

1148er

A Publication of the West St. Paul
Federation of Teachers
Local 1148

Affiliated with Education Minnesota, American Federation of Teachers,
National Education Association, and the AFL-CIO

Volume 9, December 2017

From the President Diane Thompson

The main purpose of this edition of the 1148er is to provide the job descriptions of the officer positions in our local. We will have local elections in April 2018. If you have any questions regarding any of these positions, you can contact me or any of the current officers.

Elections in union locals are important. Officer candidates need to possess the dedication, responsibility, passion, and training for union work. Please stay informed as the process unfolds in the coming months. I emailed the election process to teachers on December 7. I have also included that document in this edition.

Please take the time to read all the announcements in this edition of the 1148er. They are good reminders even if you've read them before.

Don't hesitate to contact me with any questions or concerns.

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651-403-7523

diane.thompson@isd197.org

presidentwsp@gmail.com

Websites: <http://educationminnesota.org/>

<http://wspft.mn.aft.org>

Facebook: Wspft

Mailbox at Heritage

Election Guidelines from WSPFT Constitution

- C. Elections take place in April of even-numbered years. The Election Committee will be determined by the following guidelines:
1. The notification to solicit members to serve on the Election Committee will be sent to all Regular Members by the President in December preceding the elections.
 2. The President will bring all submitted names to the Executive Board meeting in February.
 3. The Executive Board will decide by majority vote in February who will serve on the Election Committee. The Election Committee will consist of a minimum of four and up to nine Regular Members (a maximum of one from each building/site) who are not running for an Officer position. Building Representatives who are in contested elections will withdraw from the Election Committee, and a new member/s will be appointed if necessary. The Election Committee will abide by the Code of Ethics of the Minnesota Board of Teaching.
 4. The Election Committee will elect a chairperson by majority vote. If the Election Committee is unable to come to an agreement regarding a chairperson, the Executive Board will elect a chairperson by majority vote.
- D. The Election Process will follow these guidelines:
1. The Executive Board will make all determinations regarding the election procedures and protocols (collection of names, publication of candidate biographies, candidate forum, format of ballot, voting, counting of ballots, timeline, outcome of elections) at the February Executive Board meeting.
 2. The Election Committee will carry out the decisions of the Executive Board regarding the election process as stated above in item 1.
 3. Voting for all elective positions will take place in April of even-numbered years.
 - a. Voting will be conducted at each building/site. Members must submit their ballot in person to their Building Representative and sign the roster indicating they have voted.
 - b. Absentee ballots may be emailed to a Building Representative. The email must be printed out with the teacher's name redacted, and added to the ballots. The President will send an email notifying members that if they are out of the building/site they may send their vote electronically by the end of the voting period.
 4. All campaigning will follow guidelines outlined by Education Minnesota Election Rules.
 5. All buildings/sites will follow the same voting procedures and protocols.
 6. The results are announced electronically to the membership by the current President after the election committee certifies the results.
 7. The term of the officers-elect begins on the first duty day of the school year of even numbered years.
 8. In the event the contract is unsettled, the current negotiating team (the President and the four elected Negotiators) will remain in place as Negotiators until the first of the month following ratification of the new contract.
- E. In the event of an uncontested election the Executive Board shall appoint the candidate(s) in good standing to the vacant position(s) without a written ballot being distributed. In the event of an uncontested election where there are fewer candidates than the position(s) to be filled, the Executive Board shall have the option to appoint a willing member(s) in good standing to the vacant position(s). The General Membership will be notified electronically of uncontested elections.

Roles of Elective Officers and Voting Members of the Executive Board

President:

1. Serve as chief executive officer of and official spokesperson for the local:
 - To the membership
 - To the administration
 - To the community
 - To the Metro Area Council, Education Minnesota, AFT, NEA
2. Appoint committee chairs and make committee assignments. Delegate responsibility and hold chairs accountable for their duties.
3. Serve as ex-officio member of all committees
4. Prepare for and conduct local meetings.
5. Listen to the members and refer them to the appropriate parties for needed assistance.
6. Involve the Executive Board in the decision-making process.
7. Appoint members to the Meet & Confer Committee.
8. Work with the treasurer to prepare and monitor a local budget. Assure that dues are forwarded to Education Minnesota and appropriate reports (for example, IRS) are filed.
9. Be accessible to members and their needs.
10. Attend appropriate training/leadership conferences at the intermediate, state or national levels.
11. Work with the Grievance Committee to establish a system to track and monitor grievances and grievances timelines.
12. Review, comment on and sign any school district request to the Board of Teaching for variances, waivers, or community experts.
13. Disseminate pertinent information to members on a regular basis.
14. Act as a problem solver for the district. If necessary, process formal grievances.
15. Distribute or post notices of meetings.
16. Maintain the local's archives with the Constitution/Bylaws, past and present officers, committee structures, etc.

17. Keep members informed of their rights and responsibilities through present contract language, current statutes, and the Code of Ethics.
18. Establish a system for welcoming new hires to the district that includes a personal as well as written greeting.
19. Know and police the master contract through familiarization with current language, and note where problems may occur and new or revised language may be needed.
20. Serve as a local negotiator.
21. File notice of desire to negotiate with the Bureau of Mediation Services and school district by April 1 of the year the contract expires.
22. Serve as a representative with members at disciplinary meetings with administrators or any other times as needed/requested.

Vice President:

1. Be prepared to act as president should the need arise.
2. Act as the president's designee when needed.
3. Serve as a member of the Local's Executive Board and attend General Membership Meetings.
4. Assist in recruiting, training, and orienting building representatives.
5. Serve as chair for Organizing for Settlement Committee or determine the designee in conjunction with the Executive Board.
6. Act as a problem solver for the district. If necessary, process formal grievances.
7. Keep members informed of their rights and responsibilities through present contract language, current statutes, and the Code of Ethics.
8. Police the master contract through familiarization with current language, and note where problems may occur and new or revised language may be needed. Work closely with local negotiators.
9. Serve as a representative with members at disciplinary meetings with administrators or any other times as needed/requested.
10. Organize and serve on the Meet and Confer Committee (Educational Policies Committee).
11. Attend appropriate meetings and training sessions.

Secretary:

1. Keep a permanent record of minutes from meetings and post to the website.
2. Record attendance at Executive Board meetings and General Membership meetings.
3. Keep members informed of their rights and responsibilities through present contract language, current statutes, and the Code of Ethics.
4. Serve as a member of the Local's Executive Board and attend General Membership Meetings.
5. Maintain local website including updating reports, documents, photos, events, etc.
6. Communicate with President and keep current regarding local, state, and national education and labor news.
7. Attend training for secretary and web editors provided by Education Minnesota, AFT, and NEA.
8. Attend other meetings and training sessions as appropriate.

Treasurer/Membership Chair:

1. Receive, protect and care for, and disburse all funds of the local and keep an account of the same.
2. Prepare an annual budget for the local to be presented to the Executive Board at the first meeting in April.
3. Serve as financial advisor to the local.
4. Prepare and submit financial reports to the local at Executive Board and/or General Membership Meetings.
5. Verify accuracy of payroll deduction of dues.
6. Deposit dues check received from district upon receipt.
7. Forward payment of dues to Education Minnesota and St. Paul Trades and Labor.
8. Have financial records audited each year.
9. Reconcile bank accounts and financial ledger monthly.
10. Submit payroll to ADP each month and distribute paychecks to elective officers.
11. Send dues letter to Building Representatives to be distributed to members during workshop week.

12. Prepare income tax.
13. Work with the human resources department to receive notice of new hires and notify the Building Representatives of the new hires.
14. Maintain the membership rosters for the local and Education Minnesota and report additions, deletions, and changes on a regular basis.
15. Deliver fair share notices.
16. Send roster of dues and fair share payors to payroll in September.
17. Serve as a member of the Local's Executive Board and attend General Membership Meetings.
18. Attend appropriate meetings and training sessions.
19. Order membership materials from Education Minnesota in the spring and see that they are distributed to the members.

Negotiators:

1. Know and police the master contract through familiarization with current language, and note where problems may occur and new or revised language may be needed.
2. Be knowledgeable about the district's financial status.
3. Request and receive copies of all employer financial records available to the local.
4. Survey the membership regarding their needs/interests for contract proposals.
5. Develop the initial proposal for presentation on behalf of the bargaining unit.
6. Regularly report the status of negotiations to the membership.
7. Be knowledgeable of the interpretation of contract in order to assist members in understanding the contract.
8. Serve as a member of the Local's Executive Board and attend General Membership Meetings.
9. Attend training for negotiators as provided by Education Minnesota.
10. File settlement report with Education Minnesota.
11. Attend appropriate meetings and training sessions.

Building Representatives:

1. Conduct building meetings. Keep members informed of activities, events, problems, and accomplishments.
2. Welcome and recruit new members to the local, and assist new members in becoming familiar with the school district and the local. Promote 100% membership from your building. (Contact fair share fee payers annually to recruit them as members.)
3. Assist the Treasurer in collecting membership applications.
4. Serve as the main source of communication to the members in your building or department.
5. See that appropriate union materials/communications are displayed on bulletin boards or distributed to members.
6. Develop a group email system for your building.
7. Advise the President of concerns in your building.
8. Assist members in receiving help they may need for member rights, membership concerns, etc.
9. Help identify and recruit members who will serve on committees.
10. Keep members informed of their rights and responsibilities through present contract language, current statutes, and the Code of Ethics.
11. Know the master contract through familiarization with current language.
12. Serve as a representative with members at disciplinary meetings with administrators or any other times as needed/requested.
13. Serve as a member of the Local's Executive Board and attend General Membership Meetings.
14. Attend appropriate meetings and training sessions.

Government Relations:

1. Encourage lobbying efforts by members (letter writing, phone calls, and personal meetings with legislators).
2. Coordinate campaign activities at the local level for Education Minnesota recommended candidates.
3. Promote involvement in screening of political candidates and actively seek members for screening committees.

4. Promote involvement in political party caucuses.
5. Inform membership of the actions of the Legislature.
6. Attend or recruit members to attend Lobby Day activities at State Capitol.
7. Serve as a member of the Local's Executive Board and attend General Membership Meetings.
8. Attend appropriate Education Minnesota meetings and training sessions.

Tiered Licensure

Please stay informed regarding the new Tiered licensure. To see this graphic in a larger format, go to this link on the EM website (you may have to log in to EM):

<https://www.educationminnesota.org/resources.aspx - credentials-licensure>

Tiered licensure in Minnesota

TIER 1 REQUIREMENTS

BACHELOR'S DEGREE
FOR ALL SUBJECTS EXCEPT CAREER & TECHNICAL ED (CTE)
OR CAREER PATHWAYS COURSE OF STUDY (CP)*

OR

*CTE OR CP CANDIDATES MUST
HAVE **ONE** OF THE FOLLOWING:

AA degree

Professional certification

Five years of relevant work experience

Candidate must have a BA degree unless teaching Career and Tech Ed or Career Pathways, in which case must have AA degree, professional certification, or five years of relevant work experience.

- ▶ Good for one year and can be renewed three times, though there are conditions under which districts can renew further.
- ▶ District and teacher apply jointly. District must show it could not find a Tier 2, 3, or 4 teacher.
- ▶ These teachers are not in the teacher bargaining unit and are not earning credit toward probation. Teachers at Tier 1 do not have continuing contract rights.

ANTICIPATED TRANSITION
DETAILS CAN BE FOUND AT
[HTTPS://EDUCATIONMINNESOTA.ORG/
RESOURCES.ASPX#CREDENTIALS-LICENSEURE.](https://educationminnesota.org/resources.aspx#credentials-licensure)

Revised August 29, 2017. Subject to change.

TIER 2 REQUIREMENTS

BACHELOR'S DEGREE
FOR ALL SUBJECTS EXCEPT CTE OR CP*

AND

**TEACHER PREPARATION
PROGRAM ENROLLMENT**

OR

MASTER'S DEGREE

OR

TWO OF THE FOLLOWING:

Completed teacher preparation program

Eight upper-division credits in subject area

Training in subject-specific teaching methods

Passing scores on state tests in subject area

Two or more years experience
teaching in subject area

Candidate must be enrolled in a teacher preparation program, OR have a master's degree, OR have two of the following: completed teacher preparation program; eight upper-division credits in subject area; training in subject-specific teaching methods; two years of experience teaching in subject area; passing scores on state tests in subject area.

- ▶ Good for two years and can be renewed three times.
- ▶ District and teacher apply jointly.
- ▶ These teachers are in the teacher bargaining unit and are not probationary. However, if these teachers get to Tier 3, then two years of successful teaching at Tier 2 can count toward the Tier 3 requirement of three years of probation. Teachers at Tier 2 do not have continuing contract rights.

TIER 3 REQUIREMENTS

BACHELOR'S DEGREE
FOR ALL SUBJECTS EXCEPT CTE OR CP*

AND

**PASSING SCORES
CONTENT AND PEDAGOGY**

AND

ONE OF THE FOLLOWING:

Completion of a Minnesota-approved
teacher preparation program (traditional
or alternative, if accredited)

Completion of a prep program from
another state that includes field-
specific student teaching equivalent
to requirements of MN programs

Portfolio in a given licensure field

Three years teaching experience at Tier 2
without being placed on an improvement plan

Professional teaching license from
another state, license in good standing,
and two years of teaching experience

Candidate has BA degree for all subjects except CTE or CP; passing scores on content and pedagogy exams, and ONE of the following: Completion of a Minnesota-approved teacher preparation program (traditional or alternative, if accredited); completion of a prep program from another state that includes field-specific student teaching equivalent to requirements of MN programs; portfolio in a given licensure field; professional teaching license from another state, license in good standing, and two years of teaching experience; three years of teaching experience under a Tier 2 license and evidence of summative evaluations that did not result in placement on an improvement plan.

- ▶ Good for three years and can be renewed indefinitely.
- ▶ Teacher applies for the license.
- ▶ These teachers are in the bargaining unit and must complete three years of probation. If a teacher at Tier 3 got to Tier 3 via Tier 2, two years of teaching at Tier 2 can count toward the three-year probationary requirement. Teachers at Tier 3 have continuing contract rights after completion of the probationary period.

TIER 4 REQUIREMENTS

BACHELOR'S DEGREE
FOR ALL SUBJECTS EXCEPT CTE OR CP*

AND

**COMPLETION OF
PREPARATION PROGRAM**

AND

**PASSING SCORES
CONTENT AND PEDAGOGY**

AND

**PASSING SCORES ON BOARD-
APPROVED SKILLS EXAM**

AND

**THREE YEARS TEACHING
EXPERIENCE IN MINNESOTA**

AND

**MOST RECENT SUMMATIVE EVALUATION MUST NOT
HAVE RESULTED IN AN IMPROVEMENT PLAN**

The candidate must meet all Tier 3 requirements, have completed a preparation program or portfolio, have passing scores on content and pedagogy exams and passing scores on board-approved skills exam. In addition, the most recent summative evaluation must not have resulted in placing the teacher on an improvement plan.

- ▶ Good for five years and can be renewed indefinitely.
- ▶ Teacher applies for the license.
- ▶ These teachers are in the bargaining unit. Teachers at Tier 4 have continuing contract rights after completion of the applicable probationary requirement.



THE VOICE FOR PROFESSIONAL
EDUCATORS AND STUDENTS

West St. Paul Local 1148

PROPOSED BUDGET for 2017-2018

Adopted: May 1, 2017

INDIVIDUAL ANNUAL DUES		
A.	Local 1148 Members	
	370 Full-time	910.00
	(\$480-EM, \$250-National, \$12 Regional Labor, \$168-Local 1148)	
	(Dues would be \$45.50/paycheck for 20 paychecks)	
	35 Part-time	560.00
B.	Fair Share Members	
	2 Full-time	540.00
	10 Part-time	324.00
INCOME FROM MEMBERSHIP DUES		
A.	Local 1148 Members	356,300.00
B.	Fair Share Members	4,320.00
C.	Draw from Reserve Funds	0
	TOTAL INCOME	360,620.00
DISBURSEMENT OF INCOME (EXPENSES)		
A.	Education Minnesota Dues	291,620.00
B.	St. Paul Trades and Labor	4,600.00
C.	West St. Paul Local 1148	64,400.00
	TOTAL DISBURSEMENTS	360,620.00
ITEMIZED EXPENSES – LOCAL 1148		
A.	Office Supplies	1,200.00
	Delegates to Convention	4,000.00
C.	Scholarships	3,500.00
D.	Retirement Gifts	1,500.00
E.	Sunshine Fund	1,000.00
F.	Negotiator's Salary (4 @ 3000)	12,000.00
G.	President's Salary	8,500.00
H.	Vice-President's Salary	3,000.00
I.	Treasurer's Salary	3,000.00
J.	Secretary's Salary	3,000.00
K.	Building Reps, EPC Stipends, Government Relations, Sunshine, CERO, \$40/meeting	9,000.00
L.	FICA taxes, Federal taxes, MN taxes	5,500.00
M.	ADP Payroll	1,600.00
N.	Social/ Meeting Expenses	4,000.00
O.	Publications/Postage	600.00
P.	Technology updates	3,000.00
	TOTAL EXPENSES FOR LOCAL 1148	64,400.00

2017-2018 Local 1148 Executive Board Members

President	Diane Thompson
Vice President	Phil Hayes
Secretary	Kristy Otte
Treasurer	Hope Alger
Negotiators	Anne Bolsem Jodie Darwitz Jeff Nisbet Julie Schiltgen Diane Thompson

Building Representatives

Sibley	Dave Faust, Eric Friberg, Glenn Skov
Friendly Hills	Don Nelson, Julie Schiltgen
Heritage	Eileen Gilligan, Stephen Meuer, Kristy Otte
Garlough	Anne Bolsem
Mendota	Kathy Cardinal, Julie Poppitz
Moreland	Shari Niemczyk
Pilot Knob	Ikhlas Abdelkhalig, James Autio
Somerset	Liz Eul
Early Learning	Michelle Smith
Sunshine	Julie Schiltgen
Government Relations	
Grievance Committee	Don Nelson, Julie Schiltgen

Announcements

Technology

Please use the district's technology appropriately. Do not visit inappropriate sites or send inappropriate emails. **Make sure you have a personal email account for your personal email – don't use your district email address for personal use.** If you receive an inappropriate email, delete it immediately. Report all SPAM to our tech department. Limit your personal use, especially during working hours. You should not be shopping online, booking vacations, or viewing non-work related YouTube videos during work time. You should also be careful about being "friends" with administrators and teachers on Facebook. You don't want someone to post anything that might cause trouble for you. **Be careful what you post on all social media.** Remember, the district owns the computer you use and can take it and search the contents at any time.

Executive Board Meetings

Executive Board meetings are usually held the first Monday of each month. All members are welcome to attend. The schedule is also on the WSPFT website. All meetings are in Friendly Hills Room 122. Our last meeting of the year is on June 4, 2018.

January 8, 2018
February 5, 2018
March 5, 2018
April 2, 2018
May 7, 2018
June 4, 2018

Federation Emails

If you are not receiving Federation emails, contact Diane Thompson.

Paycheck

Make sure to check Skyward carefully to see that you are getting paid the correct amount. Contact Pahoua Yang with any questions. Keep track of your sick leave days and personal days. Check your deductions to make sure they are correct.

EM Web Site

The Education Minnesota website is a good place to get information about your union. Please register at <http://www.educationminnesota.org>

WSPFT Web Site

<http://wspft.mn.aft.org>

Please check our website and familiarize yourself with the information contained on our site. Our Secretary, Kristy Otte, works hard to upload important information and keep our website updated and current.

Read Your Contract/Know Your Rights

Please take the time to read your contract and know your rights. If there are concerns about your teaching, supervision, prep time, schedule, or any other issues, contact Diane Thompson or your building rep. If you are doing curriculum work or supervision

assignments, you should get paid according to the contract. Also, watch carefully for any changes in working conditions. It is easier to resolve these issues when they first occur.

Use Negotiated Benefits Wisely

Please do not abuse or misuse benefits the Federation has worked hard to obtain.

- Participate fully in Professional Development days.
- Honor the intentions of End of Quarter days by working on grades and other teaching tasks.
- Use your sick leave/personal days wisely. Teachers will be disciplined for misuse of sick days.

Meeting with Administrators

Federation members always have the right to have union representation when meeting with administrators regarding discipline issues. Please call your building rep if you need assistance with any issue.

Resolving Issues

We encourage members to resolve issues at the building level first. If unsuccessful, try to resolve issues with the help of the Federation and district level administrators.

1148er Contributions

Members are encouraged to contribute articles and other items of interest to the 1148er. Send items to Diane Thompson at Heritage Middle School or by email.

Sunshine

Please contact Julie Schiltgen at Friendly Hills if you know a teacher who is undergoing surgery or has a death in his/her immediate family. The Federation sends a card and a small monetary gift on these occasions.

Preapproval of Credits

If you are denied preapproval of credits for a lane change, please let Diane Thompson know right away so the union can decide if it should be grieved.

Volunteering

Be careful about volunteering for too many committees. Remember, what you agree to in September or October when you are fresh from the summer break may become a stressful burden later in the year. Keep in mind you have no contractual obligation to serve on a committee.

Your Union Dues for 2017-2018

The money you pay in dues each month is divided among four organizations. Full time teachers pay \$910. The dues breakdown is:

Education Minnesota - \$480
AFT and NEA - \$250
WSPFT - \$168
Trades and Labor - \$12

As you can see, our local uses \$168 of your yearly dues. This money goes to pay for officer salaries, office supplies, food for meetings, etc.

If you have any questions about your dues, please contact Hope Alger at Friendly Hills.

WSP Insurance Rates for 2017-2018

Current Insurance: Self Insured (Preferred One)

Insurance type	Total Monthly Premium Cost	Total Yearly Cost	Current District contribution per month	Current Teacher contribution per month
Custom - Single	\$667.78	\$8013.36	\$667.78 (100%)	\$0 (0%)
Custom - Two Party	\$1381.20	\$16574.40	\$1174.02 (85%)	\$207.18 (15%)
Custom - Family	\$1846.93	\$22163.16	\$1569.89 (85%)	\$277.04 (15%)
Open Access - Single	\$742.15	\$8905.80	\$705.04 (95%)	\$37.11 (5%)
Open Access - Two Party	\$1534.87	\$18418.44	\$1227.90(80%)	\$306.97 (20%)
Open Access - Family	\$2052.34	\$24628.08	\$1641.87 (80%)	\$410.47 (20%)

To calculate the amount taken out of each paycheck (insurance is taken out of 20 paychecks), multiply the teacher contribution per month of your plan by 12, and then divide the result by 20. This should be the amount taken out of each paycheck for 20 checks.

Thank You Notes

Thank you to the West St. Paul Federation of Teachers for the gift of money following my surgery. The support of my colleagues during my recovery has been much appreciated.

Craig Roble

Dear Union Members,

Thank you so much for the get well card and the gift of money. During my recovery, I was able to use the money for a take out meal. I am so fortunate to be a part of a group of people who care about the people in their union.

Maureen Wilke

Thank you so much for your note and gift in memory of my mother. The money was donated to Sandy Pines Chapel. This was the summer church we attended at our lake place. My mom was involved in starting this church and helped to see it grow in numbers and in opportunities such as Vacation Bible School. I appreciate the kindness and support from the Union during this difficult time. Thanks again.

Caryn Stremmer-Birr
Friendly Hills
