

# Protecting Our District Schools - Advocating For Our Students On a Prop 39 Co-Located Campus

## ***Important Immediate Steps to Take at Your Co-Located School at the Beginning of every School Year***

- 1) **Is there a “Shared Use Agreement” (SUA) that has been mutually agreed to between our District school and the Charter school? *Key time periods = May/June & August/September***
  - a. If so, request at least one copy to be made easily accessible at any time at your worksite, maybe in the office counter or employee lounge. Ideally every member should be provided a hard/electronic copy.
  - b. This document will govern the manner in which specific physical space on your campus shall be utilized and/or shared by each school. Space such as libraries, cafeterias, MPR, playground, bathrooms, sports facilities, employee lounge, parent centers and more.
  - c. The SUA also impacts the schedule of activities & events at your school such as start/end times, lunch, recess, bell schedules, assemblies, ceremonies, sporting events etc. The voice of parents and UTLA members’ are critical.
  
- 2) **UTLA Chapter Chairs and/or designee at every school should participate in the development of the Electronic Capacity Assessment Report (ECAR). *Key time period = August/September***
  - a. At the beginning of the school year all school principals from every school is responsible for submitting an ECAR to LAUSD’s Facilities Division. The ECAR is a “snapshot” of how space is currently being utilized at that school. By default, it also defines what classrooms/space may be considered “vacant and available” (per Prop 39) for co-location.
  - b. ***Engage your principal...***We encourage all chapter chairs to work with your principal, colleagues and parents through your Leadership/Governing/School Site Council to ensure that your voice is part of the discussion that helps define how space at our school is/shall be utilized.
  
- 3) **Were teachers, parents and other school employees consulted and/or allowed input in the development of the “Shared Use Agreement” (SUA)? *Key time period = May/June***
  - a. If not, that must change moving forward. It is imperative that UTLA members have a strong and effective voice year around.
  - b. At minimum Chapter Chairs should always be invited to participate in the discussions that led to the development of this SUA. Ideally, all stakeholders (i.e. parents, teachers, administration & other school employees) should have valid input into the development of the SUA.
  - c. The process to “negotiate” the SUA *starts by May* of every year, sometimes sooner. Chapter Chairs and/or the assigned UTLA Prop 39 School Site Coordinator should always be sure to insert themselves into this process. Don’t let your principal be the only advocate for your students.
  
- 4) **A “Joint Colocation Advisory Committee” (a.k.a. CoLocation Committee) that meets regularly (1/month recommended) should be established at every Prop 39 Co-Located campus. *YEAR AROUND***
  - a. This committee should include teachers, parents, certified staff and administration.
  - b. This committee can discuss any co-location matter and should work with other established councils (i.e. SSC/LSLC) to monitor, enforce and modify the SUA as needed.

**5) Determine possible First/Next Steps – *Key Time Period = August, Year Around***

- a. Initial meeting with Principal to connect and get on the same page, obtain/provide important information, establish a weekly meeting routine/schedule, etc. You can/should be able to informally address various issues/concerns, share suggestions/ideas, have input on Faculty Meeting agendas and ensure there is an on-going discussion about the co-location, and any other appropriate topics.
- b. Request: A copy of the SUA. To participate in ECAR. To Make a Faculty Meeting Announcement
- c. Prepare to make an “UTLA Announcement” at every Faculty Meeting. Could be almost anything. Be creative
  - i. UTLA Leadership Conference – What are UTLA’s main goals this year?
  - ii. Provide Know Your Rights materials – Prop 39 and/or many other issues
  - iii. Announce a UTLA training/meeting
  - iv. Distribute important UTLA flyers, updates
- d. Establish a functioning “Joint Colocation Advisory Committee”. Determine standing meeting dates and specific people who will make up this committee. This should include *at least 2* members and 2 parents from both the charter school and OUR School.
- e. Make sure that your SSC and the Local School Leadership Council active and functioning. Some issues/solutions directly impacted by the co-location may need to be addressed at the SSC/LSLC.
- f. Develop a routine of UTLA Chapter meetings – dates/times/locations/food, etc. Contact your UTLA staff Area Representative to support and join you.
- g. Connect with the Parent Center Representative, PTA/Booster Club. The power of their voice when actively involved is golden. Teachers and parents are natural allies...make it happen.
- h. Re-establish your Contract Action Team (CAT) at your chapter. This is the team that will spread the word, keep folks informed, and ensure that UTLA is active and strong at every chapter.

**6) Start building relationships at your school**

- a. Connect w/ your colleagues...say hello, reminisce about summer break. Not every conversation has to be about the Union. Let them know that you are here...that you care...and you’re going to do your best...but that you will need their support and active participation throughout the year to be successful. This is a great way to learn a little more about each other and about the issues that matter to your colleagues.
- b. Positive relationships with parents are critical! If you haven’t done so, connect with parents ASAP and continuously. When we educate parents about an issue and the impact to their child getting them involved in the fight is much easier. When you connect with your colleagues remind them how important it will be for each one of them to build positive relationships with their parents.
  - i. Work to develop an effective Parent/Teacher mobilizing/leadership task force. This is most likely NOT your PTA...but could be.
  - ii. Which one of your members love to interact with parents? Maybe you can delegate them to be the “point” in this effort.