

Fall 2026

SCHOOL YEAR KICKOFF CHECKLIST



BEGINNING OF THE YEAR BEST PRACTICES

- ☐ **Review Article IV: UTLA Rights**
 - Refer to new TA.
- ☐ **Schedule regular Chapter meetings**
 - Weekly or twice-a-month meetings recommended.
- ☐ **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**
 - Work with your principal regarding elections.
 - If needed, check in with your Area Rep for guidance in the development of your LSLC (Local School Leadership Council).
- ☐ **Review staff roster**
 - Sign up nonmembers.
- ☐ **Set up your Chapter Action Team (CAT)**
 - Identify CAT leaders.
 - Divide staff into groups (by building, grade level, social group, etc.).
- ☐ **Monitor the weekly UTLA Chapter Talking Points**
- ☐ **Return calls from your Cluster leaders**

FALL CHAPTER ISSUES

- ☐ **Norm Day Friday, September 11**
 - Meet with the principal prior to Norm Day to discuss potential displacements to ensure the contractual process is followed.
- ☐ **Class Sizes**
 - Refer to the Article XVIII, Section 2.3-4.0 of the new contract language.
- ☐ **SPED Class Sizes**
 - Refer to Article XXII, Section 2.0-3.0. This is not a Norm Day reference. If there are any issues regarding class size in SPED, see the new contract for the five workday remedy
- ☐ **Evaluations**
 - For Initial Planning Sheets, refer to Article X, Section 3.1-4.0



NEW CONTRACT LANGUAGE

FALL TRAINING DATES



SEPT 3

Local School Leadership Council (LSLC) 101

5-6:30 pm on Zoom

SEPT 24

Local School Leadership Council (LSLC) Office Hours

5-6:30 pm on Zoom

SEPT 26

New Chapter Chair Orientation

9 am-1 pm in person at UTLA

OCT 8

Evaluations 101: Stulls

5-6:30 pm on Zoom

NOV 5

Responding to a Conference Memo

5-6:30 pm on Zoom

**UTLA calendar for
trainings registration**



KNOW YOUR UTLA AREA LEADERSHIP

Area Chair:

BOD:

BOD:

BOD:

KNOW YOUR UTLA AREA REPRESENTATIVES

Name:

Number:

Name:

Number: