

SVFT UNION REPRESENTATIVES

SHOULD HAVE:

- * *MEMBERSHIP APPLICATION CARDS*
- * *CONTRACT BOOKS*
- * *GRIEVANCE FORMS*
- * *SICK BANK ENROLLMENT FORMS*
- * *SICK BANK DONATION FORMS*
- * *CO-101*
- * *CTS-43*
- * *SVFT INFORMATION CHANGE FORM*
- * *EXECUTIVE COUNCIL MEETING DATES 08-09*
- * *FORMS INCLUDING SENIORITY LIST, CONSTITUTION & CONTRACT CAN BE FOUND ON OUR WEBSITE WWW.SVFT.ORG*

MAINTAIN SVFT BULLETIN BOARD

- * *CONSTITUTION & BY-LAWS*
- * *BUDGET/MONTHLY INCOME/EXPENSE*
- * *EXECUTIVE COMMITTEE/ COUNCIL MINUTES*
- * *SENIORITY LIST*
- * *NEW INFORMATION*

SVFT CONTACT INFORMATION

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WWW.SVFT.ORG

CONTACT THESE INDIVIDUALS FOR INFORMATION ON THESE ISSUES:

RICK TANASI - PRESIDENT

- * OPERATION OF THE LOCAL
- * LABOR-MANAGEMENT ITEMS
- * EDUCATIONAL ISSUES
- * INFORMATION ON AFFILIATION

PAT KEAVNEY - VICE PRESIDENT

- * PROFESSIONAL DEVELOPMENT
- * TUITION RIMBURSEMENT & RELATED REIMBURSEMENT
- * TRADE BUDGETS/INVENTORIES/BEST

ED LANG - EXECUTIVE UNION REPRESENTATIVE

- * GRIEVANCES/ARBITRATION
- * PERSONNEL ISSUES
- * TEACHER EVALUATION

ED LEAVY - TRESURER

- * FINANCIAL QUESTIONS - DUES & EXPENDITURES

LINDA DESOUSA - UNION SECRETARY

- * CORRESPONDENCE FOR EXECUTIVE COUNCIL

IRENE SHEADES - OFFICE SECRETARY

- * UNION MAILINGS * MEMBERSHIP DATA * ADMINISTRATIVE RESPONSIBILITIES

SVFT UNION REP GUIDE 2008-2009

SEPTEMBER

INTRODUCE YOURSELF TO TEACHERS NEW TO YOUR SCHOOL

- ◆ ASK TEACHERS NEW TO THE CTHSS
 - √IF THEY SIGNED A MEMBERSHIP APPLICATION CARD?
 - √IF THEY HAVE A CONTRACT BOOK?
 - √IF THEY HAVE BEEN ASSIGNED A MENTOR?
- ◆ KEEP A LIST OF TEACHERS WHO WOULD LIKE TO SPEAK TO OFFICERS ON SCHOOL VISITS.
- ◆ MEET WITH SCHOOL ADMINISTRATORS
- ◆ CHECK THE STATUS OF VACANT POSITIONS
- ◆ CHECK THAT BEGINNING TEACHERS HAVE BEEN ASSIGNED A MENTOR.
- ◆ MEET WITH SCHOOL'S HEALTH & SAFETY COMMITTEE - CHECK SVFT VISITS.
- ◆ ATTEND COUNCIL MEETING 9/10/08
- ◆ HOLD A UNION MEETING IN YOUR SCHOOL & REPORT COUNCIL ACTIVITY TO MEMBERSHIP.
- ◆ REMIND STAFF:
 - √THAT THE PERIOD FOR SICK BANK ENROLLMENT/DONATION ENDS **NOVEMBER 1, 2008.**
 - √MEMBERS WHOSE PERSONAL INFORMATION HAS CHANGED SHOULD SUBMIT A COMPLETED CHANGE FORM TO THE UNION OFFICE.

OCTOBER

- ◆ ATTEND COUNCIL MEETING ON **10/08/08**
- ◆ HOLD A UNION MEETING IN YOUR SCHOOL & REPORT COUNCIL ACTIVITY TO MEMBERSHIP.
- ◆ ASK AGENCY FEE PAYERS TO SIGN MEMBERSHIP APPLICATION CARD
- ◆ REMIND STAFF THAT SICK BANK OPEN ENROLLMENT/DONATION PERIOD ENDS **NOVEMBER 1**
- ◆ KEEP A LIST OF TEACHERS WHO WOULD LIKE TO SPEAK WITH OFFICERS ON SCHOOL VISITS
- ◆ MEET WITH SCHOOL'S HEALTH & SAFETY COMMITTEE -CHECK SVFT VISITS

NOVEMBER

- ◆ DISTRIBUTE MEMBERSHIP MEETING FLYERS
- ◆ ATTEND COUNCIL MEETING ON **11/12/08**
- ◆ HOLD A UNION MEETING IN YOUR SCHOOL & REPORT COUNCIL ACTIVITY TO MEMBERSHIP.
- ◆ CONDUCT SPECIAL ELECTION
- ◆ ATTEND MEMBERSHIP MEETING ON **11/13/08** @ WILCOX THS

NOVEMBER (CONT)

- ◆ CHECK FOR NEW HIRES - FOLLOW SEPTEMBER INSTRUCTIONS
- ◆ MEET WITH HEALTH & SAFETY COMMITTEE - CHECK SVFT VISITS

DECEMBER

- ◆ ARRANGE UNION-SPONSORED HOLIDAY SOCIAL
- ◆ ATTEND COUNCIL MEETING ON **12/10/08** @ ROCKY HILL MARRIOTT
- ◆ HOLD A UNION MEETING IN YOUR SCHOOL & REPORT COUNCIL ACTIVITY TO MEMBERSHIP.
- ◆ ASK AGENCY FEE PAYERS TO SIGN MEMBERSHIP APPLICATION CARDS
- ◆ UPDATE GREIVANTS IN YOUR SCHOOL ON STATUS OF HIS/HER GRIEVANCE
- ◆ REMIND THOSE INTERESTED THAT SABBATICAL APPLICATIONS ARE TO BE SUBMITTED TO PAT CICCONE
- ◆ MEET WITH SCHOOL'S HEALTH & SAFETY COMMITTEE - CHECK SVFT VISITS

JANUARY

- ◆ CHECK THAT CURRENT TEACHER OF THE YEAR IS READY TO BEGIN SELECTION PROCESS
- ◆ MEET WITH ADMINISTRATORS TO IDENTIFY POTENTIAL NON-RENEWALS
- ◆ ATTEND COUNCIL MEETING ON **1/14/09** @AFT/CT
- ◆ HOLD A UNION MEETING IN YOUR SCHOOL & REPORT COUNCIL ACTIVITY TO MEMBERSHIP.
- ◆ MEET WITH SCHOOL'S HEALTH & SAFETY COMMITTEE - CHECK SVFT VISITS

FEBRUARY

- ◆ ATTEND COUNCIL MEETING ON **2/11/09**
- ◆ HOLD A UNION MEETING IN YOUR SCHOOL & REPORT COUNCIL ACTIVITY TO MEMBERSHIP
- ◆ REMIND TEACHERS WHOSE PERSONAL INFORMATION HAS CHANGED TO SUBMIT A CHANGE FORM TO THE UNION OFFICE
- ◆ CHECK THAT THERE ARE NO CONFLICTS WITH OFFICERS' SCHOOL VISITS
- ◆ MEET WITH SCHOOL'S HEALTH & SAFETY COMMITTEE - CHECK SVFT VISITS
- ◆ CHECK W/ADM ABOUT "SCHEDULING COMMITTEE" FORMATION

MARCH

- ◆ ATTEND COUNCIL MEETING ON **3/11/09** @AFT/CT
- ◆ HOLD A UNION MEETING IN YOUR SCHOOL & REPORT COUNCIL ACTIVITY TO MEMBERSHIP
- ◆ ASK AGENCY FEE PAYERS TO SIGN A MEMBERSHIP APPLICATION CARD
- ◆ CHECK WITH YOUR SCHOOL'S PROFESSIONAL DEVELOPMENT COORDINATOR THAT AUGUST PD PLANNING BEGINS
- ◆ MEET WITH SCHOOL'S HEALTH & SAFETY COMMITTEE - CHECK SVFT VISITS

APRIL

- ◆ ATTEND COUNCIL MEETING ON **4/8/09** @AFT/CT
- ◆ HOLD A UNION MEETING IN YOUR SCHOOL & REPORT COUNCIL ACTIVITY TO MEMBERSHIP
- ◆ CHECK TO SEE THAT SCHEDULING COMMITTEE IS MEETING
- ◆ REMIND SCHOLARSHIP APPLICANTS THAT THE DEADLINE IS **MAY 15, 2009**
- ◆ PLAN TEACHER APPRECIATION
- ◆ MEET WITH HEALTH & SAFETY COMMITTEE - CHECK SVFT VISITS

MAY

- ◆ TEACHER APPRECIATION
- ◆ ATTEND COUNCIL MEETING ON **5/13/09** @AVFT/CT
- ◆ HOLD A UNION MEETING IN YOUR SCHOOL & REPORT COUNCIL ACTIVITY TO MEMBERSHIP
- ◆ DISTRIBUTE MEMBERSHIP MEETING FLYERS
- ◆ ATTEND MEMBERSHIP MEETING **5/21/09** @WILCOX THS
- ◆ CONDUCT ELECTION OF UNION REPS FIRST 2 WEEKS IN MAY
- ◆ PRESENT NEXT YEAR'S CALENDAR TO STAFF
- ◆ MEET WITH SCHOOL'S HEALTH & SAFETY COMMITTEE - CHECK SVFT VISITS

JUNE

- ◆ ATTEND COUNCIL MEETING ON **6/10/09**
- ◆ HOLD A UNION MEETING IN YOUR SCHOOL & REPORT COUNCIL ACTIVITY TO MEMBERSHIP
- ◆ UPDATE GREIVANTS IN YOUR SCHOOL ON STATUS OF HIS/HER GRIEVANCE
- ◆ PRESENT NEXT YEAR'S CALENDAR TO STAFF
- ◆ ARRANGE END OF YEAR, UNION SPONSORED EVENTS