

REA ASSOCIATION REPRESENTATIVE

Annual Responsibilities

Long Term Goal: Decentralize communication, representation and advocacy

- shift more responsibilities to ARs
- reallocate President's time to larger, organization-wide issues
- investigate decreasing President release time to 0.2 FTE

Short Term Goals:

- Year 1:
 - increase building level **visibility** of ARs
 - provide **training** to ARs through MEA
 - **shift President responsibilities** toward support and development of ARs (mentoring)
 - develop **monthly plan** for Executive Board to provide support
- Year 2:
 - decrease President **mass** communication and responsibilities while **increasing independence of ARs**
 - continue **mentoring** and **support**, as needed
 - additional **training** as needed
 - President remains 0.4 FTE
- Year 3:
 - Potentially **decrease President release** time to 0.2 FTE
 - ARs assume all **responsibilities** outlined in new role
 - Consider possible role for **elementary** and **secondary Lead AR** to provide support and accountability

EXPECTATIONS

All association representatives (ARs) will be expected to:

- Know the **contract**
 - Be **informed** on frequent topics (family sick, personal days, etc.)
 - Be familiar with rest of contract to **find information** members need
- Be the **first point of contact** for their building (members and non-members):
 - Questions (contract, insurance, PD, evaluation, etc.)
 - Typical concerns
- Maintain **regular, open communication with building staff**
- Be a **positive advocate** for members and membership
- Be **visible** and **available**

REA Executive Board will be expected to:

- Stay **informed** and **communicate** new information in timely manner to ARs
- Set up **training** by MEA on AR obligations and legal responsibilities
- Join ARs in **meetings** with members or non-members, if requested
- Execute **structured plan for on-point communication** ARs will provide

AR COMPENSATION FORMULA

- **\$1 per certified staff member** in the building
 - **\$20 bonus** to **elementary & RVA** due to no regularly scheduled prep time
 - **Round up** to next 10 total
 - **10-month** calendar
- Additional **\$20** for attendance at each **REA monthly meeting**
- Additional **\$20** for attendance at each **Superintendent's Luncheon**
- Additional **\$20** for attendance at **Summer Kickoff** (Aug 7th) meeting
- Additional **\$20** for attendance at one **School Board** meeting
- *Individual buildings* will decide how to **divide duties & compensation**
 - **Example :**
 - **PKS** has 25 certified staff
 - Round up 25 to 30 = \$30 per month
 - + \$20 for elementary
 - = *\$50 new compensation per month* for new duties to be shared between Karla & Stacey depending on how they choose to divide the duties.
 - They could **take turns each month**
 - Or **split the duties and the compensation** each month
 - **PKS total compensation** for the 2017-2018 school would be calculated:
 - **\$500** total for new duties (\$50 per month for 10 months)
 - + **\$20** for each Rep who attends monthly **REA meeting** (8 total)
 - + **\$20** for each Rep who attends **August 7th** meeting
 - + **\$20** for each Rep who attends **Superintendent's Luncheon** (4 total)
 - + **\$20** for Rep who attends one **School Board** meeting

FINANCIALS

- Projected **additional cost** to REA **\$8700**
 - AR **Duties** Compensation = \$7400 (10 months x \$740 total from bldgs)
 - AR Superintendent's **Luncheons** = \$1040 (4 mtgs x \$260)
 - **Summer kickoff** (Aug 7th) meeting = \$260
- **Year 1 and 2:** LPRTP Grant \$14,296.26/year + \$4483.74 SEI funds
- **Year 3:** LPRTP Grant *5200 + Reduction in President Release time costs + SEI
- **Year 4 and beyond:** ~Reduction in Pres. Release time costs and increased membership (~61 members)

Duties Compensation per Building per month based on **current** staffing numbers =

BLT=\$50, CNB=\$40, CRW=\$60, EMS=\$50, LKS=\$60, MDR=\$60,

NMS=\$70, PKS=\$50, RFC=\$50, RGW=\$60, RHS=\$100, RVA=\$30, VLV=\$60

Frequency	PROPOSED Description
As scheduled	<p>Superintendent Luncheons</p> <ul style="list-style-type: none"> • Solicit input and feedback from staff • Secure 1 member/building attendance required (paid \$20) • Forward Notes <i>with Personalization</i> <p>School Board Meetings</p> <ul style="list-style-type: none"> • Each building must attend at least 1 (paid \$20) <p>REA Meetings</p> <ul style="list-style-type: none"> • 1 AR per building in attendance required (paid \$20)
Monthly	<ul style="list-style-type: none"> • Keep Outlook address group updated with MEMBERS in good standing • REA binder updated with meeting minutes, handouts, etc. • Email REA minutes with <i>personalization</i> • Communicate with principal and make REA “announcements” at staff meetings. <p>New Hire Support and Monthly Check In</p> <ul style="list-style-type: none"> • Start of school year support • Schoology, Family Access • Progress reports/conferences • Contract knowledge • Membership Information
Once per year	<ul style="list-style-type: none"> <input type="checkbox"/> Attend AR training provided by MEA (mandatory) <input type="checkbox"/> Attend Contract training provided by REA (mandatory) <input type="checkbox"/> One AR per building must attend summer kickoff (Aug 7th) meeting (paid \$20) <input type="checkbox"/> Participate in REA meeting after district’s Welcome Back meeting <input type="checkbox"/> Hold at least one Building MEMBER Meeting <input type="checkbox"/> Hold at least one ALL building certified staff meeting
As needed throughout the year	<ul style="list-style-type: none"> <input type="checkbox"/> Email Meeting, PD, Workshop, etc Information to Members in a Personalized & Timely Manner <input type="checkbox"/> Attend Meetings Between Member and Administration, upon request (e.g. disciplinary or evaluation meetings) <input type="checkbox"/> Seek out & Listen to certified staff concerns, members & non-members <ul style="list-style-type: none"> ○ If contractual, offer information and support to ALL ○ If non-contractual issue, offer information and support only members <input type="checkbox"/> Be visible <ul style="list-style-type: none"> • Know your contract • Be “in the know” on issues related to pending legislation; inform staff • Follow up on Administrator emails with clarification, contract connections <ul style="list-style-type: none"> ○ Example: Should an email be sent out about personal days in May, remind staff that we’ve gone from being able to use 0 days in May, to 1 day, to up to 3 personal days in May.

AMBASSADORS – Get informed about and advocate for your colleagues without all the responsibilities.

- Insurance - some nice perks from MESSA for signing up for this one!
 - Contact Renee Szurna – rszurna@messa.org
- Legislation
- Certification / MOECS
- Evaluations
- Contract