



# SCHOOL SITE TOOL KIT

## TALB Organizing Committee

Presentation created by Grace Castro & Annette Quintero  
Resources developed by Grace Castro, Annette Quintero, TALB, & CTA



# SITE REP. RESPONSIBILITIES

- Review Rep. Responsibilities (for school site and TALB)
- Attend TALB's Organizing Your Site Workshop
- Determine site needs and strengths/interests of Reps.
- Divide responsibilities



Site Rep.  
Responsibilities



# SITE-BASED MEETINGS

- Establish meeting dates, times, and meeting durations for the school year
- Agenda
- Discuss site issues & potential solutions
- “Did you know?” contract study
- We are TALB!
  - Engage members
  - Ask what their interests are. TALB has several committees/groups (e.g., organizing, community schools, lobbying, special education, and librarians) that could use their expertise, skills, and support.



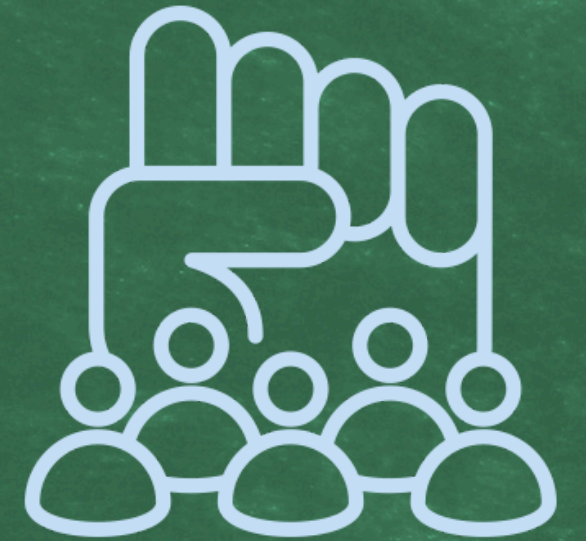
Site-Based  
Meetings



# RECRUITING NEW MEMBERS

Why join the union?

- Strength in numbers
- Representation
- CTA/NEA Perks
  - Standard disability and other insurance
  - Member discounts



[Recruiting New Members](#)



# COMMUNICATING WITH MEMBERS

- Contact List—ensure it is up-to-date
- Newsletters
- Face-to-face interactions



Communicating  
with Members



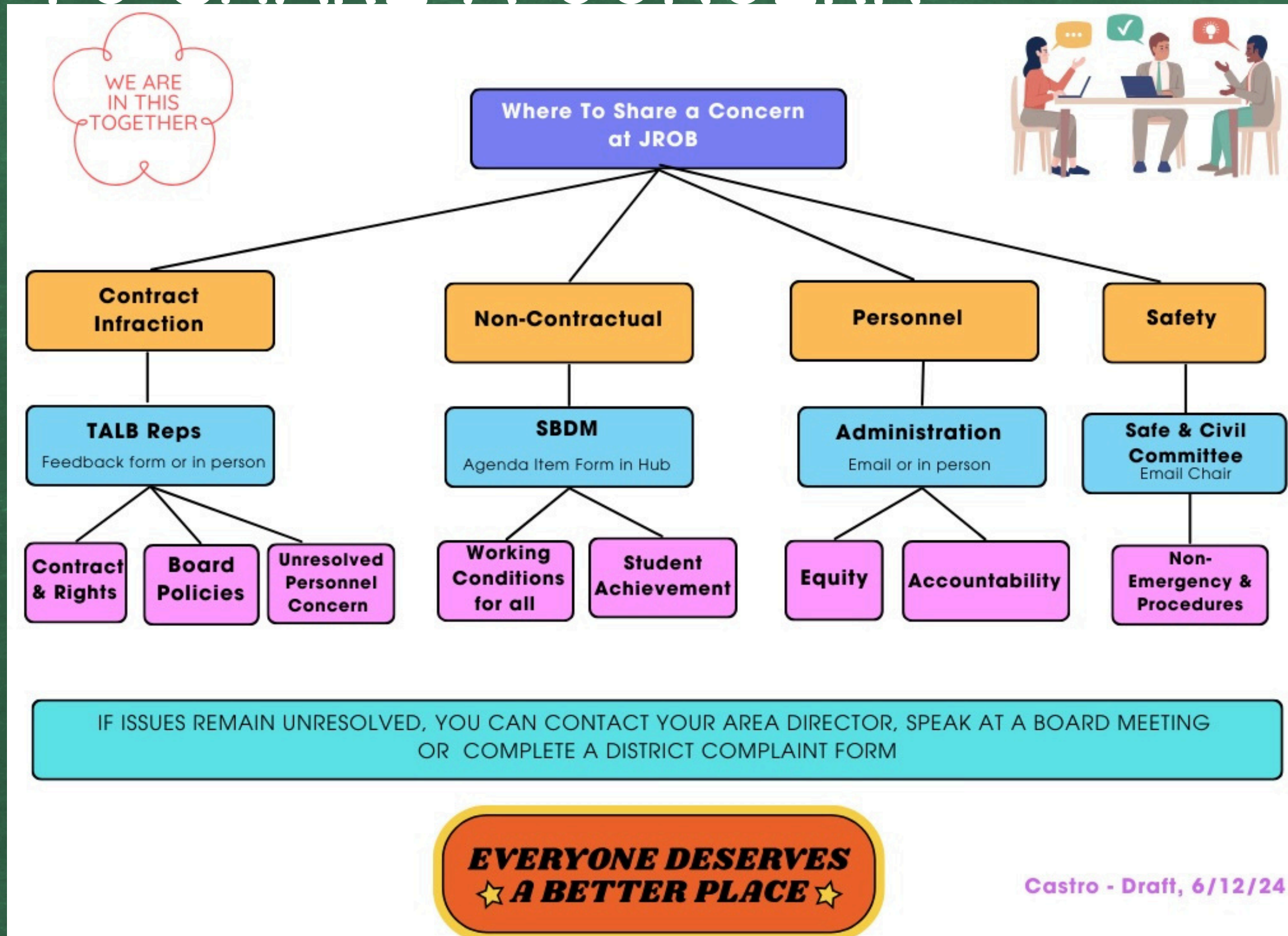
# PARTNERSHIPS

- Meet your school site's CSEA rep(s).
- Work together on common issues
- Hold functions together (e.g., socials, occasional meetings)





# WHERE TO SHARE A CONCERN



[Where to Share Your Concerns](#)



# MEETINGS WITH THE PRINCIPAL

- Pre-meeting:
  - Set standing monthly meeting dates with admin at the beginning of the year.
  - Collect feedback on what is working and not working for members
  - Create an agenda based on feedback and share it with the admin
- During meetings- take notes
- Post-meeting
  - Share meeting outcomes with members and admin
  - Determine next steps if needed



Meeting with  
Principal

Tip: Invite CSEA Stewards to meetings with the principal to tackle common issues (e.g., safety, staffing, other concerns).



# GRIEVANCE

- Attend TALB Grievance Training
- Grievance Self Test
- School Site Incident Form



[Grievance](#)



# SITE-BASED ACTIONS/MOBILIZATION

- Red for Ed
- Mobilize for TALB actions
  - school board rallies (turn out commitments)
  - speaking at school board meetings
  - other actions
- School-site actions
- Establish a Site-Based Decision Making Committee (SBDMC)
- No Confidence Letters





# SHARE YOUR WINS & BRAG ABOUT YOUR ORGANIZING

- Tag TALB on social media: #TALB, #WeAreTALB, #WeAreCTA
- Send photos or videos to Rocio Torres, Communications Committee Chair at [rtorres@talb.org](mailto:rtorres@talb.org)

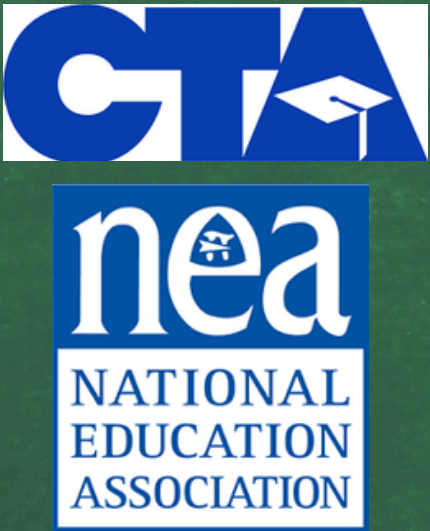




# RESOURCES



TALB



CTA & NEA



SITE Rep.  
Responsibilities



Site-Based  
Meetings



Recruiting New  
Members



Communicating  
with Members



Partnerships



Where to Share  
Your Concerns



Meeting with  
Principal



Grievance



Site-Based  
Mobilization



# THANK YOU FOR ATTENDING

SCAN ME



## School Site Toolkit Presentation and Materials