.
 - 2. The UTLA Board of Directors and Bargaining Team will review those issues and develop a draft bargaining platform.
 - 3. After incorporating feedback from Chapter Chairs, the platform of bargaining demands will be put to a vote of all UTLA members for approval.
- Work with your Chapter Action Team to set up a meeting or series of meetings to hold the issue identification discussion.
- · Use this facilitation guide and discussion questions.
- Engage with parents in this process and add their concerns to your report.
- Report back on the issues identified by your chapter at this link by October 1.







UTLA CHAPTER ISSUE DISCUSSION GUIDE

e prepare for upcoming contract negotiations with LAL ess to develop our platform of bargaining demands.

 Each UTLA chapter should have one, or a series, of discussions to identify the important issues that we should fight for in the contract carepaign.
 The UTLA Board of Directors and Bergaining Team will develop a draft bargaining platform based on common and pressing issues identified in those chapter discussions, along with

UTLA's bargaining proposals will be developed based on the final bargaining platform.

we prepare for upcoming contract negotiations with LAUSD, UTLA is engaging in a three

This guide is intended to help structure those conversation to help make sure that the issues and comments generate reported back in a way that will allow them to influence the development of the union's bangaining goals for 2025.

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the back are five open-ended questions to structure your provide the property of the provider of the prov

ips for Faciliating the Conversation

- It may be helpful to send out the prompt questions to members ahead of the meeting so
- It may be neighble to send out the prompt questions to members arised of the meet they can be more prepared to shape their thoughts in the meeting.
 Use the open-ended prompt questions on the back to get the conversation flowing
- You may have to give some examples of issues to get the conversation started, if this
 the case, try to limit the examples you provide and ask people to comment on those
 examples from their own experiences.
- Ask follow-up quantions to clarify a comment or get deeper into an identified issue.
 Encourage colleagues to think about the course of the entire year; some things may be very urgent this month, but see do not want to forget about other critical issues we face.
- very urgent this month, but we do not want to forget about other critical issues we face later in the school year.

 Encourage members to discuss the issue in as concrete of terms as possible. For
- have, specifically, and how many do they think is reasonable.
 Take detailed notes so you can report back on the online form but also keep these issue in mind for future Area meeting discussions.
 - UTLA TEACHERS

4. MEMBERSHIP DRIVE

- · Review your chapter roster.
- Sign up all non-members at your chapter.



ONLINE SIGNUP

