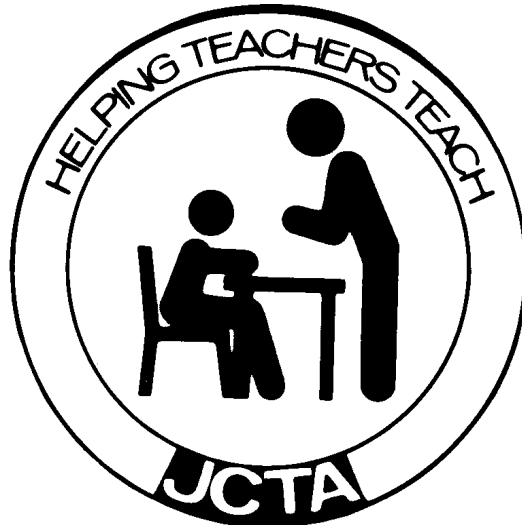


JEFFERSON COUNTY TEACHERS ASSOCIATION

GOVERNANCE  
DOCUMENTS



	<a href="#"><u>MISSION STATEMENT</u></a>
	<a href="#"><u>CONSTITUTION &amp; BYLAWS</u></a>
	<a href="#"><u>POLICY MANUAL</u></a>
Appendix A	<a href="#"><u>ELECTION POLICIES</u></a>
Appendix B	<a href="#"><u>ASSOCIATION LEAVE DAYS</u></a>
Appendix C	<a href="#"><u>OUT OF TOWN CONFERENCES</u></a>
Appendix D	<a href="#"><u>EXPENDITURE GUIDELINES &amp; VOUCHER</u></a>
Appendix E	<a href="#"><u>BUDGET PROCEDURES</u></a>
Appendix F	<a href="#"><u>KING RECOGNITIONS</u></a>
Appendix G	<a href="#"><u>SPOTLIGHT AWARDS</u></a>
Appendix H	<a href="#"><u>CAUCUSES</u></a>
Appendix I	<a href="#"><u>NEGOTIATED ITEMS</u></a>
Appendix J	<a href="#"><u>TEACHING CONDITION POSITION PAPERS</u></a>
Appendix K	<a href="#"><u>TECHNOLOGY</u></a>
Appendix L	<a href="#"><u>ITINERANT PAIRING SELECTION PROCESS</u></a>
Appendix M	<a href="#"><u>MEMBER COOPERATION POLICY &amp; FORM</u></a>
Appendix N	<a href="#"><u>ANNUAL TIMELINE FOR ACTION ITEMS</u></a>
Appendix O	<a href="#"><u>BOARD JOB DESCRIPTION &amp; NORMS</u></a>



# JCTA MISSION AND VISION STATEMENT

## JCTA VISION:

**Supporting educators through advocacy and professional development opportunities, and creating an educational community that helps educators empower students to become life-long learners and productive citizens.**

## JCTA MISSION:

- **Organize and Empower Public Educators**
- **Promote Success for Every Learner**
- **Serve as the Active Voice for Excellence in Public Education**
- **Advocate for the Rights and Interests of Members**
- **Advance Human, Civil, and Economic Rights for All**

## JEFFERSON COUNTY TEACHERS ASSOCIATION

# CONSTITUTION AND BYLAWS

<b>Article I</b>	<b><u><a href="#">NAME, PURPOSES, AUTHORITIES FOR GOVERNANCE</a></u></b>
<b>Article II</b>	<b><u><a href="#">MEMBERSHIP</a></u></b>
<b>Article III</b>	<b><u><a href="#">LEGISLATIVE AND POLICY MAKING DIVISION</a></u></b>
<b>Article IV</b>	<b><u><a href="#">OFFICERS</a></u></b>
<b>Article V</b>	<b><u><a href="#">BOARD OF DIRECTORS</a></u></b>
<b>Article VI</b>	<b><u><a href="#">COMMITTEES</a></u></b>
<b>Article VII</b>	<b><u><a href="#">INITIATIVE, REFERENDUM, AND RECALL</a></u></b>
<b>Article VIII</b>	<b><u><a href="#">PROFESSIONAL NEGOTIATIONS</a></u></b>
<b>Article IX</b>	<b><u><a href="#">AFFILIATION</a></u></b>
<b>Article X</b>	<b><u><a href="#">ELECTIONS</a></u></b>
<b>Article XI</b>	<b><u><a href="#">STAFF</a></u></b>
<b>Article XII</b>	<b><u><a href="#">PARLIAMENTARY AUTHORITY</a></u></b>
<b>Article XIII</b>	<b><u><a href="#">AMENDMENTS</a></u></b>

## **ARTICLE I. NAME, PURPOSES, AUTHORITIES FOR GOVERNANCE ▲**

### I Section 1. Name

- A. The name of this organization shall be the Jefferson County Teachers Association, hereinafter referred to as the Association and/or JCTA.
- B. For the purposes of participation in KEA governance activities and program services, the JCTA shall be synonymous with the Jefferson County District referred to in the KEA Bylaws.

### I Section 2. Purposes

The purposes of the Association shall be as stated in the Constitution. The Association shall have all power necessary and proper to take action for the attainment of these purposes. Nothing in this Constitution or in the Bylaws shall be construed to prevent the Association from pursuing goals and objectives which are consistent with the stated purposes of the Association.

The purposes of the Association shall be as follows:

- a. To affiliate with KEA and NEA.
- b. Effective December 1, 2018, JCTA will not affiliate with any organization that has the potential to assume control of JCTA through trusteeship or any similar process.
- c. To promote improvement in the quality of education provided in Jefferson County.
- d. To promote an improved professional status for the teachers of Jefferson County through active participation.
- e. To promote within the teaching profession the highest type of professional practices and genuine spirit of professional ethics.
- f. To provide an official channel for the expression of the opinions of the organized profession with an effective voice in the formation of educational policies.
- g. To encourage high standards for entrance into the teaching profession.
- h. To help educators achieve competitive salaries, tenure, a fiscally sound retirement system, and such other improvements in conditions as shall enable them to function effectively and contribute to educational progress.
- i. To cooperate with other educational organizations, parent-teacher-student organizations, and civic groups in projects consistent with the aims of this organization.
- j. To encourage the members of the profession to exercise their rights and privileges as citizens and to accept leadership willingly in civic affairs.

## I Section 3. Governance

The Association shall be governed by this Constitution, the Bylaws, and any Policies or other actions approved by the Representative Council, or any Policies or other actions approved by the Board of Directors, not inconsistent with this Constitution, the Bylaws, or any Policies or other actions approved by the Representative Council.

## ARTICLE II. MEMBERSHIP ▲

### II Section I. Classes of Membership

The classes of membership in the Association shall be active, aspiring educator, retired, and honorary.

### II Section 2. Membership Eligibility, Provisions and Limitations

- A. Any member of the bargaining unit as defined by the JCTA/JCBE labor agreement in the Jefferson County School System may become an active member of the Association when evidence of membership in KEA and NEA is received and an official plan is signed authorizing payment of dues of the unified profession. Professional employees of the Association shall be members without the right to vote or hold office.
- Bylaw 2-1.* Leaders of the Association who were active members when elected and who are employed by the Association while in the Association office to which they were elected shall be members of the Association.
- B. Any active member who retired from the Jefferson County District shall be eligible for membership in NEA-Retired and its state and local affiliates.
- C. At the discretion of the council, honorary membership may be conferred upon any person who has contributed to the welfare of education in the school system.
- D. Retired membership shall be open to any current member of JCTA-R, the local affiliate of NEA/KEA for retired members.
- E. KEA Aspiring Educators in chapters within Jefferson County shall be considered Aspiring Educator members of JCTA.
- F. Obligations of membership include supporting and promoting the stated purposes of the Association and adherence to the Code of Ethics for the Education Profession as adopted by the Association and interpreted by official committees of JCTA, KEA, and NEA.
- G. Membership shall be terminated by a two-thirds vote of the Board of Directors upon recommendation of the Review Board that a member has violated the dues arrangement and/or Article II Section 2e.
- H. The recommendation of the Review Board shall be made only after hearings that guarantee due process rights. Actions taken by the Board of Directors under Article II, Section 2 f may be appealed to the Representative Council which shall also guarantee due process rights in its deliberations.

- I. Any individual who is a member of a negotiating team representing the School Board shall be denied membership.

## II Section 3. Membership Year

The Association fiscal and membership year shall begin September 1 and end on August 31 of the following year.

## II Section 4. Dues

The dues for active members of the Association shall be set by the Representative Council. In addition, active members shall pay dues as established by KEA and NEA.

## **ARTICLE III. LEGISLATIVE AND POLICY MAKING DIVISION ▲**

### III Section 1. Authority

Legislative and policy making powers are vested in the Representative Council as defined in the By-laws.

### III Section 2. Regional Director Membership on the Council

Members of the Board of Directors shall be members of the Representative Council with voting rights.

**Bylaw 3-1.** There shall be a Representative Council which shall be made up of one elected Professional Representative (PR) for every fifteen (15) members of JCTA in each school (or unit) or major fraction thereof per unit or school. In cases where there are fewer than fifteen (15) active members, one PR may be elected, provided there is a membership of at least eight (8). All schools or units with a membership less than the minimum required to comply with the one person/one vote principle shall be clustered by the Constitution Revision Committee for the purpose of electing Professional Representatives. Any school or unit without a Professional Representative shall be entitled to elect an alternate. Should the make-up of the Representative Council, after September 15 of any year, not reflect the proportionate membership of ethnic-minority members, a special at-large election shall be held within 45 days to guarantee proportionate representation on the Representative Council.

**Bylaw 3-2.** The Council shall exercise the legislative and policy-making authority of the Association. The legislative function shall mean the right to propose and/or ratify changes in the Constitution of the Association and propose and/or ratify changes in the Bylaws.

**Bylaw 3-3.** Policy shall mean a generalized assertion of objectives, guidelines, procedures or course of action to carry out the purposes of the Association. It is also a statement of principle which makes it possible to handle a large number of particular situations or individuals cases in a consistent manner.

**Bylaw 3-4.** The Council shall have all powers not expressly delegated by the Constitution or the Bylaws to other governance bodies.

**Bylaw 3-5.** The members of the Council shall:

- a. represent their respective units at the meetings of the Council;
- b. make regular reports to their constituents;
- c. assist the Membership Committee;
- d. approve the budget and set the dues of the Association;
- e. make the final decision on policy;
- f. approve unforeseen expenditures not provided for in the annual budget;
- g. establish regions for the purpose of electing Regional Board members and review such regions every three years to assure compliance with the one person/one vote principle;
- h. approve policies for all elections;
- i. approve policies for all standing committees of the Association.

**Bylaw 3-6.** An alternate, duly elected by a school or unit, may represent that group in the absence of a Professional Representative.

**Bylaw 3-7.** The Representative Council shall meet on the third Monday of each month of the school year (if a non-working day, the Board of Directors shall designate the next meeting date). The meetings shall be open to all members.

**Bylaw 3-8.** A special meeting of the Council shall be held within ten (10) days upon written petition of 20% of the Council membership to the President or Executive Director.

**Bylaw 3-9.** One-third of their voting members shall be a quorum for the Council, Board of Directors, and committees.

## **ARTICLE IV. OFFICERS ▲**

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### IV Section I. Officers and Terms

The officers of this Association shall be a President, a Vice President, a recording Secretary and a Treasurer. The term of office shall be three (3) years. Such year shall begin on June 15 of the year elected.

### IV Section 2. Full-Time President

- A. The President, by virtue of the Master Agreement between the Association and the Jefferson County Board of Education, shall serve in a full-time capacity for the duration of the term as President.
- B. This Article shall be the only exception of Article II, Section 2-a of the Constitution of the Association.

## IV Section 3. Succession of Officers

Procedures relating to the succession of officers shall be specified in the Bylaws.

### **Bylaw 4-1.**

- A. Upon the resignation or death of the President, the Vice President shall serve as President for the remainder of the unexpired term. If the Vice President is unable to serve, the Treasurer shall temporarily assume the duties of the President. The Board of Directors shall determine if a special election is needed and direct the Credentials and Elections Committee to schedule and hold such election. (*See Election Procedures, Appendix A. For vacancies of officers other than JCTA President, see Bylaw 10-19.*)

## IV Section 4. Powers and Duties of Officers.

Officers and Directors shall perform such duties as properly pertain to their office and those specified elsewhere in the Constitution, Bylaws or official policies of the Association.

### **Bylaw 4-2.** The President shall:

- a. be the chief executive officer of the Association and, in consultation with the Executive Director, shall interpret policy between meetings of the Board of Directors;
- b. direct, in conjunction with the Board of Directors, the work of the Executive Director;
- c. delegate and assign duties to other officers, Directors or committee chairpersons as may be necessary to plan and direct the work of the Association and to ensure that the goals and policies are implemented;
- d. preside over and direct the planning of the agenda for meetings of the Board of Directors and Council; i.e. call special meetings of the Board of Directors and council as needed;
- e. appoint or remove committee chairpersons, except for those committees authorized to select their own chairpersons, subject to the approval of the body to which the committee is responsible;
- f. represent the Association at public and professional functions;
- g. sign contracts and other instruments connected with business affairs and professional activities of the Association, when authorized by the Board of Directors;
- h. make, aided by committee chairpersons and others, an annual report to the May meeting of the Council on the activities and accomplishments of the Association;
- i. serve as chairperson of the JCTA delegation to KEA and NEA conventions;
- j. appoint the members of the negotiation team;
- k. appoint other committees deemed necessary to promote the programs of the Association and discharge them upon completion of their duties;
- l. serve as the first alternate to the KEA Board of Directors, in the event a KEA Director from JCTA (other than the JCTA designated ethnic minority seat) is unable to attend a KEA Board meeting;



- m. perform such other duties as deemed necessary by the Board of Directors.

**Bylaw 4-3.** The Vice President shall:

- a. assume all duties of the President in the absence of the President;
- b. help coordinate committees and hold meetings as necessary with the committee chairpersons to do this;
- c. keep an up-to-date roster of all committees;
- d. serve as chairperson of the Constitution Revision Committee;
- e. serve as the second alternate to the KEA Board of Directors, in the event a KEA Director from JCTA (other than the JCTA designated ethnic minority seat) is unable to attend a KEA Board meeting;
- f. perform such other duties as deemed necessary by the Board of Directors.

**Bylaw 4-4.** The Treasurer shall:

- a. serve, in conjunction with the Executive Director, as chairperson of the committee for the preparation of the annual budget;
- b. furnish, in conjunction with the Executive Director, such bond as the Board of Directors shall require, expense being paid by the Association;
- c. serve as the third alternate to the KEA Board of Directors, in the event a KEA Director from JCTA (other than the JCTA designated ethnic minority seat) is unable to attend a KEA Board meeting;
- d. perform such other duties as deemed necessary by the Board of Directors;

**Bylaw 4-5.** The Recording Secretary shall:

- a. keep adequate records of all the proceedings of the Council and the Board of Directors;
- b. advise Board members of their responsibilities in Article V, Constitution;
- c. serve as the fourth alternate to the KEA Board of Directors, in the event a KEA Director from JCTA (other than the JCTA designated ethnic minority seat) is unable to attend a KEA Board meeting;
- d. perform such other duties as deemed necessary by the Board of Directors.

## **ARTICLE V. BOARD OF DIRECTORS ▲**

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### V Section 1. Composition

There shall be a Board of Directors consisting of the officers, elected regional Board members, KEA Directors who have been nominated and elected by the JCTA membership, , representative(s) of JCTA-R, the local affiliate of NEA/KEA for retired members, and one (1) elected representative from each of the NEA Aspiring Educator chapters at Bellarmine University, Spalding University, and the University of Louisville. Aspiring Educator members shall, through a process determined by the Aspiring Educator chapters, cast a single vote for the group. A JCTA Regional Director seat shall be considered vacant if the

individual occupying the seat becomes a JCTA officer, or is elected by the JCTA membership to the KEA Board of Directors.

## V Section 2. Powers and Duties

Executive powers shall be vested in the officers and the Board of Directors.

**Bylaw 5-1.** The Board of Directors shall:

- a. approve contracts and other agreements with new vendors that are in excess of 1% of the gross JCTA budget, necessary to the efficient conduct of business of the Association before they shall be signed;
- b. employ an Executive Director in accordance with the policy set by the Council, specify the duties and remuneration and direct the work;
- c. require such written reports of officers, committees and employees as deemed necessary;
- d. approve, upon recommendation of the Executive Director, the duties, compensation, appointment or removal of staff, as well as contracts and labor agreements with staff;
- e. establish and maintain an Association office in which business affairs may be transacted and establish policies for the operation of such office;
- f. present for consideration of the Council, not later than the October meeting, the annual budget for the coming year;
- g. advise officers of organizational priorities;
- h. authorize expenditures in accordance with the approved budget and provide for an annual audit by an outside auditor;
- i. interpret the Constitution and Bylaws and policies of the Association;
- j. make other recommendations to the Council;
- k. act for the Association ad interim;
- l. appoint a committee of its members to investigate and report to the Board in situations concerning censure or suspension of members of the Association, guaranteeing due process rights with appeal to the Representative Council;
- m. by virtue of election, JCTA Officers and Directors automatically serve as delegates to the KEA Delegate Assembly.
- n. fill vacancies, other than that of the JCTA President, on the JCTA Board of Directors.

**Bylaw 5-2.** The Board of Directors shall meet each month from August to June on an established schedule. The Board of Directors shall designate a schedule at its August meeting. The meeting dates of the Board of Directors shall be published in the official newsletter at least one week prior to the meeting. A majority of the Board may call a special session of the Board by petitioning the President.

**Bylaw 5-3.** Upon three absences of any Board member from regularly scheduled meetings of the Board of Directors during a single school year, a letter shall be sent from the JCTA President to the Board member, advising him or her of the situation. Upon a fourth absence of any Board member from a regularly scheduled meeting of the Board of Directors during a single school year, the JCTA Board seat shall be considered vacant. The Board of Directors may waive this Bylaw by a majority vote for good cause. A JCTA Board member shall not be considered absent if he or she is conducting Association business with the prior approval of the JCTA President.

**Bylaw 5-4.** During its August meeting, the JCTA Board shall elect by secret ballot two ethnic minority members of the JCTA Board to serve as first and second alternates for the JCTA designated Ethnic Minority Director on the KEA Board of Directors.

## **ARTICLE VI. COMMITTEES ▲**

### **VI Section I. Standing Committees**

Standing committees shall be specified in the Bylaws.

**Bylaw 6-1.** The Association shall have the following standing committees:

- a. Human and Civil Rights Committee shall provide programs in helping any unit solve social problems; create an awareness of the need for teacher training programs involving innovative methods that shall bring about changes needed to enable teachers to better relate to all children and parents; and bring about productive harmony, based on respect, which provides optimal advantages for all individuals and groups. *(See King Dinner Recognitions, Appendix F.)*
- b. Credentials & Elections Committee shall develop and submit for Representative Council approval guidelines and procedures for all elections; carry out duties in Article X and By-laws 10-1 through 10-22; and carry out and certify results in all elections and balloting.
- c. Constitution Revision Committee shall recommend revision of the Constitution and Bylaws as the need arises.

**Bylaw 6-2.** Members of Standing Committees shall volunteer. Each Committee shall choose a chairperson from its members, except the Constitution Revision Committee, in accordance with the time frame stated in the committee's guidelines. Each committee shall keep minutes in accordance with JCTA guidelines and provide copies to the Vice President in a timely fashion. *(See Bylaw 4-3 a, b and c) .*

**Bylaw 6-3.** Unless specified otherwise, all JCTA Standing Committees may have no more than one JCTA-Retired member with full voting rights. JCTA-Retired voting representatives on JCTA Standing Committees shall be determined by the JCTA-Retired organization. Additional non-voting JCTA-Retired members may also join JCTA Standing Committees.

### **VI Section 2. Budget Committee**

The Treasurer shall serve as Chair of the Budget Committee which shall prepare and recommend a balanced budget each year. Other members of the Budget Committee shall be appointed by the President as specified

by the Bylaws and in accordance with policies of the Representative Council and the Board of Directors.  
(See Appendix E.)

### VI Section 3. Other Committees

The President shall appoint other committees deemed necessary to promote the program of the Association and shall discharge them upon completion of their duties. In appointing members to these committees, the President shall provide for adequate ethnic-minority representation.

### VI Section 4. Committee Expenses

All reasonable expenses above budgeted amounts incurred by committees while engaged in carrying out assigned duties shall be borne by the Association with prior approval of the Board of Directors.

### VI Section 5. Conference Representatives.

Conference representatives shall be selected under a procedure within parameters of association leave guidelines and the Association budget as recommended by the President and approved by the Board of Directors. (*See Guidelines for Association Leave days, Appendix B, Guidelines for NEA RA and Conferences, Appendix C, and Expenditure Guidelines, Appendix D.*)

## **ARTICLE VII. INITIATIVE, REFERENDUM, AND RECALL ▲**

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Initiative, referendum and recall shall be provided for in the Bylaws.

#### ***Bylaw 7-1.*** Initiative

Upon the presentation to the President of a petition signed by ten percent (10%) or more of the members of the Association requesting that a proposal affecting the Association or its activities be submitted to a vote of the membership, the Board of Directors shall publicize such proposals in the official publication of the Association. The Board of Directors shall submit it to a vote of the membership within twenty (20) working days after presentation of the petition. If said proposal is approved by a majority of the members voting, the Board of Directors and the Council shall place it into effect.

#### ***Bylaw 7-2.*** Referendum

Upon presentation to the President of a petition signed by ten percent (10%) or more members of the Association requesting that any action of the Board of Directors or of the Council be referred to a vote of the membership, the Board of Directors shall submit to a vote of the membership within twenty (20) working days after the presentation of the petition. If it is approved by a majority of the members, the Board shall place the proposal into effect.

#### ***Bylaw 7-3.*** Recall

- A. A Review Board shall be appointed by the JCTA President with approval of the JCTA Board of Directors at the October JCTA Board of Directors meeting. The Review Board shall serve for a period of one (1) year. The Review Board shall consist of one person from each region and one ethnic-minority. Persons

appointed to the Review Board shall not be voting members of the Representative Council or JCTA Board of Directors. A chairperson shall be elected by the members of the Review Board at its first meeting.

- B. Any person occupying an elected position of the Association may be recalled for: a violation of the Code of Ethics of the Education Profession; for misfeasance; or for nonfeasance in office. Recall procedures shall be established by the Representative Council and said procedures shall include the following elements of due process: reasonable notice of charges; fair notice of hearings on charges; a fair opportunity to hear the evidence and question the petitioners; a fair opportunity for the accused to refute the charges; and with the right of recall reserved to the group electing the officer.

## **ARTICLE VIII. PROFESSIONAL NEGOTIATIONS ▲**

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The Association shall engage in professional negotiations with the Jefferson County Board of Education.

*Bylaw 8-1.* The members of the Professional Negotiations Team shall be ex-officio members of the Professional Negotiations Committee.

- Bylaw 8-2.* The Professional Negotiation Team shall be responsible for handling all matters relating to negotiations with the Board of Education.
- a. It shall be through the team that all items to be negotiated shall be transmitted to the Board of Education.
  - b. Once the scope and concept of any JCTA negotiations proposals have been developed by the appropriate committees, Representative Council, the Board of Directors, it shall be the responsibility of this committee to negotiate with the members of the Board of Education Committee and to conclude tentative agreements on said proposals.
  - c. The team shall make periodic reports on negotiations to the Representative Council or general membership.
  - d. Upon reaching tentative agreement on a negotiated package, the team shall submit its report and recommendation to the membership.
  - e. Any and all agreements except in situation designated as a “crisis” by the Board of Directors, to be ratified, shall be by secret ballot of the JCTA members and such ratification shall not take place until the JCTA general membership shall have at least five (5) days to study such agreement.

## **ARTICLE IX. AFFILIATION ▲**

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The Association shall affiliate with the National Education Association and the Kentucky Education Association. (JCTA will not affiliate with any organization that has the potential to assume control of JCTA through trusteeship or any similar process.)

## ARTICLE X. ELECTIONS ▲

### X Section I. Representative Council

Election of the Representative Council shall be provided for in the Bylaws.

- Bylaw 10-1.** The members of the Council shall be called Professional Representatives. They shall be elected in each school or unit by open nomination and by secret ballot by the end of the school year. The term of JCTA Professional Representatives shall begin on June 15, unless the election is to fill a vacant JCTA PR position, in which case, the term shall begin immediately.
- Bylaw 10-2.** Vacancies shall be established when a Professional Representative ceases to be a member, moves from a school or unit, or resigns. Such a vacancy shall be filled by an election by the members of the school or unit within thirty (30) days. If school is not in session the election shall be conducted within thirty (30) days of the commencing of school.
- Bylaw 10-3.** Ethnic Minority members shall be duly elected to bring the Representative Council into compliance with equal proportioned representation.

### X Section 2. Officers and Board of Directors

- A. The officers shall be elected by secret ballot under open nomination procedures as may be specified in the Bylaws and/or Procedures. (*See Election Procedures, Appendix A.*)
- B. The election of KEA Directors shall follow the provisions outlined by the Constitution and Bylaws. (*See Election Procedures, Appendix A.*)
- C. KEA Board of Director members shall be elected by a majority vote of the membership casting ballots for that office. (*See Election Procedures, Appendix A.*)
- D. In case there is not a candidate with a majority vote, a run-off election between the two candidates with the highest number of votes shall be held as outlined in the JCTA Elections Procedures. (*See Election Procedures, Appendix A.*)
- E. The members of the Board of Directors shall be elected from the regions of the Association as established by the Representative Council. The members of each region shall elect Regional Directors in conformity with the one person/one vote principle for two-year terms on a staggered basis. These seats shall be designated as At-Large, Elementary A, Elementary B, Secondary A, and Secondary B. Elementary and Secondary seats shall be assigned in each of the regions on a basis of one Board seat for every 300 members. One at-large Regional Director shall be elected from each region. Elementary A seats, Secondary A seats, and At-Large seats in odd numbered governance regions shall be elected in odd numbered years, and Elementary B seats, Secondary B seats, and At-Large seats in even numbered governance regions shall be elected in even numbered years. (*See Article IV, Section 3, Bylaw 3-12, Bylaw 3-13, and Appendix A.*)
- F. KEA Board of Director seats shall be designated A, B, C, D, E and F. KEA Board Seat A shall be a guaranteed Ethnic Minority Seat. The regular election of KEA Board seats C and D shall

be during years evenly divisible by 3. The regular election of KEA Board seats A and B shall be during the year prior to the regular election of KEA Board seats C and D. The regular election of KEA Board seats E and F shall be during the year following the regular election of KEA Board seats C and D. Candidates shall file for a specific seat.

- G. Should the make-up of the Board after any spring election not reflect the proportionate membership of ethnic-minority members, a special at-large election shall be held no later than the third (3<sup>rd</sup>) Wednesday of May to guarantee such seats on the Board.
- H. JCTA-R representative(s) shall be elected by JCTA-R on the basis of one representative for each 1800 JCTA-R members or major fraction thereof. There shall be at least one voting representative of JCTA-R.

**Bylaw 10-5.** Governance regions shall be reviewed by the Constitution Revision Committee for proportional representation and accuracy. The review shall be completed by October 31 of each year with recommended changes made to the Board and to the Representative Council. Governance regions shall be as follows:

- Region I:** Atkinson, Brandeis, Byck, Carter, Cochran, Coleridge-Taylor, Engelhard, Foster, Frayser, Hazelwood, Jacob, Kennedy, King, Maupin, McFerran, Mill Creek, Portland, Roosevelt-Perry, Rutherford, Semple, Wheatley, Young, DuBois Academy, Olmsted Academy North, Johnson, Meyzeek, Noe, Olmsted Academy South, Western Middle, Brown, Central, Iroquois High, Male Traditional, Dupont Manual, Academy at Shawnee, Ackerly, Ahrens, Adult Education, Ahrens Tech, Churchill Park School, Duvalle Education, Hazelwood Facility, Maupin Early Childhood, McFerran Early Childhood, Newcomer Academy, Youth Performing Arts School;
- Region II:** Auburndale, Blue Lick, Cane Run, Coral Ridge, Crums Lane, Dixie, Eisenhower, Fairdale Elementary, Greenwood, Gutermuth, Johnstontown Road, Kenwood, Kerrick, Layne, Medora, Sanders, Schaffner, Shacklette, Stonestreet, Trunnell, Watson Lane, Wellington, Wilkerson, Conway, Farnsley, Frost, Knight, Lassiter, Stuart, , Butler, Doss, Fairdale High, Pleasure Ridge Park, Valley, Western High, Dawson Orman, Riverport, Southpark TAPP, Waller Williams Environmental; Western Day Trmt, Western ECE;
- Region III:** Alex Kennedy, Bates, Blake, Farmer, Fern Creek Elementary, Gilmore Lane, Hartstern, Indian Trail, Jeffersontown Elementary, Klondike, Laukhuf, Luhr, Minors Lane, Okolona, Price, Rangeland, Slaughter, Smyrna, Stopher, Tully, Watterson, Wheeler, Wilt, Carrithers, Newburg, Ramsey, Thos. Jefferson, Fern Creek High, Jeffersontown High, Liberty, Moore Traditional, Southern High, Bellewood, Brooklawn, Gheens (all units), Van Hoose (all units), Camp Edwards, C. B. Young (all units), George Unseld, Heuser Hearing and Luanguage Academy, Louisville Day Treatment Center, Mary Ryan Academy, Minor Daniels Academy, Peace Academy;
- Region IV:** Audubon Elementary, Binet, Bloom, Bowen, Breckinridge/Franklin, Camp Taylor, Chancey, Chenoweth, Cochrane, Dunn, Field, Goldsmith, Greathouse/Shryock, Hawthorne, Hite, Lincoln, Lowe, Middletown, Norton Commons, Norton, St. Matthews, Shelby, Wilder, Z. Taylor, Barret, Crosby, Highland, Kammerer, Jefferson County Traditional Middle School, Westport, Atherton, Ballard, Breckinridge Metro, Eastern, Seneca, Waggener, Boys Haven, Brook DuPont, Home of the Innocents, Jefferson Co. High, Maryhurst, Rainbow School, St. Joseph's, The Brook KMI, The Phoenix School of Discovery, Westport Early Childhood;

- Bylaw 10-6.** Any active member of the Association in good financial standing may become a candidate for JCTA office, JCTA/KEA Board of Directors (at-large member of the Representative Council), and KEA/NEA Delegate by filing an official application form or by nomination by a member with written consent of the candidate. The nominator shall be eligible to vote for the office to be filled. The application form or letter of consent shall be filed with the Credentials and Elections Committee twenty-one (21) days before the election. *(See Election Procedures, Appendix A.)*
- Bylaw 10-7.** Candidates for KEA Director must file for a specific seat. A KEA Director may not run for a different KEA Director position until the end of his or her term.
- Bylaw 10-8.** The Credentials and Elections Committee shall edit for publication the candidates' qualifications and shall prepare an official ballot with provisions for write-in candidates. *(See Election Procedures, Appendix A.)*
- Bylaw 10-9.** Elections shall be by secret ballot as outlined in the JCTA Election Procedures. *(See Election Procedures, Appendix A.)*
- Bylaw 10-10.** Special provisions shall be made by the Credentials and Elections Committee to provide voting opportunities for members at schools with alternative calendars.
- Bylaw 10-11.** The election of KEA Directors shall be held in conjunction with the JCTA General Election which shall be held starting on the 4<sup>th</sup> Wednesday in January. If school is not in session on the 4<sup>th</sup> Wednesday in January, the JCTA Spring Election shall be held starting on the following working Wednesday. *(See Election Procedures, Appendix A.)*
- Bylaw 10-12.** Each officer shall be elected by a majority vote of the membership casting ballots for that office.
- Bylaw 10-13.** Each Regional Director shall be elected by a majority vote of the appropriate regional membership casting ballots for that position. *(See Election Procedures, Appendix A.)*
- Bylaw 10-14.** Majority shall mean one vote more than 50% of the votes cast for a given position.
- Bylaw 10-15.** In case no candidate has a majority vote, a run-off election between the two candidates with the highest number of votes shall be held as outlined in the JCTA Election Procedures. *(See Election Procedures, Appendix A.)*
- Bylaw 10-16.** Only active members shall vote. *(See Election Procedures, Appendix A.)*
- Bylaw 10-17.** If for any office no valid nominations have been filed with the Credentials and Elections Committee twenty-one (21) days prior to the election, the committee shall attempt to find, by advertising, two nominees for the offices in question. The committee shall obtain from the proposed candidates their written consent to be placed in nomination and their qualifications for office. *(See Election Procedures, Appendix A.)*
- Bylaw 10-18.** Newly elected officers and Regional Directors shall take office on June 15.
- Bylaw 10-19.** In the event a KEA Director from JCTA is removed from the KEA Board by the KEA, the JCTA Board shall decide by majority vote to either reappoint the KEA Director effective immediately or to declare the seat vacant. If the seat is declared vacant, the normal process for filling a vacant seat shall be followed.



**Bylaw 10-20.** Vacant Vice President, Treasurer, Secretary, KEA Director and JCTA Regional Director positions shall be advertised in ACTION. Those wishing to apply shall submit their application to the JCTA President. Application may be made by email. Application shall be open to all members eligible for the given position. Those applying shall be provided an opportunity to briefly address the JCTA Board prior to the Board's vote. The remainder of the term shall be filled by secret ballot majority vote of a quorum of active JCTA Board of Directors members present and voting at a regularly scheduled JCTA Board meeting. If no candidate receives a majority vote, a run-off election between the two candidates with the highest number of votes shall be held.

**Bylaw 10-21.** In order to be elected as a JCTA Regional Director or officer and continue to hold office, an individual must be a member and remain a member of JCTA in the same membership category (student, active, retired).

**Bylaw 10-22.** The JCTA Election Procedures (Appendix A) constitute an extension of the JCTA Bylaws and shall be subject to amendment according to the procedure for amending the JCTA Bylaws.

**Bylaw 10-23.** Members may run for only one position on the JCTA Board of Directors during any given election, including interim elections by the JCTA Board to fill vacancies on the JCTA Board. However, a current member of the JCTA Board may, consistent with this Bylaw, run for a different position on the JCTA Board.

**Bylaw 10-24.** Members may not hold two seats on the JCTA Board of Directors or two elected KEA committee seats concurrently.

**Bylaw 10-25.** The Credentials and Elections Committee shall determine election results on the same day the election ends.

### X Section 3. NEA Delegates

The election of NEA Delegates shall follow the provisions outlined by the NEA Constitution and Bylaws. (*See Election Procedures, Appendix A, See NEA Delegate Contract, Appendix B.*)

**Bylaw 10-26.** NEA delegates shall be elected by plurality vote. (*See Election Procedures, Appendix A.*)

### X Section 4. Better Schools Kentucky Committee Members

The election of Better Schools Kentucky committee members shall follow the provisions outlined by the JCTA Bylaws.

**Bylaw 10-27.** The JCTA Political Education Committee (Better Schools Kentucky) shall consist of a chairperson and vice-chairperson elected by the general Better Schools Kentucky membership and ten (10) additional Better Schools Kentucky (BSK) committee members appointed by the Better Schools Kentucky members of the JCTA Board of Directors from names recommended by the JCTA President. The Better Schools Kentucky committee shall include two active teachers from each JCTA governance region, two (2) at-large JCTA members, and two (2) at-large JCTA-R members. The Better Schools Kentucky committee shall reflect diversity in race, gender, and teaching position, and shall include at least two ethnic minority members. All Better Schools Kentucky committee members must be Better Schools Kentucky members.

Each governance region shall have one two-year seat designated as Seat A that shall be filled during odd numbered years, and one two-year seat designated as Seat B that shall be filled during even numbered years. The JCTA and JCTA-R at-large positions shall each have one (1) two-year seat designated as Seat A that

shall be filled during odd numbered years, and one (1) two-year seat designated as Seat B that shall be filled during even numbered years.

To be eligible to serve on the Better Schools Kentucky committee, the member and the member's immediate family (parents, spouse, siblings, children) shall not have served as a paid campaign staff member, paid consultant, and/or sold campaign-related services to a candidate for public office in the past two years and shall not do so during the member's term of office on the committee. Violation of this provision shall cause the member to be immediately removed from the committee.

Registered JCTA legislative agents may advise the committee on their experience with elected officials, but may not be a voting member of the committee.

The Better Schools Kentucky at-large positions shall be elected during the month of November and the JCTA Board shall appoint open regional seats at its regularly scheduled November meeting. The term of office for all Better Schools Kentucky members shall begin January 1 and shall be for two years. The Better Schools Kentucky committee shall annually elect a chairperson, vice-chairperson, and treasurer from among the committee's members at the first meeting after January 1.

Upon the resignation, death, or retirement of the Better Schools Kentucky chairperson, the vice-chairperson shall become chairperson, and the Better Schools Kentucky members of the JCTA Board of Directors shall determine whether or not to direct the Credentials and Elections Committee to hold a special election to fill the vice-chairperson's seat. Other vacant seat(s) resulting from resignation, death, or retirement shall be filled by the Better Schools Kentucky members of the JCTA Board of Directors as necessary from name(s) recommended by the JCTA President.

## X Section 5. KEA Delegates

The election of KEA Delegates shall follow the provisions outlined by the KEA Constitution and Bylaws. Resumes of the candidates shall be published in the JCTA ACTION, at least one (1) week prior to the election. (*See Election Procedures, Appendix A.*)

**Bylaw 10-28.** The year in which KEA delegates are elected, candidates filing for office of Vice President, Secretary, Treasurer and JCTA Regional Director shall file at the same time for KEA delegates at large. Other KEA delegates and alternates shall be elected in accordance with KEA and NEA guidelines. (*See Election Procedures, Appendix A.*)

**Bylaw 10-29.** The Association shall guarantee proportionate representation to ethnic-minority and administrator members in the KEA and NEA delegations representing the Association.

**Bylaw 10-30.** KEA delegates shall be elected by plurality vote. (*See Election Procedures, Appendix A.*)

## X Section 6. Challenges

The challenge of elections shall be provided for in the Bylaws.

**Bylaw 10-31.** A challenge may be filed as outlined in the JCTA Procedures for Challenges. (*See Election Procedures, Appendix A.*)

## **ARTICLE XI. STAFF ▲**

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The Association shall employ an Executive Director and such other staff as provided for in the Bylaws, Budget, agreements with KEA and NEA, and policies of the Representative Council and Board of Directors.

*Bylaw 11-1.* The Executive Director is the full-time administrative officer of the Association and works under the authority of the Board of Directors, and shall:

- a. be employed by the Board of Directors under policies established by the Council;
- b. provide assistance to and leadership in assisting officers, Directors, committees and other components of the Association in carrying out the purposes, goals and policies of the Association;
- c. direct the activities of other staff members, including UniServ;
- d. receive all funds for the Association and deposit them in a bank designated by the Board of Directors and pay them out upon authorization of the Board of Directors;
- e. supervise the preparation of such other financial records as may be required by the Board of Directors or by the Council.

*By-law 11-2.* The Board of Directors shall have on file job descriptions for all employees.

## **ARTICLE XII. PARLIAMENTARY AUTHORITY ▲**

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### XII Section 1. Roberts Rules of Order

Roberts Rules of Order, latest revised edition, shall be the official guide on all matters of procedure not otherwise covered by provisions of the Constitution and Bylaws or by the Standing Rules (and policies) of the Association.

### XII Section 2. Standing Rules and Policies

Standing Rules and Policies of the Association shall provide such additional procedures and information as may be necessary to provide for the interpretation of the Constitution and these Bylaws and for the efficient administration of the Association.

### XII Section 3. Constitutional Interpretation

The Board of Directors has the responsibility for interpretation of the Constitution, the Bylaws and the Policies of the Association.

## **ARTICLE XIII. AMENDMENTS ▲**

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### **XIII Section 1. Constitutional Amendment by the Council**

The Council may adopt amendments to the Constitution by a two-thirds majority of those voting at any regular meeting of the Council, provided that amendments have been introduced at the preceding regular meeting of the Council and that copies of proposed amendments have been distributed to the membership of JCTA for discussion and direction at least five working days prior to voting.

### **XIII Section 2. Constitutional Amendment Petition by Membership**

An amendment to this Constitution may be proposed by a petition signed by ten percent (10%) of the membership of the Association. Such an amendment shall require approval of two-thirds vote of the Representative Council.

**Bylaw 13-1.** These Bylaws may be amended by a majority vote at any regular meeting of the Council provided that proposed amendments have been previously studied by the Constitution Revision Committee and the Board of Directors and that copies have been sent to the Professional Representatives two calendar weeks in advance of the meeting.

**Bylaw 13-2.** An amendment to the Bylaws may also be proposed by a petition signed by ten percent (10%) of the membership of the Association. Such amendments shall not require previous study by the Constitution Revision Committee and the Board of Directors and may be proposed at any regular meeting of the Representative Council without copies having been sent to Professional Representatives two calendar weeks in advance of the meeting. Such amendments shall require approval of a majority vote of the Representative Council.

# JEFFERSON COUNTY TEACHERS ASSOCIATION

# POLICY MANUAL

OPERATIONAL PROCEDURE	SECTION	POSITION STATEMENTS
<a href="#">Association Leave</a>	A	<a href="#">Assessment</a>
<a href="#">Board of Directors</a>	B	<a href="#">Class Size</a>
<a href="#">Budget and Finances</a>	C	<a href="#">Compensation and Benefits</a>
<a href="#">Caucuses</a>	D	<a href="#">Discipline and Safety</a>
<a href="#">Committees</a>	E	<a href="#">Funding</a>
<a href="#">Elections</a>	F	<a href="#">Inservice</a>
<a href="#">Legal Assistance</a>	G	<a href="#">Licensure and Certification</a>
<a href="#">Negotiations</a>	H	<a href="#">SBDM</a>
<a href="#">Officers</a>	I	<a href="#">Staff</a>
<a href="#">Representative Council</a>	J	<a href="#">Teaching Conditions</a>
<a href="#">Retiring/Retired Members</a>	K	<a href="#">Miscellaneous</a>
<a href="#">Services to Members</a>	L	
<a href="#">Staff</a>	M	
<a href="#">Miscellaneous</a>	N	



## OPERATIONAL PROCEDURES

### **SECTION A: ASSOCIATION LEAVE DAYS ▲**

**A-1(op)** JCTA shall not grant Association Leave Days for any teacher teaching 187 school days summer school to attend the NEA Representative Assembly. (3/94) (amended 9/95) (B)

**A-2(op)** JCTA shall provide (*as per Appendix B*) Association Days to persons serving on state and local committees if not provided by the District. The issuance of days shall be monitored by the JCTA office. (11/94) (B)

*(Also see Appendix B)*

### **SECTION B: BOARD OF DIRECTORS ▲**

**B-1(op)** The Board of Directors shall reschedule the Board of Directors meeting when school has been dismissed early, or canceled, due to severe weather and road conditions. Minutes of Board meetings shall be sent to the Board members, in advance of each meeting, with the agenda. (amended 9/95; 5/12) (B)

- B-2(op)** All action items (reports, committee recommendations and special proposals) shall be provided to the JCTA Board members prior to Board meetings, when practical.
- B-3(op)** Any correspondence that deals with policy shall be presented to the Board.
- B-4(op)** All policies adopted by the Board shall be emphasized in the printed minutes in order to assist the Secretary in keeping an up-to-date record of all policies.
- B-5(op)** Beverages in addition to coffee shall be served at Board meetings.
- B-6(op)** All Board motions shall be written and signed by the presenter and seconded before being given to the secretary. (B)
- B-7(op)** Any agenda for Board meetings shall list discussion items with the name of the person requesting the item be added to the agenda. (86) (B)
- B-8(op)** Approved Board minutes and accompanying materials shall be filed permanently. (87; 5/12) (B)
- B-9(op)** Policy manuals and handbooks shall be filed permanently as they are revised and replaced. Revisions and additions to policies in the manual and/or handbook shall be accompanied by the year in which they are approved. (87) (B)
- B-10(op)** The deadline to submit items to the Board of Director's agenda shall be 12:00 noon on the day preceding the meeting. (11/93; 8/01) (B)
- B-11(op)** JCTA shall establish a talent bank to identify JCTA teacher members with special interests and talents for various association purposes. (8/94) (B)
- B-12(op)** The JCTA Board shall receive summary reports of grievances including level (elementary, middle, or high school), brief statement of issues, and status of grievance. (9/95) (B)
- B-13(op)** JCTA shall provide a Board brief and attendance record to the membership. (9/95; 8/01) (B)
- B-14(op)** Directors may attend at no cost the annual JCTA King Dinner and the annual JCTA Retirement Dinner. (9/95; 5/12) (B)
- B-15(op)** All JCTA Board of Directors meetings are open to all members. The Board may vote to enter executive session for the purpose of discussing personnel matters, negotiations, litigation, or purchase or sale of property. No action may be taken in executive session. All discussion that takes place in executive session is confidential. (9/95; 5/12) (B)
- B-16(op)** Dates and times for JCTA Board meetings shall be set by a majority vote of the Board during a regularly scheduled meeting. Changes or cancellations made at any other time shall require consent of 2/3 of the Board, with the exceptions of school closings or environmental hazards on the on the day of the meeting. (2/96) (B)
- B-17(op)** At least 3 all-day JCTA Board meetings shall be scheduled each year. (11/99; 8/01; 5/12) (B)
- B-18(op)** JCTA Board meeting agendas and minutes shall not be published on the JCTA web site. (11/09) (B)

- B-19**<sub>(op)</sub> All-day JCTA Board meetings shall begin at 8:30 am and end at 2:30 pm, and shall include a working lunch if needed. Evening JCTA Board meetings shall begin at 4:30 pm and end at 7:30 pm. (10/11) (B)
- B-20**<sub>(op)</sub> JCTA Board-members-elect shall be shall be invited to all JCTA Board meetings and functions and shall have speaking but not voting privileges. (5/13) (B)
- B-21**<sub>(op)</sub> The JCTA Board Retreat shall be a considered a business meeting but shall not count against members who cannot attend. (9/14) (B)
- B-22**<sub>(op)</sub> Any JCTA member elected to a state KEA or national NEA office shall be included in JCTA Board meetings, with Association Leave provided as needed, and shall have speaking privileges but not voting privileges. (5/16) (B)

## **SECTION C: BUDGET AND FINANCES ▲**

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- C-1**<sub>(op)</sub> The budget shall have a contingency fund equal to at least 1 1/2% of the budget. (B)
- C-2**<sub>(op)</sub> The Martin Luther King Dinner shall be considered a fixed budget item. (B)
- C-3**<sub>(op)</sub> The JCTA Board shall change from modules to fixed budget items the following expenses:
- 1) legal retainer fee;
  - 2) arbitration fees;
  - 3) legal services. (7/90) (B)
- C-4**<sub>(op)</sub> Any monies left at the end of the fiscal year, after the auditor's report shall be invested and/or disbursed by the Executive Director and Treasurer according to directive by the JCTA Board.(B)
- C-5**<sub>(op)</sub> All expense accounts shall be paid by voucher only. (C) (Appendix B)
- C-6**<sub>(op)</sub> Budgets shall be placed in the hands of the Representatives at least two weeks prior to the adoption of the budget. (C)
- C-7**<sub>(op)</sub> Those selected to represent JCTA at conferences (or similar activities) shall be notified of the maximum amount available to cover expenses. Usual vouchering procedures shall be followed. (83,9/01) (B)
- C-8**<sub>(op)</sub> Association elections shall be carried as fixed budget items. (88)
- C-9**<sub>(op)</sub> In case there are funds left in the JCTA NEA Delegate budget because of the NEA delegates who are half-funded due to the fact that they have not attended the KEA Convention, the Board shall not allow additional funds from that balance to be expended by any NEA delegate who has been funded at 100%. (1/95) (B)
- C-10**<sub>(op)</sub>JCTA shall join the Metropolitan Housing Coalition at the \$200.00 level. (2/95) (B)
- C-11**<sub>(op)</sub>The mileage allowance for approved travel shall be at the amount allowed by the IRS. (9/95) (B)
- C-12**<sub>(op)</sub>JCTA shall hold our portion of KEA (local) dues and remit the remaining monies. (11/97) (B)

**C-13**<sub>(op)</sub> Dues shall be based on the previous year's base salary at the rate of \$.741/100. (05/04) (C)

**C-14**<sub>(op)</sub> It is the goal of JCTA to promote the growth of the JCTA Education Fund so that it shall eventually become self-sustaining. To facilitate this goal, the following policy shall be implemented. After paying all expenses associated with the King dinner, if the revenues (including the funds designated for the event in the JCTA budget) are greater than the expenses, 60% of the unused revenue shall be added to the JCTA Education Fund and 40% shall be used to provide student scholarships. In order for the JCTA Education Fund to grow, no withdrawals shall be made without explicit permission of the JCTA Board of Directors. (9/98) (B)

**C-15**<sub>(op)</sub> All staff shall be given a holiday gift, \$100 for each member of staff and \$250 each for the Executive Director and President. (12/99) (B)

**C-16**<sub>(op)</sub> The following policies apply to JCTA delegates elected to attend the KEA Delegate Assembly and/or the NEA Representative Assembly.

1. KEA Delegate Assembly delegates from JCTA shall receive a \$25 stipend for attending the JCTA Caucus prior to the Delegate Assembly and for each business session attended at the Delegate Assembly. Delegates who attend the second, third, and fourth business sessions shall receive an additional \$75 stipend. (A business session shall be considered to be a session where floor discussion and debate typically occur.)
2. If the funding provided by KEA for JCTA members elected as KEA statewide delegates to the NEA RA is less than the JCTA funding level for JCTA local delegates, JCTA shall provide additional funding so that all delegates who are JCTA members receive the same total amount.
3. Checks shall be made available by May 15 to NEA delegates who have signed and returned the NEA Contract.
4. Any member who is elected an NEA delegate who does not meet the guidelines for submitting his or her expense voucher shall incur a fifteen percent (15%) penalty for each month the report is delinquent up to a maximum equal to the total funding the delegate received to attend the convention. Unvouchered funding shall be reported to the IRS as taxable income. (Proof of voting may be submitted directly to the JCTA Secretary immediately after voting.)
5. NEA RA delegates from JCTA must sign in within thirty (30) minutes of the beginning of each JCTA Caucus, KY Caucus, and within forty-five (45) minutes of each NEA RA business session; otherwise, the delegate shall incur a penalty equal to \$50.00 (KY Caucus and NEA RA) or \$25.00 (JCTA Caucus and KEA DA) of his or her stipend per occurrence, with subsequent occurrences at the NEA RA increasing to \$100, \$150, and then \$200 per occurrence, up to a maximum equal to the given delegate's total funding to attend the given convention. (It is understood that delegates may on occasion need to be absent in order to participate in special convention-related activities. *See Appendix C for specific exceptions listed in the NEA Delegate Contract.*)
6. If an NEA delegate from JCTA displays a pattern of poor attendance\* at the NEA RA, KEA DA, KY Caucuses, and/or JCTA Caucuses the JCTA President shall discuss the issue with



the delegate and advise him or her of this NEA/KEA Convention Attendance and Funding Policy.

If the pattern persists, the JCTA Executive Committee (Officers and KEA Directors) may, by 3/4ths majority vote, determine that the delegate did not fulfill his or her responsibilities. If this occurs, the delegate shall incur a penalty equal to the full amount of the funding he or she received to attend the convention.

\*Poor attendance includes repeatedly failing to sign in and/or repeatedly not being present for extended periods of time during business sessions after signing in.

7. Delegates are expected to include payment of any penalty with their expense voucher. If this is not done, the (nonrecurring) penalty shall be subtracted from any subsequent JCTA funding for KEA and/or NEA conferences or conventions until it has been paid in full.
8. JCTA delegates to the KEA Delegate Assembly shall be reimbursed for reasonable childcare costs. Proof of payment must be provided.

The JCTA Board may waive this policy for good cause upon written appeal or by recommendation of the JCTA President. The appeal must be made at the next regularly scheduled JCTA Board meeting. (12/93; 3/94; 5/95; 6/00; 8/01; 11/14) (B) (*See Appendices B, C, and D*)

**C-17<sub>(op)</sub>** Each school year, Better Schools Kentucky/NEA Fund for Children and Public Education contributions shall be calculated by multiplying the Rank III, Step 0 salary by a multiplier of 0.00269. (BSK 1/12, 5/13)

**C-18<sub>(op)</sub>** Dues shall be deducted via twenty (20) deductions for members who elect to pay by way of payroll deduction. (3/03) (C)

**C-19<sub>(op)</sub>** Dues designated for JCTA unified membership purposes that are not needed for these purposes due to the passage of the KEA continuous membership plan may be used for other organizational purposes. (4/06) (B)

**C-20<sub>(op)</sub>** JCTA shall not expend funds for Association Leave or event expenses for members in poor financial standing. (3/12) (B)

**C-21<sub>(op)</sub>** The Association's goal is to maintain a local budget reserve equal to one year's operating expenses. In the event the Association's budget reserve exceeds this target by more than 25% at the end of the Association's fiscal year, the JCTA President and JCTA Executive Director will report the surplus to the JCTA Board, which may then determine what, if any, action may be taken. (9/14) (B)

**C-22<sub>(op)</sub>** Upon request by Professional Representatives, JCTA shall fund/reimburse each site up to \$100 for appropriate Association purposes. (11/15) (B)

**C-23<sub>(op)</sub>** JCTA shall purchase sufficient tickets annually for the NEA Human and Civil Rights Awards Dinner/Event at the NEA Representative Assembly (RA) to accommodate all interested JCTA Delegates to the RA. (5/16, 4/19) (B)

## SECTION D: CAUCUSES ▲

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**D-1(op)** The Board of Directors shall approve caucus guidelines.

**D-2(op)** The President and Executive Director may use their discretionary authority within the adopted JCTA Budget to fund caucus activities, if the activities relate to dealing with the Board of Education or other JCTA activities. No funds shall be used to promote caucuses for internal purposes. Caucuses may publish their meetings in JCTA publications if space allows.

**D-3(op)** The following caucuses have been recognized:

- 1) Black Teacher Caucus (3/94, 10/16) (B)
- 2) Christian Caucus (Nondenominational) (11/93) (B)
- 3) Coaches Caucus (81)
- 4) Elementary Education Caucus (86)
- 5) Gay, Lesbian, Bisexual, and Transgendered Caucus (93, 4/05)
- 6) Home Economics Caucus (81)
- 7) Itinerant Caucus
- 8) Kindergarten Caucus
- 9) Librarians Caucus
- 10) Middle School Caucus
- 11) Part-Time and Job Share Teachers Caucus (88)
- 12) Social Workers Caucus
- 13) Special Education Caucus
- 14) Speech Clinicians Caucus (88)
- 15) Career Technical Education Caucus
- 16) Early Childhood Education Caucus
- 17) Occupational and Physical Therapists Caucus
- 18) DHH/VI/OM Caucus (11/15, 10/16)

**D-4(op)** Any Caucus that engages in external activities which oppose JCTA policies shall have their recognition withdrawn. (See Appendix H for guidelines for caucus recognition and caucus activities. Information related to each caucus are on file and may be requested from the Executive Director of JCTA.)

**D-5(op)** Guidelines shall be upheld for all caucuses including the meeting place at the JCTA office unless a change is approved the President or Executive Director. (3/94) (B)

## SECTION E: COMMITTEES ▲

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**E-1(op)** All committee meetings shall be automatically rescheduled when school has been dismissed early, or canceled, due to severe weather and road conditions. (B)

**E-2(op)** The JCTA Board shall receive written summary reports from all committees. (8/01; 8/02; 5/12) (B)

**E-3(op)** JCTA members may only become voting members of standing committees by attending three consecutive meetings; however, the duly elected representative of the KEA Constitution Compliance Committee shall also be a voting member of the JCTA Constitution Revision Committee.. (8/02; 11/09; 2/17) (B)

**E-4**<sub>(op)</sub> The JCTA Human and Civil Rights Committee shall maintain a subcommittee, chaired by the member elected to KEA Board of Directors in Seat A and vice-chaired by the alternate(s) for KEA Board Seat A, for the purpose of facilitating racial and social justice activities at Representative Council meetings and engaging the community in racial and social justice activities. The alternate for KEA Board Seat A shall serve as vice chair of this subcommittee. (10/19) (B)

## **SECTION F: ELECTIONS ▲**

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*(See Appendix A for election information)*

**F-1**<sub>(op)</sub> The NEA Representative Assembly and KEA Delegate Assembly elections shall be held concurrently in mid-December each year using electronic voting. Members shall be provided detailed information in a variety of media formats explaining what each of these meetings is, what is accomplished at each, and which substantive issues are likely to be addressed at each. (11/14) (B) (10/19) (B)

**F-2**<sub>(op)</sub> The JCTA general election for officers and board members shall be conducted using paper ballots. (10/19) (B)

## **SECTION G: LEGAL ASSISTANCE ▲**

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**G-1**<sub>(op)</sub> JCTA shall hire a law firm on retainer.

**G-2**<sub>(op)</sub> All JCTA business that requires consultation with an attorney, employed by or working directly with JCTA, shall be conducted only through the JCTA President or Executive Director.

**G-3**<sub>(op)</sub> The JCTA Board must vote on legal assistance for those persons who were not JCTA members prior to the circumstances in question.

## **SECTION H: NEGOTIATIONS ▲**

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**H-1**<sub>(op)</sub> The JCTA Board of Directors shall determine the method for contract ratification from among the following procedures:

- a. Voting may be conducted by Professional Representatives in their own local schools according to a timeline determined by the Credentials and Elections Committee, unless the location is otherwise directed by the Representative Council. All such voting shall be by secret ballot. Tabulation of ballots shall be done by the Credentials and Elections Committee.
- b. Voting may be done by postcard ballot according to a timeline determined by the Credentials and Elections Committee. Tabulation of postcard ballots shall be done by the Credentials and Elections Committee at the conclusion of the ballot period. All contract mailings for contract ratification shall be mailed first class.
- c. Voting may take place at a general membership meeting. A secret ballot shall be provided. An optional voting area outside the mass meeting area shall be provided. Tabulation of ballots shall be done by the Credentials and Elections Committee.
- d. Voting may be done by electronic ballot according to a timeline and procedures determined by the Credentials and Elections Committee. Tabulation of electronic ballots shall be done

by the Credentials and Elections Committee at the conclusion of the ballot period. (C)  
(11/02, 2/17) (B)

**H-2<sub>(op)</sub>** Only those Association members in the JCTA bargaining unit as defined by the JCTA/JCBE contract shall be allowed to vote on the ratification of the contract. (C) (11/02) (B)

**H-3<sub>(op)</sub>** The JCTA Bargaining Team shall be selected according to the following process:

1. Applicants for the JCTA Bargaining Team shall be solicited through ACTION by December of the year preceding bargaining. Those interested shall be asked to make a formal letter of application to the President of JCTA by no later than 5:00 p.m., December 31. The letter of application must include the following information:
  - The reason they are interested in serving on the JCTA Bargaining Team and why they should be selected for the team
  - Relevant association experience, including any bargaining experience
  - An overview of their teaching experience (for example, grade level and subject area)
  - Any special abilities or attributes they would bring to the team (for example, computer skills)
2. Each applicant shall be given careful consideration.
3. After consulting with the Executive Director, the President shall select those to serve on the Bargaining Team and inform the JCTA Board. (2/96; 11/02; 1/10) (B)

*(Also see Constitution, Article VII, the Contract, and Appendix I.)*

## **SECTION I: OFFICERS ▲**

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**I-1<sub>(op)</sub>** The President shall be furnished an Association car for Association business and the Association shall bear all expenses incurred in operation and maintenance of the car. (B) (amended 9/95) (B)

**I-2<sub>(op)</sub>** JCTA shall send the President to the two (2) National Council of Urban Educators Association conventions each year. (B)

**I-3<sub>(op)</sub>** The President shall be paid his/her regular classroom salary based on 260 days per year. (B)

**I-4<sub>(op)</sub>** Vacation leave for President shall accumulate at the rate of 2 days per month and shall accumulate only to the end of their term. Vacation may be used at a rate of 24 days per fiscal year, and any remaining balances at the end of their term shall be forfeited. (11/94) (B)

**I-5<sub>(op)</sub>** Filling an un-expired term does not count as a term. (1/97) (B)

**I-6<sub>(op)</sub>** The JCTA President and Executive Director, upon their joint agreement, are authorized to publicly inform the JCBE and the GE Foundation of the JCTA decision to fully withdraw any and all

support for the GE College Bound District Program in Math and Science and JCTA's opposition to the program. Should the JCTA President and Executive Director see fit to implement this authority, they shall provide any and all data supporting their decision. (1/06) (B,C)

- I-7(op)** In recognition of the substantial work day/week/year of the JCTA President, the fact that this work schedule does not permit time to pursue rank increases on the salary schedule available to other teachers, and the otherwise significantly higher salaries of comparable JCPS administrators, the JCTA President's salary shall be 1.5 times the annual (260 day) JCPS salary of the JCTA President. (8/06) (B)
- I-8(op)** The JCTA Vice President shall be an ex-officio member of the BSK Committee, provided the JCTA Vice President is a full dues paying member of BSK. (1/07) (B)

## **SECTION J: REPRESENTATIVE COUNCIL ▲**

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- J-1(op)** The Representative Council shall meet on the third (3<sup>rd</sup>) Monday of each month at 4:30 p.m. at a designated site. (C)
- J-2(op)** When school has been dismissed early, or canceled due to severe weather and road conditions, the Representative Council meeting shall be automatically rescheduled to 4:30 p.m. on the fourth Monday of the month. (C)
- J-3(op)** All Council motions shall be written and signed by the presenter and seconded before being given to the secretary. (B)
- J-4(op)** All policies adopted by the Representative Council shall be emphasized in the printed minutes in order to assist the Secretary in keeping an up-to-date record of all policies. (B)
- J-5(op)** Budgets shall be placed in the hands of the Representatives at least two weeks prior to the adoption of the budget. (C)
- J-6(op)** Constitution, Bylaw and Policy changes shall be printed in a manner consistent with NEA/KEA. (New language shall be underlined and language to be deleted shall be in parenthesis.) (85) (B)
- J-7(op)** Any agenda for Council meetings shall list discussion items with the name of the person requesting that the item be added to the agenda. (86) (B)
- J-8(op)** Approved Council minutes and accompanying materials shall be filed for a period of seven years. Handwritten Council minutes and their accompanying motion sheets shall be filed for a period of seven years following their approval. (87; 11/02) (B)
- J-9(op)** There shall be no smoking in the JCTA PR Council meetings. (9/90) (C)
- J-10(op)** All Memorandums of Agreement that effect the whole body of JCTA shall be brought before the Representative Council for approval prior to an agreement between the JCBE and JCTA. (3/97) (C)
- J-11(op)** The JCTA Professional Representative shall serve as the immediate connection between JCTA and its members by:
- Being the contract expert in the building.

- Counseling members when issues arise - encouraging and supporting them in their careers.
- Facilitating discussions amongst the staff and between the staff and the administration.
- Contacting UniServ Directors, Board of Directors and the President when issues arise in the building.
- Gathering information from the members and bring it to PR Council meetings.
- Directing members to their UniServ Director when needed.
- Attending monthly PR Council meetings.
- Holding a ten-minute meeting the week following the PR Council meeting.
- Conducting Association elections.
- Forwarding all communication from JCTA to the members in the building. This includes placing *ACTION* in mailboxes weekly.
- Maintaining a bulletin board in the staff lounge. (10/11) (C)
- Engage members in the building to organize around issues to affect positive change. (2/16) (B)

## **SECTION K: RETIRING/RETIRED MEMBERS ▲**

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- K-1(op)** Only retiring JCTA members shall be eligible to receive recognition for service at the retirement function. (B)
- K-2(op)** Any and all teachers that retired as members of JCTA shall be considered life members of JCTA-Retired with full and complete rights of such membership. (3/06) (B)

## **SECTION L: SERVICES TO MEMBERS ▲**

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- L-1(op)** Staff assistance for negotiated contract matters shall be available to all members of the bargaining unit. JCTA shall provide all other services to association members only. (11/02) (B)
- L-2(op)** Candidates for state and national Association offices who are members of JCTA can run campaign materials “at cost” in the JCTA office. (B)
- L-3(op)** The JCTA office shall recognize, through flowers, cards, or other appropriate means, the Executive Director, members of the JCTA Board of Directors, and JCTA staff in honor of a death in the family, surgery, wedding, or any sudden or unusual circumstance such as fire. Expense shall be taken from the contingency fund. (2/02; 11/02) (B)

- L-4(op)** No member of the collective bargaining unit is eligible for assistance or services from the JCTA, or for continued assistance or services from the JCTA, unless the member who requested the assistance or services fully cooperates with the JCTA's officers, staff, and attorneys in providing the assistance and services. The member's duty to cooperate includes the responsibility to courteously communicate with, and promptly comply with all reasonable requests that are made by, the JCTA's officers, staff, and attorneys. Members of the bargaining unit who fail to satisfy this duty of cooperation shall not receive any further assistance or services from the JCTA's officers, staff, or attorneys. Every member of the collective bargaining unit who requests or receives assistance or services from the JCTA shall be required to sign a written statement acknowledging the duty of full cooperation established in this policy. (11/04) (B)
- L-5(op)** JCTA will not disclose personal information it receives from a member except where authorized by the member or where, in JCTA's judgment, it has the duty to warn others of the possibility that violent act may be committed. (8/10) (B)
- L-6(op)** JCTA will close PD opportunities provided by the Association 15 minutes after the designated start time. (10/15) (B)
- L-7(op)** PD credit for participants who miss more than 15% of a PD opportunity provided by the Association may be reduced accordingly, at the discretion of the PD facilitator. Participants shall indicate their arrival times on a sign-in sheet. If a participant leaves before the end of a session, the time of departure shall be noted on the sign-in sheet. (11/15) (B)
- L-8(op)** JCTA INFORMATION REQUEST POLICY

JCTA will make available to Members of the Association, for inspection and copying as appropriate, information relevant to a Member's rights and duties under JCTA's Governance Documents pursuant to a Request made in accordance with this Policy.

Relevant information shall include:

- JCTA's Governance Documents,
- Collective Bargaining Agreements and related documents,
- Policies adopted by the Board of Directors,
- Minutes of Board of Directors' meetings,
- JCTA's public filings, including any Annual Reports required to be filed,
- Information specific to the requesting Member, and
- Any other such information or documents found to be material to the Member's rights and duties under the Governance Documents.

Information not subject to disclosure shall include:

- Personal information concerning any Member (except to a Member requesting information specific to that Member),
- Personnel information, including human resource records, medical records, salary and benefits, for any Member, staff, employee or volunteer,
- Personal communications of any member, staff, employee or volunteer,
- Information concerning staff appointments or selection,
- Information concerning investigations into allegations of misconduct,
- Information on claims in any internal conflict resolution processes,
- Internal reports, analyses, reviews, records or notes of internal meetings, relating to internal decision-making processes, and
- Financial information except as publicly reported.

Requests for information must be made in writing to JCTA, the information requested must be clearly formulated, as specific as possible, and must include a statement of the purpose or reason for the request. The Member shall be responsible for the reasonable copying cost.

JCTA may deny any request which in its judgment is unreasonable, repetitive, abusive or vexatious.

Requests by members of the general public, including the media, for information or documents shall be subject to JCTA's sole discretion except JCTA shall not disclose any information prohibited from disclosure by law, contractual agreement, or JCTA policy, unless required by law.

JCTA shall not release any information privileged by law, including legal advice, requests for legal advice, or the disclosure of which may expose JCTA to legal risk, or any other information required to be kept confidential by law. (4/19, 3/20) (B)

## **SECTION M: STAFF ▲**

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**M-1<sub>(op)</sub>** JCTA shall participate in the UniServ Program. (B)

**M-2<sub>(op)</sub>** The Association shall provide a staff car for the Executive Director as a part of his/her fringe benefits. All expenses for operation and maintenance of the car shall be borne by the Association. (11/02) (B)

**M-3<sub>(op)</sub>** The JCTA Executive Director's membership dues to the Urban Director's Association (UDA) shall be paid by JCTA. (B)

**M-4<sub>(op)</sub>** Payment of moving expenses shall be part of the employment contract for staff according to the Kentucky Education Association Staff Organization Agreement. (B)

**M-5<sub>(op)</sub>** Staff negotiations shall include compensatory time, insurance and salaries. (B)



- M-6**<sub>(op)</sub> JCTA shall allow the Executive Director to act as a “SUB” in JCPS on an “as could” basis. (5/93) (B)
- M-7**<sub>(op)</sub> JCTA shall abide by all provisions of the collectively bargained JCTA/KEASO labor agreement. (6/97; 2/10) (B)
- M-8**<sub>(op)</sub> In the event of a KEASO strike, the President and Executive Director shall be authorized to close the office and make necessary arrangements to insure that essential services to members be maintained. (8/99) (B)
- M-9**<sub>(op)</sub>JCTA recognizes KEASO as the exclusive representative for JCTA employees. (9/08) (B)
- M-10**<sub>(op)</sub>The associate for the Executive Director shall be a confidential position. (9/08) (B)

## **SECTION N: MISCELLANEOUS ▲**

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- N-1**<sub>(op)</sub> JCTA endorses a continued working relationship with MetLife. (3/96) (B)
- N-2**<sub>(op)</sub> JCTA shall establish an advocacy award to be known as the June B. Lee Advocacy Award to be presented to a JCTA member. (9/97) (B)
- N-3**<sub>(op)</sub> JCTA shall use issue organization, grievances, lawsuits, collaboration, and any and all other methods deemed appropriate to address and resolve member issues and concerns. (10/97) (B)
- N-4**<sub>(op)</sub> All use of the JCTA website must be in accordance with the JCTA Website Acceptable Use Policy. (10/00) (B) (*See Appendix K.*)
- N-5**<sub>(op)</sub> JCTA endorses NEA Value-Builders. (6/02) (B)
- N-6**<sub>(op)</sub> JCTA shall affiliate with the American Federation of Teachers. (11/03) (C)
- N-7**<sub>(op)</sub> JCTA shall be a partner group to the Kentucky Economic Justice Alliance. (11/04) (B)
- N-8**<sub>(op)</sub> JCTA desires to participate in the AFL-CIO/NEA Labor Solidarity Partnership, and the JCTA President or his designee is authorized to take such actions as may be necessary in this regard. (8/06) (B)
- N-9**<sub>(op)</sub> When it is financially comparable, JCTA shall purchase food and/or gift items from local businesses that support unionized workers or sell union-made products. (2/10) (B)
- N-10**<sub>(op)</sub>The JCTA caucus meeting prior to the KEA Delegate Assembly shall not occur on the same day as a Representative Council meeting. (11/14) (B)
- N-11**<sub>(op)</sub>The JCTA President and Executive Director are authorized to post messaging on JCTA vehicles in support of endorsed candidates and positions of JCTA/BSK. (10/15) (B)
- N-12**<sub>(op)</sub>JCTA is authorized to join the Jefferson County chapter of the Alliance to Reclaim Our Schools (AROS) and abide by the AROS membership commitments. (2/18) (B)
- N-13**<sub>(op)</sub>The JCTA “ACTION” newsletter shall be delivered digitally. (3/19) (C)

**N-14**<sub>(op)</sub> Guidance for JCTA Members Representing the Association with External Organizations and Groups:

JCTA members who are the Association's designated official representatives working with external organizations and groups have a responsibility to honor the following expectations. (Failure to do so may result in being replaced as the official Association representative.)

1. Representatives should familiarize themselves with relevant JCTA policies in the JCTA Governance Documents, which can be found in the member-only portion of the JCTA web site under the Governance Documents tab or by request from the JCTA President and staff. The position statements in the Policy Manual portion of the JCTA Governance Documents are likely to be of particular usefulness.
2. If the representative has any questions regarding JCTA organizational policies and positions, she or he should consult the JCTA president, who is responsible for interpreting JCTA policy between meetings of the JCTA Board of Directors.
3. Representatives of the Association shall, to the best of their ability, engage in a manner that advances the Association's policies and positions and that a reasonable person would believe to be in the interests of the Association and its members, as well as students, and public education.
4. If a representative's personal opinion differs from JCTA's organizational position, the representative should, to the best of his or her ability, seek to advocate for the Association's positions, or at the very least, "do no harm" by not advocating against the Association's position.
5. In the event a representative's personal beliefs make it impossible honor #4 above, the representative must clearly indicate that her or his personal opinion differs from JCTA's organizational position if the individual advocates contrary to the Association's position. (Failure to honor #4 above may result in being replaced as the official Association representative.)
6. Only the JCTA president is designated by the JCTA Governance Documents as the official spokesperson for the organization. Representatives should request authorization from the JCTA president in order to communicate publicly on behalf of the Association.
7. When communicating publicly as individuals, Association representatives should clearly preface their communications with a disclaimer indicating that they are communicating as individuals and are not communicating on behalf of JCTA.
8. At no time may a representative of JCTA share privileged or confidential Association information or documents with others outside the Association without the permission of the JCTA President or Executive Director. (10/19) (B)

## POSITION STATEMENTS

*Note: Items with legislative implications are highlighted in green.*

### SECTION A: ASSESSMENT ▲

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**A-1**(ps) JCTA believes when significant consequences are attached to measurements, the pressure to distort and corrupt the results is much greater. Consequently, placing high stakes and significant public scrutiny on assessments undermines both the validity of the information derived from the assessments and teaching and learning practices. Therefore, federal, state and local public policy designed to promote school improvement must be supportive rather than punitive, limiting the use of assessment information to inform and assist schools in their efforts to improve. (5/93) (2/08) (5/13) (B)

### SECTION B: CLASS SIZE ▲

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**B-1**(ps) In order to ensure teachers will be able to address the needs of all the students in their classes so that all students can succeed, JCTA supports a weighted maximum class size formula based on factors such as the number of students who have needs (including disabilities, English language proficiency, and/or known behavioral problems) requiring additional teacher time and attention. (12/92) (2/08) (B)

**B-2**(ps) JCTA believes the class size for general education classrooms should not exceed 18 students in primary, 20 students in intermediate, 22 students in middle school, and 24 students in high school. (2/93) (2/08) (B)

**B-3**(ps) JCTA supports legislation to lower the caseload for speech clinicians to no more than 40 students in general education classrooms and 25 or less for special circumstances (including services provided to non-public school students) and populations, such as students with multiple disabilities. (11/95) (2/08) (B)

### SECTION C: COMPENSATION AND BENEFITS ▲

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**C-1**(ps) JCTA supports legislation providing state paid benefits for part-time/job sharers and making said employees eligible for KTRS payroll deduction. (10/91) (1/02) (B)

**C-2**(ps) JCTA supports legislation to grant teachers general leave. (11/91) (1/02) (B)

**C-3**(ps) JCTA opposes any reduction in health benefits or options provided to Jefferson County teachers except as may be necessary to maintain the integrity and/or affordability of the program. (4/93) (2/08) (B)

**C-4**(ps) JCTA supports legislation that would allow for a “cooling off period” before teacher’s resignation becomes official. (6/93) (1/02) (B)

**C-5**(ps) JCTA opposes any professional compensation plan that is based in any manner on student performance or employee evaluation. (10/93) (C) (2/08) (B)

- C-6<sub>(ps)</sub>** JCTA strongly opposes any effort to erode teacher tenure or institute any form of merit pay. (11/93) (B)
- C-7<sub>(ps)</sub>** JCTA supports additional compensation for extra duties; however, the association does not support any compensation based on student performance. (5/13) (B)
- C-8<sub>(ps)</sub>** JCTA supports legislation which provides equal state benefits and tenure rights for part-time employees of the district. (11/95) (1/02) (B)
- C-9<sub>(ps)</sub>** JCTA is opposed to adding any administrative personnel to our sick leave bank. (6/97) (B)
- C-10<sub>(ps)</sub>** JCTA supports a single salary schedule based on rank, certification, and classroom experience. The association is opposed to peer evaluation/review. (11/00) (2/08) (B)
- C-11<sub>(ps)</sub>** JCTA supports full funding for state-provided family health insurance. (11/00) (B)
- C-12<sub>(ps)</sub>** JCTA supports state and local provisions assuring a living wage for all school employees and others in the community. (01/03) (B)
- C-13<sub>(ps)</sub>** JCTA opposes taking legal action against the Commonwealth and/or its elected leaders as a strategy to achieve full funding of KTRS. (06/14) (B)
- C-14<sub>(ps)</sub>** JCTA supports bonding by the Commonwealth as a strategy to achieve full funding of KTRS. (1/15) (B)
- C-15<sub>(ps)</sub>** JCTA supports the 2017 “Shared Responsibility” plan developed by education stakeholder groups as a better alternative to the Governor’s proposed “Keeping the Promise” plan. (11/17) (B)

## **SECTION D: DISCIPLINE AND SAFETY ▲**

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- D-1<sub>(ps)</sub>** JCTA believes that teachers and students deserve safe teaching and learning environments which includes:
- Facilities in good conditions
  - Effective district and site communication procedures to inform staff, in a timely fashion, of safety issues
  - District and building safety plans developed with teacher involvement (9/94) (2/08) (5/13) (B)
- D-2<sub>(ps)</sub>** JCTA believes assaulted teachers should be made aware of their right to file civil suits against the student and parents. JCTA further believes those assaulted teachers making a formal legal request should be assisted by the Association. (2/95) (2/08) (B)
- D-3<sub>(ps)</sub>** JCTA supports Zero Tolerance for Violence in the schools and the school safety plan included in Appendix J. (5/95) (B) (2/96) (C)

## **SECTION E: FUNDING ▲**

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- E-1(ps)** JCTA supports equity in funding for all schools. (1/94) (C)
- E-2(ps)** It is the position of JCTA that public tax dollars should not, and can not, be used to underwrite in any manner the funding of non-public schools, including any form of non-public student transportation. JCTA further states that our Association aggressively opposes any and all efforts by those who wish to further the cause of non-public schools by use of public tax dollars. JCTA shall actively oppose any effort to use public tax dollars for non-public school use by any and all legal means available, through legislative action, and by speaking out publicly in opposition to any form of public funding on non-public schools. (6/95) (B)
- E-3(ps)** JCTA supports preserving the Building Level Title I Program in the event that cuts are to be made. In such event JCTA calls for reductions to be made first in programs, activities, and equipment which are funded for use outside school buildings. (2/96) (2/08) (B)
- E-4(ps)** JCTA supports increasing the tobacco tax. (8/02) (B)

## **SECTION F: INSERVICE ▲**

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- F-1(ps)** JCTA shall take all measures necessary to protect flexibility and teacher choice in selecting inservice. (3/94) (B)
- F-2(ps)** JCTA opposes exclusively school-based inservice. (4/94) (C)
- F-3(ps)** JCTA urges that the district inservice program be expanded to meet the needs of teachers in regard to length of program and diversity in offerings and offer programs over a period of time that does not overlap. (6/95) (B)

## **SECTION G: LICENSURE AND CERTIFICATION ▲**

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- G-1(ps)** JCTA supports legislation to clarify the procedures that the EPSB uses in certificate revocation to insure members are treated fairly. (4/93) (B)
- G-2(ps)** JCTA believes that discipline arbitrations that are settled according to our labor agreement should not be sent to the Standards Board. (11/00) (B)

## **SECTION H: SBDM ▲**

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- H-1(ps)** JCTA shall provide information regarding the SBDM process with emphasis on measures which protect members' rights. (9/94) (2/08) (B)
- H-2(ps)** JCTA shall take all steps possible to protect the JCTA/JCBE Contract when violated by any SBDM policy. (2/95) (B)
- H-3(ps)** JCTA opposes any control by SBDM Councils of categorical funding. (5/95) (B)
- H-4(ps)** JCTA shall oppose any bill which would reduce the percentage representation of teachers on SBDM councils. (2/96) (B)

- H-5**(ps) JCTA believes SBDM Councils should not and do not have the authority to make a curricular decision which would lead to the transfer, lay-off, or termination of a teacher. (12/96) (B)
- H-6**(ps) JCTA supports the addition of an educational support professional representative on SBDM councils if an additional teacher is also added to maintain the percentage representation of teachers. (1/02) (B)

## **SECTION I: STAFF ▲**

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- I-1**(ps) JCTA opposes KEA placing the KEA/KEASO day on a JCPS school day. (8/00) (C)

## **SECTION J: TEACHING CONDITIONS ▲**

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- J-1**(ps) JCTA believes supervision of student teachers and/or KTIP mentoring should be rotated among all faculty members who are qualified and who are interested in this position. (9/92) (2/08) (B)
- J-2**(ps) JCTA believes that teachers must not be required to engage in “nursing practices.” (4/93) (2/08) (B)
- J-3**(ps) JCTA supports full representation involvement of all faculty members and staff members. It is the position of the Association that the selection of teachers to represent schools at meetings, workshops, conferences, as well as within the school building should include a balance of representation which includes: ethnic minority teachers, African American, Hispanic, Asian, Native American, etc., male and female. (4/93) (B)
- J-4**(ps) JCTA believes the district should provide a written policy to school employees concerning HIV and other communicable diseases. (4/93) (B)
- J-5**(ps) JCTA supports the KEA position on Gender Equity Education. (12/93) (B) (*See Appendix J.*)
- J-6**(ps) JCTA supports the JCTA Librarians/Caucus Position Paper for JCTA School Media Librarians. (5/94) (B) (*See Appendix J.*)
- J-7**(ps) JCTA believes each elementary school or cluster should be assigned a certified psychometrist to test and recommend placement of ECE and other students for proper and speedy placement in appropriate programs. (9/94) (9/06) (B)
- J-8**(ps) JCTA opposes the lengthening of the student day/year. (11/94) (B)
- J-9**(ps) JCTA shall demand to bargain for additional pay if the day/year is lengthened as a legal mandate by the KY State Board of Elementary and Secondary Education. (11/94) (B)
- J-10**(ps) JCTA opposes requirements forcing teachers to write course syllabi or any other documents which guarantee student performance outcomes. (9/95) (B)
- J-11**(ps) JCTA supports the “Take Your Child to Work” concept, but not on a school day. (5/96) (B)
- J-12**(ps) JCTA believes students learn best in racially, culturally, and economically diverse environments in which the richness of our community is reflected through heterogeneous staff and student

populations. As such, the organization believes the Jefferson County Public Schools should find the most effective strategies possible, consistent with the law, to promote integration and student success across our district, within our schools, and in our classrooms. JCTA further believes all revisions to the Jefferson County Public Schools Student Assignment Plan should be developed through an open and democratic process that facilitates involvement of all community stakeholders. This process should involve opportunities for both individual and organizational input from interested parties, including the voice of Jefferson County’s classroom teachers, JCTA. (5/96) (2/08) (B)

- J-13**<sub>(ps)</sub> In the event of a substitute teacher shortage, JCTA believes that the district should
- 1) hire persons who have completed their college teaching course requirements, internships, and have either passed the appropriate licensure exams, or are waiting for their results or who are waiting to retake the test.
  - 2) inservice certified persons in aligned fields for positions and hire them to staff classrooms.
  - 3) require all schools to create an emergency sub plan in which the counselor(s) and administrators assist in designing a plan which provides planning time.
  - 4) assign district level administrators on a rotating basis to staff classrooms on days in which 15-20% vacancies exist.
  - 5) beef up the recruitment of individuals who have attended college 2-3 years.
  - 6) be committed to using all qualified individuals who go through the application process.
- (11/98) (9/06) (2/08) (B)

## **SECTION K: MISCELLANEOUS ▲**

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- K-1**<sub>(ps)</sub> JCTA shall oppose any reduction in KEA District dues. (2/93) (B)
- K-2**<sub>(ps)</sub> JCTA urges all JCBE administrators to serve as substitute teachers on an “as could” basis. (5/93) (B)
- K-3**<sub>(ps)</sub> JCTA opposes the Ku Klux Klan and similar organizations that espouse a message of hatred and bigotry. (3/96) (2/08) (B)
- K-4**<sub>(ps)</sub> JCTA supports the Louisville Fairness Ordinance. (8/97) (2/08) (B)
- K-5**<sub>(ps)</sub> JCTA opposes annual Kentucky legislative sessions. (8/00) (B)
- K-6**<sub>(ps)</sub> JCTA opposes the juvenile death penalty and supports the coalition for the fair treatment of youth. (2/02) (B)
- K-7**<sub>(ps)</sub> JCTA supports single payer universal health care. (2/04) (C)
- K-8**<sub>(ps)</sub> JCTA opposes limits on medical malpractice awards. (1/05) (9/06) (B)
- K-9**<sub>(ps)</sub> JCTA supports extending discounted fares (for individuals with disabilities) that are available on regular TARC buses to those who use TARC 3 transportation. (10/04) (B)
- K-10**<sub>(ps)</sub> John Yarmuth shall be an honorary member of JCTA. (8/07) (C)
- K-11**<sub>(ps)</sub> JCTA supports substantial reinstatement of the “Best in Class” grant program. (11/08) (B)

- K-12<sub>(ps)</sub>** JCTA opposes any effort by KDE and/or the Kentucky Commissioner of Education to remove schools from local education agencies in any form. (11/09) (B)
- K-13<sub>(ps)</sub>** JCTA supports legislation identifying pseudoephedrine as a prescription medication. (3/11) (B)
- K-14<sub>(ps)</sub>** JCTA supports the Professional Educator’s Creed. (1/13) (B)
- K-15<sub>(ps)</sub>** JCTA supports efforts by groups such as Moms Demand Action to expand background check requirements for the purchase of firearms. (10/13) (B)
- K-16<sub>(ps)</sub>** JCTA supports the Kentucky American Civil Liberties Union (KY ACLU) proposal for JCPS’s implementation of the KY ACLU sex education curriculum. (10/13) (B)
- K-17<sub>(ps)</sub>** JCTA opposes allowing student to work until 11 pm on school nights. (1/14) (B)
- K-18<sub>(ps)</sub>** JCTA supports the restoration of voting rights for convicted felons. (1/14) (B)
- K-19<sub>(ps)</sub>** JCTA supports legislation authorizing local option sales taxes. (2/14) (B)
- K-20<sub>(ps)</sub>** JCTA opposes the expansion of the Jefferson County Board of Education beyond its current seven (7) members. (9/14) (B)
- K-21<sub>(ps)</sub>** JCTA supports the Environmental Protection Agency’s power plan, smog rule, and coal ash rule. (3/15) (B)
- K-22<sub>(ps)</sub>** JCTA supports efforts to establish a Say Yes to Education initiative in Jefferson County. (8/16) (B)
- K-23<sub>(ps)</sub>** JCTA is opposed to changes in the JCPS Facilities Plan that would predetermine student assignment decisions, that would contribute to greater inequity, or that would place student safety at greater risk. (B) (3/19)



# APPENDIX A: ELECTION PROCEDURES

<a href="#"><u>PROCEDURES FOR PROFESSIONAL REPRESENTATIVE ELECTIONS</u></a>
<a href="#"><u>GENERAL PROCEDURES FOR ALL OTHER ELECTIONS</u></a>
<a href="#"><u>SPECIFIC PROCEDURES FOR PAPER BALLOT ELECTIONS</u></a>
<a href="#"><u>PR RESPONSIBILITIES FOR CONDUCTING PAPER BALLOT ELECTIONS</u></a>
<a href="#"><u>SPECIFIC PROCEDURES FOR ELECTRONIC VOTING</u></a>
<a href="#"><u>PR RESPONSIBILITIES FOR ELECTRONIC VOTING</u></a>
<a href="#"><u>PROCEDURES FOR VOTING WHEN REQUESTED BY MEMBERSHIP PETITION</u></a>
<a href="#"><u>PROCEDURES FOR CHALLENGES</u></a>
<a href="#"><u>RECALL PROCEDURES</u></a>
<a href="#"><u>JCTA/KEA ELECTION APPLICATION</u></a>
<a href="#"><u>PROFESSIONAL REPRESENTATIVE ELECTION FORMS</u></a>



*Roberts Rules of Order, latest revised edition, shall be the official guide on all matters of procedure not otherwise covered by provisions of the Constitution and Bylaws or by the Standing Rules and Procedures of the Association.*

## **PROCEDURES FOR PROFESSIONAL REPRESENTATIVE ELECTIONS ▲**

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1. Any member of JCTA in good financial standing may be a candidate for a JCTA PR position.
2. The elective term for JCTA PRs and Alternates shall be one year.
3. The PRs overseeing the election at each site shall announce the date, time, and process for the election of JCTA PRs and Alternates at least two weeks prior to the election, shall provide a list of JCTA PR responsibilities to all members, and shall request from members at the site, a statement of interest from those wishing to run for a JCTA PR position. The request and response may be done electronically.

4. JCTA PRs and Alternates shall be elected from each site, with each site being entitled to one JCTA PR and one Alternate for every fifteen members or major fraction thereof.\* (See Bylaw 3-1 above.) A member who is assigned to more than one site will be considered a member at his or her home site.
5. JCTA PRs and Alternates shall be elected by secret ballot. The election shall be organized by the PRs overseeing the election at the site, who will identify an elections committee of at least two members not on the ballot to conduct the election and tabulate results using the appropriate forms provided by JCTA.
6. Members may cast one vote for each open PR position on the ballot. The election shall be open for no less than two full consecutive school days.
7. The candidates for JCTA PR receiving the most votes for the number of positions for which the site is entitled shall be considered elected as PRs.
8. The candidates for JCTA PR receiving the next most votes for the number of positions for which the site is entitled shall be considered elected as Alternates.
9. In case of a tie vote, a run-off election shall be held if needed.
10. Elections for JCTA PRs shall be completed and results shall be reported within one week (prior to the end of the school year) using the appropriate forms provided by JCTA.
11. Following the JCTA PR election, the JCTA PRs at any site having more than one JCTA PR shall identify in consultation with the PR job description the roles and duties of each PR at the site.
12. A JCTA PR must remain a JCTA member during his or her term in order to continue as a JCTA PR.
13. In the event a JCTA PR does not fulfill his or her term, a special election shall be held in accordance with Bylaw 10-2.
14. The term of JCTA PRs shall begin on June 15, unless the election is to fill a vacant JCTA PR position, in which case, the term shall begin immediately.
15. In the event a site has no JCTA PR, the President or designee shall appoint a special election committee to hold an election at the site to elect a JCTA PR.
16. Appeals of JCTA PR and Alternate elections based upon the procedures for electing JCTA Professional Representatives may be made to the JCTA Credentials and Elections Committee.
17. The use of the JCPS courier (PONY) and/or email system to distribute campaign materials is prohibited.
18. Each candidate may have one observer (not the candidate) present during tabulation.

\*For example, if a site has 38 members, the site would be entitled to three JCTA PRs. Therefore, members there would vote for no more than three candidates. *Members only vote for JCTA PRs, not alternates.* Alternates are elected by receiving the most votes among candidates who did NOT receive enough votes to be elected as a JCTA PR. Candidates must be active members in good

financial standing. (*Ideally, each site needs at least twice the number of members on the ballot as the number of JCTA PRs to which the site is entitled, since one Alternate is needed for each JCTA PR.*)

## **GENERAL PROCEDURES FOR ALL OTHER ELECTIONS ▲**

1. The JCTA General Election shall include JCTA officers, JCTA Regional Directors, KEA Directors, and KEA committee seats.
2. All required application information to run for office or for a KEA committee may be submitted electronically, including by email.
3. The deadline for filing as a candidate shall be twenty-one (21) days in advance of the election.
4. If no applications are received for a position by the filing deadline, a vacancy shall be re-advertised.
5. All candidates shall be provided a copy of JCTA Constitution and Bylaws Article X: Elections and Appendix A: Election Procedures from the JCTA Governance Documents.
6. Upon request, all candidates shall have access to the most recent list(s) of all PR's, Alternates, school names, and school addresses. For the Spring Election, the list(s) shall be mailed to all candidates within one week after the filing deadline.
7. Resumes of the candidates shall be published and distributed to members at least one week prior to the election.
8. All regional candidates shall run from the region of their home school.
9. The C & E Committee chairperson(s) or designee shall, at least one (1) week prior to an election, determine the make-up of the ballot. The process used by the chairperson shall be a random drawing of names. One observer per candidate may be present. At this meeting the final ballot(s) shall be reviewed for accuracy and candidates checked for good financial standing by the Executive Director and designated staff. Members must be in good financial standing by the start of this meeting to be eligible for election. Members in poor financial standing at the start of this meeting shall not be included on the ballot nor eligible for write-in votes.
10. The C & E Committee shall establish the election procedures, such as the election calendar, ballot pick-up points, and sign-in procedures.
11. The C & E Committee shall immediately (within 24 hours) notify all parties of interest by phone call, followed by a letter within 3 working days of the phone call, of any irregularities in the conducting of the election.
12. The official results of an election shall be certified and released following the completion of the tabulations, and/or by calling the JCTA office the following day.
13. In the event no candidate receives a majority vote, a run-off election between the two candidates with the highest number of votes shall be held as outlined in the JCTA Election Procedures.

14. Each of the candidates for office shall be notified of election results by a letter after the election results are certified.
15. A candidate may challenge his/her election as outlined in the Procedures for Challenges (Appendix A).
16. KEA and NEA Representative Assembly candidates receiving an equal number of votes shall be listed in election results in random order. The Credentials and Elections committee shall determine that order through a random drawing.
17. The application to run for KEA committees shall include the opportunity to run for alternate for KEA committees. In the event no one files for a KEA committee alternate position, the second highest vote getter shall serve as alternate for the KEA committee.
18. All campaign literature shall contain the following disclaimer: “written and distributed by (candidate’s name or chairperson of supporting group),” and a copy of all campaign literature shall be submitted to the JCTA Executive Director or the JCTA Executive Director’s designee.
19. The use of the JCPS courier (pony) and/or E-mail system to distribute campaign materials is prohibited.
20. JCTA-R shall be responsible for their own elections and notification of their membership. (9/07) (B)
19. Each candidate may have one observer present during tabulation. However, candidates in contested races and their immediate family members (spouse, domestic partner, children, including stepchildren, parents and domestic partner’s parents) shall not be allowed in the counting room.
20. Ballot tabulations shall be done by the chairperson(s), C&E Committee members, or designee(s), and JCTA staff.
21. JCTA members seeking a position of elected leadership within the association shall not engage in campaigning or electioneering on JCTA social media except to share their candidate resume. Candidate resumes may include a link to the candidate’s personal social media or links to campaign materials.

## **SPECIFIC PROCEDURES FOR PAPER BALLOT ELECTIONS ▲**

1. Special provisions shall be made by the C & E Committee to provide voting opportunities for members at schools with alternate calendars.
2. The C & E Committee has the responsibility and the right to accept or reject the ballots from each site. The committee shall reject ballots if the number of signatures exceeds the total number of marked and unmarked ballots by more than two (2), if the number of marked ballots exceeds the number of signatures by more than two (2), or if conditions cited in PR Responsibilities are not met. (1/06) (B)

3. All ballots shall be delivered to the pick-up-points by 4:30 p.m. on the election day.
4. Ballots delivered to the JCTA office shall arrive by 7:00 p.m. on the day of the election. Late ballots shall be voided.
5. Ballot tabulations shall be done by the chairperson(s), C & E Committee members, or designee(s), and JCTA staff.
6. Any JCTA member may request the specific vote count of all candidates for any position within twenty (20) working days of the completion of tabulation.
7. A candidate may request a recount of his/her election by submitting such request, in writing, to the chairperson of the C & E Committee and to the JCTA President no later than 5:00 p.m. on the third working day after completion of the tabulation. The C & E Committee shall meet and conduct the recount within seven (7) working days of the request.
8. In case there is not a candidate with a majority vote, a run-off election between the two candidates with the highest number of votes shall be held on the second working Wednesday after the election.
9. All other rules notwithstanding, members of the Credentials and Elections Committee who are running unopposed for a position on the ballot may still participate in the Credentials and Elections Committee's work, up to and including the tabulation of ballots.

## **PROFESSIONAL REPRESENTATIVE RESPONSIBILITIES FOR CONDUCTING PAPER BALLOT ELECTIONS ▲**

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1. Professional Representatives should notify the JCTA office if election materials have not been received the Friday preceding the election.
2. Specific procedures distributed with the election materials shall be followed.
3. Elections shall be held in the schools by the building PR, alternate, or a designated member authorized by the PR. If the building PR and/or alternate is contested on the ballot or is a member of a contested candidate's immediate family, a designee shall conduct the election. The designee shall not be a member of a contested candidate's immediate family (spouse, domestic partner, children, including step children, parents, and spouse's or domestic partner's parents). Contested candidates or contested candidates' immediate family (see above) shall not deliver ballots to JCTA or pick-up points.
4. Voting shall be by secret ballot, and only active members shall vote.
5. Upon voting, the member shall sign a voter signature list attached or enclosed.
6. All ballots are to be sealed with the voter signature list attached or enclosed.
7. The name of the school and the region number should be visible on the outside of the ballot container.

8. All ballots shall reach the JCTA office by 7:00 p.m. on the day of the election in order to be counted. The C & E Committee shall establish ballot pick-up points for each election.
9. Campaign literature shall be distributed in the schools only if it contains the following disclaimer: "Written and distributed by (candidate's name or chairperson of supporting group)."
10. There shall be no campaigning, campaign literature, or sample ballots at the voting site.

## **SPECIFIC PROCEDURES FOR ELECTRONIC VOTING ▲**

1. Electronic elections shall begin at 6:00 a.m. on the first day of voting and shall end at 5:00 p.m. on the seventh calendar day following the beginning of the election.
2. In case there is not a candidate with a majority vote, a run-off election between the two candidates with the highest number of votes shall be held beginning at 6:00 a.m. the second working Wednesday after the election, and shall end at 5:00 p.m. on the seventh calendar day following the beginning of the election.
3. The election tabulation result shall be reported to the C & E chairperson(s), C & E committee members, or designee(s) and JCTA staff.

## **PROFESSIONAL REPRESENTATIVE RESPONSIBILITIES FOR ELECTRONIC VOTING ▲**

1. Professional representatives should distribute candidate resumes to all JCTA members upon receipt.
2. PRs should distribute instructions for electronic voting at least 24 hours prior to the start of the election.
3. PRs should direct any members encountering difficulties in voting to the JCTA office during normal business hours.

## **PROCEDURES FOR VOTING WHEN REQUESTED BY MEMBERSHIP PETITION ▲**

1. When a valid petition requesting initiative or referendum by membership vote is received, the Credentials and Elections committee shall submit it to a vote of the membership within twenty (20) working days.
2. The Credentials and Elections Committee shall verify membership of those signing the petition.
3. The Credentials and Elections Committee shall prepare the official ballot.
4. Relevant information shall be published and distributed to the membership five (5) working days prior to the vote.
5. All normal Election Procedures shall be followed.

## **PROCEDURES FOR CHALLENGES ▲**

### 1. Grounds for Challenge

- a. Campaign literature not properly identified.
- b. Distribution and/or display by the candidate and/or the candidate's campaign of literature which is intentionally false or intentionally misleading.
- c. Ballots not distributed to a site in time to hold the election.
- d. Validity of names on signature list.
- e. Election not in accordance with JCTA, KEA, and/or NEA Constitution and By-laws.
- f. Any other Election Procedures not properly followed.

### 2. Procedures for Challenge

- a. Challenges regarding KEA Board seats must be made to KEA in accordance with KEA policy.
- b. An election shall be challenged by 5:00 p.m. of the tenth working day after completion of tabulation.
- c. Notice shall be given in writing and sent to the JCTA Office, addressed to the C & E Committee and the JCTA President. In the event the challenge involves the current JCTA president, the challenge should be addressed the C & E Committee and the JCTA Executive Director.
- d. The C & E Committee shall meet within seven (7) working days of notification of the challenge to receive evidence from all parties of interest and to decide on the validity of said challenge. All parties of interest shall be notified of the meeting, and provided all relevant information.
- e. The committee may request evidence from the parties of interest.
- f. During the hearing by the C & E Committee, all parties of interest shall have an opportunity to hear the evidence and question the witnesses and/or other parties of interest.
- g. If the C & E Committee upholds the challenge, it shall establish a method to remedy the situation, consistent with the Constitution, Bylaws, and Policies of the Association. The C & E Committee shall have the authority to disqualify candidates.
- h. Within five (5) working days, the C & E Committee shall verbally notify and send a written decision to the parties of interest. The decision of the committee with rationale shall be submitted in writing to the JCTA President, and shall be made available to the parties of interest.

- i. If either party does not believe the C & E Committee followed the JCTA Constitution, Bylaws, or Policies in reaching its decision, the decision may be appealed to the JCTA Board of Directors. Any such appeal shall be made in writing by 5:00 p.m. of the fifth working day after verbal notification of the C & E Committee's decision. The JCTA Board of Directors shall then hear the appeal at its next scheduled meeting or within ten (10) working days, whichever comes first.
- j. All parties of interest shall be notified of an appeal and provided all relevant information.
- k. The decision of the committee shall be submitted in writing with rationale to the parties of interest.
- l. The C & E Committee and the parties of interest may present evidence to the Board of Directors. The Board of Directors shall determine whether the C & E Committee properly followed the JCTA Constitution, Bylaws, or Policies, in reaching its decision, and may uphold the appeal if, and only if, it finds that the C & E Committee did not properly follow the JCTA Constitution, Bylaws, or Policies.
- m. If the Board of Directors upholds an appeal, it shall establish a method to remedy the situation. The Board of Directors shall have the authority to disqualify candidates.
- n. Within five (5) working days, the Board of Directors shall verbally notify and send a written decision to the parties of interest.
- o. The decision of the JCTA Board of Directors may be appealed to the appropriate body of KEA or NEA. Any such appeal shall be made within five working days of verbal notification of the JCTA Board's decision.

## **RECALL PROCEDURES** ▲

### A. Origination of Recall Procedure

1. The member(s) calling for the recall shall have been eligible to vote in the election of that person: (e.g., a member can initiate a recall petition for a Professional Representative from his/her own building, his/her Board members, or an officer.)
2. The number of members required to begin the proceeding:
  - a. Within a building (Professional Representative) by a petition of one more than ½ (a majority) of the membership in a building.
  - b. Outside of the building (Regional D or officer) by a petition of the 10% of those eligible to vote in the relevant constituency.
3. A notice of charges shall accompany a petition. All charges shall relate directly to a violation of the NEA Code of Ethics of the Education Profession, misfeasance, or nonfeasance in office.



4. The petition shall be directed to the JCTA Executive Director and shall include all written evidence to be used, as well as a list of witnesses that will testify in the hearing.

**B. Notification and the scheduling of a Recall Hearing:**

1. The JCTA Executive Director shall call a meeting of the Review Board and shall notify the member who is the subject of the charges within five (5) working days of the receipt of the petition and the statement of charges.
2. The Review Board shall notify the affected parties by registered mail of the date, place and time of the hearing, and shall share the names of witnesses and all supporting evidence submitted by the petitioners.

**C. The Hearing**

1. The hearing shall be held within twenty (20) working days of notification of the affected Professional Representative, Board Member, or officer of the charges.
2. The petitioners and the person being recalled may have representation of their choice at the hearing.
3. The petitioners may present evidence of the charges at the hearing, including evidence and witnesses, and shall have a right to question the person being recalled and witnesses.
4. The person being recalled may present a rebuttal, including evidence and witnesses, and shall have a right to question the petitioners and witnesses.
5. The Review Board members shall have the opportunity to ask questions of all parties.

**D. Decision of the Review Board**

1. Within five (5) working days of the hearing, the Review Board shall verbally notify and send a written decision to the petitioners and to the Professional Representative, Board member, or officer in question.
2. If the recall is denied, the procedure is complete.
3. If decision is to recall the affected Professional Representative, Board Member, or Officer, the given position shall become vacant immediately upon the expiration of the period for appeal unless the decision is appealed to the JCTA Board of Directors.

**E. Appeal**

1. If either party does not believe the Review Board followed the JCTA Constitution, Bylaws, or Policies in reaching its decision, the decision may be appealed to the JCTA Board of Directors. Any such appeal shall be made in writing by 5:00 p.m. of the fifth working day after notification of the Review Board's decision. The JCTA Board of Directors shall then hear the appeal at its next scheduled meeting or within ten (10) working days, whichever comes first.
2. All parties of interest shall be notified of an appeal and provided all relevant information.

3. The Review Board and the parties of interest may present evidence to the Board of Directors. The Board of Directors shall determine whether the Review Board properly followed the JCTA Constitution, Bylaws, or Policies, in reaching its decision, and may uphold the appeal if, and only if, it finds that the Review Board did not properly follow the JCTA Constitution, Bylaws, or Policies.
4. Within five (5) working days, the Board of Directors shall verbally notify and send a written decision to the parties of interest.
1. If the Board of Directors upholds an appeal, it shall establish a method to remedy the situation.

## **JCTA/KEA Election Application** ▲

**CANDIDATES:** Please complete this application and return as soon as possible to the JCTA office at the following address:

JCTA  
1941 Bishop Lane, Suite 300  
Louisville, KY 40218

Be sure information is in the precise form that you want it printed in **ACTION** and on the ballot.

**WORD LIMITS ON RESUMES:** The following word limits are **MAXIMUMS** for each office or group of offices. It is not necessary to write the maximum. **DO NOT EXCEED THE SPECIFIED LIMIT.** All words over the limit will be eliminated when resumes are published.

<b><u>Office(s)</u></b>	<b><u>Word Limit</u></b>
President	200 words
Other JCTA Officers	100 words
JCTA Board of Directors	50 words
KEA Board of Directors	100 words
KEA Committees	75 words
NEA Delegates	50 words

### **COMPLETE THE FOLLOWING:**

NAME \_\_\_\_\_ HOME PHONE \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_ SSN \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SCHOOL \_\_\_\_\_ PRESENT POSITION \_\_\_\_\_

Indicate the position for which you are filing.

\_\_\_\_\_ JCTA Officer - \_\_\_\_\_

\_\_\_\_\_ JCTA Board of Directors - Region \_\_\_\_\_ Seat \_\_\_\_\_

\_\_\_\_\_ KEA Board Seat - \_\_\_\_\_

\_\_\_\_\_ KEA Committee - \_\_\_\_\_

JCTA Board of Director seats are either **Elementary**, **Secondary**, or **At-Large**.

Elementary and Secondary Seats are designated **A** or **B**.

KEA Board of Director seats are designated **A** (minority guaranteed seat), **B**, **C**, **D**, and **E**.

Be sure to indicate the seat for which you are filing.

It is understood that candidates for JCTA President, Vice President, Secretary, Treasurer, JCTA Board of Directors, and KEA Board of Directors will serve as KEA Representative Assembly Delegates if elected.





## **Term Length: 1 year**

### **The JCTA Professional Representative shall serve as the immediate connection between JCTA and its members by:**

- Being the contract expert in the building.
- Counseling members when issues arise—encouraging and supporting them in their careers.
- Facilitating discussions amongst the staff and between the staff and the administration.
- Contacting UniServ Directors, Board of Directors and the President when issues arise in the building.
- Gathering information from the members and bring it to PR Council meetings.
- Directing the members to their UniServ Director when needed.
- Attending monthly PR Council meetings.
- Holding a ten-minute meeting the week following the PR Council meeting.
- Conducting Association elections.
- Forwarding all communication from JCTA to the members in the building. This includes placing *ACTION* in mailboxes weekly.
- Maintaining a bulletin board in the staff lounge.

### **JCTA Constitution and Bylaws:**

#### ***Bylaw 3-5.*** The members of the Council shall:

- a. represent their respective units at the meetings of the Council;
- b. make regular reports to their constituents;
- c. assist the Membership Committee;
- d. approve the budget and set the dues of the Association;
- e. make the final decision on policy;
- f. approve unforeseen expenditures not provided for in the annual budget;
- g. establish regions for the purpose of electing Regional Board members and review such regions every three years to assure compliance with the one person/one vote principle;
- h. approve policies for all elections;
- i. approve policies for all standing committees of the Association.

**JCTA Professional Representative Election – Building FINAL Vote TALLY Sheet - Building \_\_\_\_\_**

Number of Members in Building - \_\_\_\_\_ Number of PRs (1 PR per 15 members or majority thereof) - \_\_\_\_\_

Candidates Write names below	FINAL TALLY	RankOrder
↓		1,2,3
<b>Percentage of members voting</b> (Divide members who voted by total number of members in building. For example, if 43 total members and 35 voted, record 35/43= 81%)	/      =      %	

Printed name of PRs overseeing the election organizing the site election/Date - \_\_\_\_\_ Dates over which the voting for the election took place - \_\_\_\_\_

Signature of PRs overseeing the election organizing the site election - \_\_\_\_\_

Printed names of non-candidate JCTA member conducting/tabulating the election if PRs overseeing the election is a candidate on the ballot/Date - \_\_\_\_\_

- \_\_\_\_\_

Signature of non-candidate JCTA members conducting/tabulating the election if PRs overseeing the election is a candidate on the ballot - \_\_\_\_\_

- \_\_\_\_\_

Election of the Representative Council shall be provided for in the Bylaws.

**Bylaw 10-1.** The members of the Council shall be called Professional Representatives. They shall be elected in each school or unit by open nomination and by secret ballot by the end of the school year. They shall assume office at the beginning of the next school year and the term of office shall be one year.

**Bylaw 10-2.** Vacancies shall be established when a Professional Representative ceases to be a member, moves from a school or unit, or resigns. Such a vacancy shall be filled by an election by the members of the school or unit within thirty (30) days. If school is not in session the election shall be conducted within thirty (30) days of the commencing of school.

**Bylaw 10-3.** Ethnic Minority members shall be duly elected to bring the Representative Council into compliance with equal proportioned representation.

### **Procedures for Electing JCTA Professional Representatives**

1. Any member of JCTA in good financial standing may be a candidate for a JCTA PR position.
2. The elective term for JCTA PRs and Alternates shall be one year.
3. The PRs overseeing the election at each site shall announce the date, time, and process for the election of JCTA PRs and Alternates at least two weeks prior to the election, shall provide a list of JCTA PR responsibilities to all members, and shall request from members at the site, a statement of interest from those wishing to run for a JCTA PR position. The request and response may be done electronically.
4. JCTA PRs and Alternates shall be elected from each site, with each site being entitled to one JCTA PR and one Alternate for every fifteen members or major fraction thereof.\* (See Bylaw 3-1 above.) A member who is assigned to more than one site will be considered a member at his or her home site.
5. JCTA PRs and Alternates shall be elected by secret ballot. The election shall be organized by the PRs overseeing the election at the site, who will identify an elections committee of at least two members not on the ballot to conduct the election and tabulate results using the appropriate forms provided by JCTA.
6. Members may cast one vote for each open PR position on the ballot. The election shall be open for no less than two full consecutive school days.
7. The candidates for JCTA PR receiving the most votes for the number of positions for which the site is entitled shall be considered elected as PRs.
8. The candidates for JCTA PR receiving the next most votes for the number of positions for which the site is entitled shall be considered elected as Alternates.
9. In case of a tie vote, a run-off election shall be held if needed.
10. Elections for JCTA PRs shall be completed and results shall be reported within one week (prior to the end of the school year) using the appropriate forms provided by JCTA.
11. Following the JCTA PR election, the JCTA PRs at any site having more than one JCTA PR shall identify in consultation with the PR job description the roles and duties of each PR at the site.
12. A JCTA PR must remain a JCTA member during his or her term in order to continue as a JCTA PR.
13. In the event a JCTA PR does not fulfill his or her term, a special election shall be held in accordance with Bylaw 10-2.
14. The term of JCTA PR shall begin at the beginning of the school year, unless the election is to fill a vacant JCTA PR position, in which case, the term shall begin immediately.
15. In the event a site has no JCTA PR, the President or designee shall appoint a special election committee to hold an election at the site to elect a JCTA PR.
16. Appeals of JCTA PR and Alternate elections based upon the procedures for electing JCTA Professional Representatives may be made to the JCTA Credentials and Elections Committee.
17. The use of the JCPS courier (PONY) and/or email system to distribute campaign materials is prohibited.
18. Each candidate may have one observer (not the candidate) present during tabulation.

\*For example, if a site has 38 members, the site would be entitled to three JCTA PRs. Therefore, members there would vote for no more than three candidates. *Members only vote for JCTA PRs, not alternates.* Alternates are elected by receiving the most votes among candidates who did NOT receive enough votes to be elected as a JCTA PR. Candidates must be active members in good financial standing. *(Ideally, each site needs at least twice the number of members on the ballot as the number of JCTA PRs to which the site is entitled, since one Alternate is needed for each JCTA PR.)*



# APPENDIX B: ASSOCIATION LEAVE DAYS

## ASSOCIATION LEAVE



### ASSOCIATION LEAVE ▲

*The JCTA Board of Directors has adopted the following guidelines for use of Association Days:*

1. The activity must be of benefit to the Association; such as KEA, NEA Conferences, training workshops at all levels, legislative activities and any other activity in which JCTA is involved.
2. President and Executive Director shall decide whether such activity shall benefit the Association.
3. No more than three (3) JCTA members who require Association Days shall represent JCTA at any one activity that requires Association Days.\*
4. Application for Association Days must be requested of the President at least three (3) weeks prior to the activity.
5. If activity involves money other than for a substitute, the Board of Directors shall have final authorization.
6. Written request must be submitted. The request must include: name of the JCTA member, activity, date, place, reason, and signature of applicant.
7. No one person\* may use more than eight (8) Association Days in any year without the approval of the JCTA Board.
8. Exceptions to the above guidelines are at the discretion of the President and/or Board of Directors.
9. If the request for Association Days is rejected, the person may appeal the decision to the Board of Directors.

\*Exception - Negotiation Team, if negotiating during school hours, and if no agreement is reached with JCBE on special arrangements for leave.

# APPENDIX C: OUT OF TOWN CONFERENCES

<a href="#"><u>INFORMING MEMBERSHIP</u></a>
<a href="#"><u>PROCEDURE FOR SELECTION OF APPLICANT</u></a>
<a href="#"><u>BASIC SELECTION CRITERIA</u></a>
<a href="#"><u>PARTICIPANT SELECTION</u></a>
<a href="#"><u>REPORTING PROCESS</u></a>
<a href="#"><u>RECORDS</u></a>
<a href="#"><u>JCTA CONFERENCE CONTRACT</u></a>
<a href="#"><u>NEA DELEGATE CONTRACT</u></a>
<a href="#"><u>JCTA CONFERENCE REPORT FORM</u></a>



## [INFORMING MEMBERSHIP](#) ▲

When the JCTA is given sufficient time to notify the membership, these procedures shall be followed:

- a. At least one ACTION shall announce the sponsored conference and criteria for application.
- b. All committee chairpersons, caucus officers, and Board members shall be notified of all regional and local conferences, training sessions, and workshops sponsored by NEA, KEA, or JCTA which occur on a regular basis.

## [PROCEDURE FOR SELECTION OF APPLICANT](#) ▲

- a. All prospective participants must submit written requests to attend the conference. Request should include: name, school, subject area, past and present JCTA activities (including workshops in which the member paid expenses), how participation in conferences, workshops, and/or training session shall enhance Association activities in area of concentration.

- b. In selection of participants, it is desirable to provide for continuity in training and development of new leadership. Participants selected to attend conferences, workshops and training sessions, where two or more representatives are sponsored by the Association, shall reflect the varied segments of the Association.
- c. Prior to attending the conference, participants shall sign a statement, indicating they shall participate in Association activities when called upon to do so in the subject area of the conference attended.

## **BASIC SELECTION CRITERIA ▲**

- a. Active JCTA member.
- b. Involvement or interest within the Association in the area focused upon by the conference, workshop, and/or training session.
- c. Number of Association Leave Days required for attendance.
- d. Commitment in following up conference, workshop and/or training.

## **PARTICIPANT SELECTION ▲**

The JCTA President shall make the final selection. JCTA Board approval is required except in those cases when a time frame does not permit. (The Board may not appoint.)

## **REPORTING PROCESS ▲**

Any member participating in a conference as a representative of JCTA shall be responsible for presenting to the Board of Directors and the Representative Council a written summary of the actions and activities of the conference. If more than one individual attends a conference, a summary may be submitted by the group.

The participants are to attend the Board meeting and Council meeting where the written report is presented to answer any questions.

## **RECORDS ▲**

Records shall be maintained for the purpose of constantly identifying new leadership and areas of expertise.

\*These procedures are to be used in conjunction with Association Leave Days.

## **JCTA CONFERENCE CONTRACT** ▲

NAME \_\_\_\_\_

CONFERENCE \_\_\_\_\_

I agree that I shall comply with the JCTA policies for attending conferences. The policies include the following:

1. Prior to attending the conference, participants shall sign a statement indicating they shall participate in Association activities when called upon to do so in the subject area of the conference attended.
2. Any member participating in a conference as a representative of JCTA shall be responsible for presenting or providing to the Board of Directors and the Representative Council a summary of the actions and activities of the conference. If more than one individual attends a conference, a summary may be submitted by the group. The participants are to attend the Board meeting and Council meeting where the written report is presented to answer any questions.
3. The budgeted amount for your attendance at the conference is \$ \_\_\_\_\_. JCTA shall not fund any expenditure above the budgeted amount. The participant must pay any expenditure above the amount indicated on this contract.
4. All JCTA conference participants must complete a JCTA voucher to be submitted within 45 calendar days of their return. Failure to follow the JCTA guidelines for expenditures shall render the member in poor financial standing. JCTA shall not expend funds for Association Leave or event expenses for members in poor financial standing.
5. Any conference participant who is unable to attend the conference after being selected shall reimburse JCTA for all cost(s) incurred by JCTA caused by such cancellation. A waiver may be obtained for exceptional circumstances. The participant may appeal this required reimbursement to the JCTA Board. Failure of the participant to make the reimbursement or obtain a waiver of the reimbursement from the JCTA Board shall render the member in poor financial standing. JCTA shall not expend funds for Association Leave or event expenses for members in poor financial standing.

\_\_\_\_\_  
Signature of person attending conference

\_\_\_\_\_  
Date

# NEA DELEGATE CONTRACT ▲

I, \_\_\_\_\_, as a JCTA duly elected delegate to the National Education Association Delegate Assembly, agree to fulfill the obligations of a delegate that shall include the following:

1. Delegates must attend all NEA Delegate Assembly meetings and Kentucky Caucuses except for the following:
  - a. other state caucuses
  - b. campaigning
  - c. Association business (NCUEA, etc....)
  - d. sickness
  - e. extenuating circumstances
  
1. Delegates must sign in with the JCTA designee within thirty (30) minutes of the beginning of each JCTA Caucus, KY Caucus, and within forty-five (45) minutes of each NEA RA business session; otherwise, they shall incur a penalty equal to \$50.00 (KY Caucus and NEA RA) of their stipend per occurrence, with subsequent occurrences at the NEA RA increasing to \$100, \$150, and then \$200 per occurrence, up to a maximum equal to the given delegate's total funding to attend the convention.
  
2. Delegates must vote for officers and proposed Amendments. **Voting stubs must be turned in to the JCTA designee on the same day of voting.**
  
1. All expenses must be vouchered. A hotel receipt is required.
  
1. **Necessary documents of attendance must be returned to JCTA within 45 calendar days of the culmination of the convention.** (Any delegate who does not meet the guidelines for submitting his or her expense voucher shall incur a fifteen percent (15%) penalty for each month the report is delinquent up to a maximum equal to the total funding the delegate received to attend the convention.)
  
1. JCTA shall fund elected NEA delegates who attend at least two business sessions and vote at the KEA RA at 100% stipend. Other elected NEA delegates shall be funded at 50% stipend. (A business session shall be considered to be a session where floor discussion and debate typically occur.)
  
1. Checks shall be made available by May 15 to NEA delegates who have signed and returned this NEA Contract.
  
1. If a delegate displays a pattern of poor attendance (**Poor attendance includes repeatedly failing to sign in and/or repeatedly not being present for extended periods of time during business sessions after signing in**) at the NEA RA and/or KY Caucuses the JCTA President shall discuss the issue with the delegate and advise him or her of this policy. If the pattern persists, the JCTA Officers and KEA Directors may by 3/4ths majority vote determine that the delegate did not fulfill his or her responsibilities. If this occurs, the delegate shall incur a penalty equal to the full amount of the funding he or she received to attend the convention.
  
1. JCTA shall not grant Association Leave Days for any teacher teaching 187 school days summer school to attend the NEA Representative Assembly.
  
1. Delegates are expected to include payment of any penalty with their expense voucher.

The JCTA Board may waive this policy for good cause upon written appeal or by recommendation of the JCTA President. The appeal must be made at the next regularly scheduled JCTA Board meeting.

The JCTA shall provide up to \$\_\_\_\_\_ in expense money for providing the above mentioned services.

Failure to comply with these guidelines shall render the member in poor financial standing. JCTA shall not expend funds for Association Leave or event expenses for members in poor financial standing.

_____ Date	_____ Delegate Signature
---------------	-----------------------------

Delegates are asked to give **two weeks** prior notification if unable to attend the assembly; failing this, please notify JCTA as soon as possible.

It is the practice of the JCTA to take attendance at all required meetings.

# **JCTA CONFERENCE REPORT** ▲

Directions: In order to improve communication within the Association, please complete this form after attending a conference for JCTA. The form should be returned to the JCTA President, via FAX (452-2794) or US mail (1941 Bishop Lane, Suite 300, Louisville, KY 40218.)

**Name:** \_\_\_\_\_

**Title of Conference Attended:** \_\_\_\_\_

**Date(s) of the Conference:** \_\_\_\_\_

**Summary:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Evaluation: (How valuable or worthwhile was the experience?)**

\_\_\_\_\_

\_\_\_\_\_

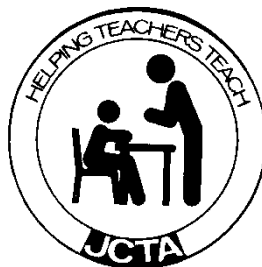
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# APPENDIX D: EXPENDITURE GUIDELINES AND VOUCHER

<a href="#">JCTA GUIDELINES FOR EXPENDITURES</a>
<a href="#">JCTA GOVERNANCE EXPENSE VOUCHER</a>
<a href="#">JCTA CONFERENCE ADVANCE CONTRACT</a>



## [JCTA GUIDELINES FOR EXPENDITURES](#) ▲

1. All expenses shall be itemized on a daily basis with a specific statement of purpose for which the expense was incurred, and with the required receipts attached.
2. Lodging shall be reimbursed at reasonable, actual expense; a receipt is required. No reimbursement shall be made for expenses incurred by or on behalf of other persons.

For direct-billed lodging charges, you must pay for movies, calls, etc. when checking out. On the voucher for direct-billed hotel charges, write "Direct-billed" on the line where hotel cost would otherwise have been listed.

3. Meals shall be reimbursed at actual expense including tax and gratuities.

IN-STATE FUNCTIONS: Original receipts are required for all amounts greater than \$25.00.

OUT-OF-STATE FUNCTIONS: Original receipts are required for all amounts greater than \$35.00.

4. Transportation costs shall be reimbursed at the amount allowed by the IRS, or actual cost of travel by public conveyance. A receipt is required for travel by public conveyance for any amount greater than \$35.00. Number of miles traveled must be listed in space marked "Miles driven."

Business air travel is reimbursable at coach, super-saver, or other economy fares. The traveler's copy of the ticket must be attached to the voucher submitted. No photocopies. If the ticket is direct-billed to JCTA, "Direct-billed" should be written on the voucher where the air cost would have been entered and the traveler's copy is attached.

Airport parking for the period of the business trip is reimbursable (as is taxi fare should one choose not to drive to the airport and park; however, taxi fare should not exceed the cost of driving and parking.) Original receipts are required for any amount greater than \$35.00.

5. Any item listed in the space "Other" must be explained in spaces marked "EXPLANATIONS." Original receipts are required for any amount greater than \$25.00 for in-state functions. Original receipts are required for all amounts greater than \$35.00 for out-of-state functions.
6. **ADVANCES:** Advances may be made for extended or approved out-of-state trips. An advance must be requested at least three weeks prior to the trip. A voucher must be submitted within 45 calendar days of the trip to report all expenses. Any amount not used by the traveler shall be returned to JCTA with the voucher. Reimbursement in addition to the advance shall be processed if appropriate.

Advances not reported or accounted for by voucher within the 45 calendar day limitation shall result in the full amount of the advance being reported to the IRS on a Form 1099 as miscellaneous taxable income to the traveler.

Additional penalties for failure to submit a voucher and other required documentation or reports in a timely manner are listed in JCTA Board Procedures and on the conference contract.

7. Should an individual fail to cancel any unneeded reservations placed by JCTA, the cost incurred shall be the responsibility of the individual.
8. Each vouchered item must be approved by the Executive Director of JCTA. The traveler shall be required to reimburse JCTA for any item that is disallowed.
9. **NEA Fund for Children and Public Education contributions cannot be vouchered.** Certain expenses such as childcare (unless otherwise agreed to) or lost wages may not be vouchered and shall not be paid.

# JEFFERSON COUNTY TEACHERS ASSOCIATION

1941 Bishop Lane, Suite 300, Louisville, KY 40218-1900

## Governance Expense Voucher

PAYEE \_\_\_\_\_ SOC. SEC. # - (LAST FOUR ONLY) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DESTINATION & PURPOSE OF TRIP OR OTHER EXPENSES \_\_\_\_\_

DATE									TOTAL EACH LINE
**Breakfast (include tip)									
**Lunch (include tip)									
**Dinner (include tip)									
*Business Meals or Group Functions									
*Hotel									
Luggage / Hotel Tips									
*Plane or Train									
Airport Shuttle or Taxi									
Automobile (____ cents)									
Miles Driven									
**Parking / Tolls									
*Conference Registration									
Conference / Convention Activities / Visibility									
**Other (explain below)									
<p><b>* ITEMS MARKED (*) MUST HAVE ORIGINAL RECEIPT ATTACHED.</b>  <b>** ITEMS MARKED (**) MUST HAVE RECEIPT ATTACHED IF OVER \$25.00 FOR IN-STATE OR OVER \$35.00 FOR OUT OF STATE FUNCTIONS</b></p>									TOTAL THIS SHEET
EXPLANATIONS: _____									LESS ADVANCE
_____									DUE JCTA
_____									DUE PAYEE

\_\_\_\_\_  
SIGNATURE OF CLAIMANT

\_\_\_\_\_  
APPROVED BY

\_\_\_\_\_  
DATE SUBMITTED

\_\_\_\_\_  
CHECK # AND DATE

\_\_\_\_\_  
DATE RECEIVED IN OFFICE

**For further information concerning items which may be vouchered, refer to Conference Contract, JCTA Board Policies, and Expenditure Guidelines. A summary of Expenditure Guidelines are printed on the back of this voucher for your convenience. ALL vouchers must be submitted within 45 calendar days of the close of the conference/convention or event for which expenses are claimed.**





Jefferson County Teachers Association  
1941 Bishop Lane, Suite 300

## Conference Advance Contract

I, \_\_\_\_\_, as a member in good standing with JCTA

accept the following advance of funds in the amount of \$\_\_\_\_\_ for the purpose of expenses related to attending \_\_\_\_\_. I understand that I will be responsible for returning all necessary receipts to account for this amount along with a voucher identifying my expenses. I also agree that any unspent amount will be returned to JCTA. The receipt along with any other necessary documents of attendance will be submitted to JCTA within 45 calendar days of the conclusion of the event. Failure on my part to abide by this agreement will result in me being placed in poor financial standing with the organization. As a member in poor financial standing, I would not be permitted to: run for JCTA office or any JCTA delegate seat (NEA RA or KEA DA), receive Association Leave, or travel to another conference utilizing JCTA funding until either the full amount owed to JCTA is paid or the proper procedures have been followed to account for the advance have been completed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# APPENDIX E:

# BUDGET

# PROCEDURES

<a href="#"><b>BUDGET COMMITTEE</b></a>
<a href="#"><b>BUDGET REQUESTS</b></a>
<a href="#"><b>PROCESS FOR DEVELOPING THE BUDGET</b></a>
<a href="#"><b>ONGOING FUNCTIONS OF THE BUDGET COMMITTEE</b></a>



## [\*\*BUDGET COMMITTEE ▲\*\*](#)

As early as practical, but no later than July, the President shall appoint a budget committee consisting of nine members including the treasurer who shall serve as chair.

The committee should be selected in accordance with current policies designed to ensure that appointed committees reflect a broad spectrum of the membership. In addition, the majority of the committee should be chosen from active members who are not members of the Board of Directors. Chairpersons of committees and groups who ordinarily submit budgetary requests should not be members of the budget committee.

The Executive Director and the President shall serve as resources and consultants to the committee.

## [\*\*BUDGET REQUESTS ▲\*\*](#)

During the month of April a general announcement shall be made in ACTION notifying individual members, governance bodies, and/or committees that they may submit budget requests to the JCTA office for consideration by the budget committee. The announcement shall specify that requests should include a description of the activity for which funds are being requested, estimated costs, rationale, and name of the member, committee, or governance body making the request. The announcement shall further indicate that budget requests should be submitted by no later than June 30.

## **PROCESS FOR DEVELOPING THE BUDGET ▲**

The initial meeting of the budget committee shall be held as soon after its appointment as is feasible. The initial meeting shall be for the purpose of committee orientation in the budgetary process, discussion of fixed budget items, and establishing a calendar for completing the budgetary process. At the initial meeting, the committee shall review budget requests that have been submitted and may, if necessary, choose to request clarification of submissions in writing or in person.

The committee shall consider projected income, fixed expenses and budget requests, and shall recommend a balanced budget with at least 1 1/2% designated as a contingency fund.

The recommended balanced budget, along with appropriate support materials shall be sent to the JCTA Board of Directors prior to its August meeting.

At the August Board meeting, the Board shall consider the proposed budget. The Board may amend the budget if it so chooses.

The Representative Council shall receive a copy of the budget, as approved by the Board of Directors, (including any appropriate support materials) for its first reading at the next Council meeting following recommendation by the Board of Directors. Efforts shall be made to ensure that members have an opportunity to discuss the proposed budget prior to its adoption. Final action on the budget shall be at the next regularly scheduled Council meeting. The council may amend the budget if it so chooses.

## **ONGOING FUNCTIONS OF THE BUDGET COMMITTEE ▲**

In the event that major budget revisions should become necessary during the year, the budget committee shall meet and prepare recommendations for consideration by the Board of Directors and/or Representative Council. (85, 5/02) (C)

# APPENDIX F: HCR-KING RECOGNITIONS

[MLK DIVERSITY ARTS AND BEYOND CONTEST RULES](#)

[MLK DIVERSITY ARTS AND BEYOND CONTEST COVER SHEET](#)

[JCTA EDUCATION FUND](#)

[MLK EXEMPLARY STUDENT AWARD ANNOUNCEMENT &  
CRITERIA](#)

[MLK EXEMPLARY STUDENT AWARD COVER SHEET](#)



## [MLK DIVERSITY ARTS AND BEYOND CONTEST RULES](#)▲

**Requirements:** \*\*\*\*\* Student entries must include the following in order to be judged: \*\*\*\*\*

1. Each teacher may submit up to 5 entries per category.
2. Submitting teachers must be a JCTA member.
3. Each entry must include TWO completed cover sheets.
4. Each entry can include 1-4 students, no more
5. Each entry must be accompanied by an explanation-This can take any form: QR code that links to the explanation; YouTube video; flip grid; written explanation
  - If the explanation is in video form, it should be no longer than 2 minutes.
  - If it is text, no more than 200 words.
  - The explanation should include:
    - The Martin Luther King, Jr. quote they have chosen for their theme.
    - The reason why the student chose that quote for their theme.
    - Anything else they want us to know about their entry.

6. Winning entries will receive a \$75 award (groups working on shared entry will split the award). The submitting teacher for each winning entry will receive \$25 award. Winners will be recognized at the JCTA-HCR Martin Luther King, Jr. Awards Banquet held on \_\_\_\_\_.

7. *Entries must be submitted to the JCTA Office no later than \_\_\_\_\_ @ 5 pm*



## *JCTA HCR MLK Jr. Diversity Arts and Beyond Judging Guidelines:*

Entries will be judged on how well they reflect their chosen theme according to the rubrics below.

### **Visual Arts Category:**

- Visual Arts entries may be in the form of a poster, painting, sculpture, diorama, shadow box, etc.
- Work must be original; no copies or clip art.
- Judging Criteria:
  - **Content:** Cohesive, adheres to theme
  - **Media:** Unity of parts, neat and clean
  - **Style:** Line, Balance, Composition, Color
  - **Creativity:** Interpretation of Theme, Unique Vision

### **Writing Category:**

- Writing entries may be in the form of an original non-fiction essay, fictional prose or poem.
- Writing entries must comply with the JCPS writing rubric.
- Writing entries may be typed or handwritten on white, 8 ½ x 11 paper
- Judging Criteria:
  - **Content:** adheres to theme, includes specific examples
  - **Mechanics:** capitalization, punctuation, grammar, spelling
  - **Style/Usage:** Diction (specific word choice, phrasing), Transitions within and between paragraphs, Clarity of Thought
  - **Creativity:** Interpretation of theme; Unique vision
  - **Length:** K-1 (min. 50 words); 2-5 (no more than 2 pages); 6-8 and 9-12 (500-1,000 words; 1-2 pages)

### **“Beyond”:**

- This could be almost anything that goes that goes “beyond” the conventional project, including, but not limited to speeches, performances, social justice projects, spoken word, or other naturally occurring results of learning
- All entries should be submitted in the way that makes the most sense for the genre which has been chosen whether that be YouTube link, physical product of some kind, or something else.
- Judging Criteria:
  - **Content:** Cohesive, adheres to theme
  - **Care:** Since this category is open to your most creative “backpack-worthy” thoughts, we will consider how thoughtful and well done the entry is in whatever genre it may be
  - **Creativity:** Interpretation of subject; Unique vision

# MLK DIVERSITY ARTS & BEYOND CONTEST COVER SHEET



## JCTA's Human & Civil Rights Committee "MLK Jr. Diversity Arts and Beyond" Contest COVER SHEET

Student's Name: \_\_\_\_\_

Guardian's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Teacher Phone #: \_\_\_\_\_

JCPS Email Address: \_\_\_\_\_

Category:  Visual Art  Writing  "Beyond"

Classification (check all that apply):

Elementary:  K-3  4-5  ECE

Middle School:  6-8  ECE

High School:  9-12  ECE

Special Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

### FOR HCR COMMITTEE USE ONLY:

Category	Classification	Judge Selection
Visual Art	Elem: K-3, 4-5, ECE	Participation Winner
Writing	Middle: 6-8, ECE	Participation Winner
"Beyond"	High: 9-12, ECE	Participation Winner

## **JCTA EDUCATION FUND ▲**

### **BACKGROUND:**

In 1995, the Jefferson County Teachers Association approached Bank One and requested financial support in the amount of five thousand dollars for student scholarships. These scholarships are to be awarded to deserving students that choose to continue their education in the field of education.

The Jefferson County Teachers Association (JCTA), local affiliate of the Kentucky Education Association (KEA) Frankfort, and National Education Association (NEA) Washington, do hereby agree to establish the Jefferson County Teachers Association Education Fund for the purpose of granting scholarships to outstanding seniors of Jefferson County Public High Schools interested in pursuing a career in education.

### **FUND ORGANIZATION:**

1. The name of the fund shall be The Jefferson County Teachers Association Education Fund with the Jefferson County Teachers Association Board of Directors serving as the Board of Trustees for this education fund.
2. The fund shall be endowed with \$3,000 placed in an interest-bearing account from past proceeds from the JCTA Annual Martin Luther King Memorial Dinner. Annual profits from the JCTA Dr. Martin Luther King Dinner shall be placed in this education fund.
3. The JCTA Human Relations Committee shall serve as the screening committee for the education fund applicants. The Human Relations Committee shall recommend to the Education Fund Board of Trustees scholarship applicants yearly.
4. Applicants for the JCTA Education Fund Scholarship must first be selected to be a Martin Luther King, Jr. Exemplary Student in order to be a candidate for the scholarship (see Exemplary student guidelines), it is expressly understood that Mar-tin Luther King, Jr. Exemplary Students are to be selected without regard to the students' race, creed, color, sex, physical handicap, national origin or religion.
5. All scholarship money awarded shall only be distributed to the college or university.

### **TIME FRAME / FORMAT:**

1. By October 15 of each school year applications for the JCTA Education Fund Scholarship shall be sent out to all Jefferson County Public Schools, as a part of the Martin Luther King, Jr. Awards Dinner Information Packet.
2. By a set deadline of each school year, the Martin Luther King, Jr. Exemplary Students shall be selected with names being sent to JCTA by the given deadline.
3. Scholarship Applications must be completed with supporting specified documents.
4. The JCTA Human Relations Committee recommends the recipients to the Jefferson County Teachers Association Fund Board of Trustees prior to the Annual King Dinner.

5. The Scholarship(s) shall be presented to the Martin Luther King, Jr. Exemplary Student during the Annual MLK Jr King Dinner.

# MLK EXEMPLARY STUDENT AWARD ANNOUNCEMENT AND CRITERIA ▲

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## **JCTA Martin Luther King Jr. Exemplary Student Scholarship Announcement**

- JCTA is offering \$1000 Exemplary Student Scholarships to two Jefferson County Public School seniors.
- The Jefferson County Teachers Association will honor these two JCPS seniors during its annual Martin Luther King Jr. Awards Dinner being held on \_\_\_\_\_. Scholarship winners will be provided two complimentary tickets for guests.
- Scholarship Funds will be released upon receipt of class schedule with the official seal submitted by August 30, \_\_\_\_\_.
- Students should send their completed scholarship application package to the JCTA office (located at 1941 Bishop Lane, Suite 300) by Thursday, January 23, 2020, by 5:00 pm. If you have any questions, contact UniServ Dawn Moretz at HCR@jcta.org or 454-3400 (ext 1003).

## **Scholarship Criteria**

The following checklist will assist in completing the application. *Note: If any of the following components are incomplete or missing, the application will be void.*

1. Completed scholarship application cover sheet
2. Copy of high school transcript
3. Copy of ACT or SAT scores
4. 3 letters of recommendation-each in a sealed envelope with signature of recommending person across the seal
5. Responses to all four essay questions, following these guidelines:
  - a. Each question answered on a separate sheet
  - b. Typed, Double-spaced, using size 12 Times New Roman font
  - c. Each answer should be between 75-150 words per question
  - d. Required Essay Questions (each response on a separate sheet):
    - (i) Why do you want to be a teacher?
    - (ii) Describe experiences which have helped to prepare you for your career goal(s).
    - (iii) How did you arrive at your decision relative to college choice and major?
    - (iv) What other information about yourself would you like the committee to know?

# MLK EXEMPLARY STUDENT AWARD COVER SHEET ▲

## JCTA Exemplary Student Scholarship Application Cover Sheet

Jefferson County Teacher Association (JCTA) awards annual scholarships of \$1000 to two graduates of Jefferson County high schools who wish to pursue careers in public education.

Name of Applicant: \_\_\_\_\_

High School: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip code: \_\_\_\_\_

Best Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parent(s) Name(s): \_\_\_\_\_

Parent(s) Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip code: \_\_\_\_\_

College/University Planning to Attend: \_\_\_\_\_

College Major: \_\_\_\_\_

What grades do you plan to teach within the K- 12th grade spectrum? \_\_\_\_\_

List activities in which you have been involved that exemplify your interest in children/youth.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you applied for a Pell Grant? \_\_\_\_\_

For what other scholarships have you applied? (Place an asterisk (\*) by any which you have received and indicate the amount)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of JCTA Member \_\_\_\_\_

Date \_\_\_\_\_

**Note: This form should accompany the following documents to be considered a complete application: copy of high school transcript; copy of ACT or SAT scores; 3 letters of recommendation-sealed and signed; Responses to the 4 essay questions listed on the JCTA Scholarship Announcement**

# APPENDIX G: SPOTLIGHT AWARDS

[JCTA SPOTLIGHT NOMINATION FORM](#)

[“APPLE FROM THE TEACHERS AWARD” GUIDELINES](#)

[“APPLE FROM THE TEACHERS AWARD” NOMINATION FORM](#)

[“JUNE B. LEE ADVOCACY AWARD” GUIDELINES](#)

[“JUNE B. LEE ADVOCACY AWARD” NOMINATION FORM](#)

[JCTA-KEA PRESIDENTS’ SCHOLARSHIPS GUIDELINES](#)



# JCTA SPOTLIGHT AWARD ▲

## Nomination Form

The JCTA Spotlight is a quarterly publication designed to shine a light on the positive and amazing activities of our members. We want to recognize members for the big things they do, as well as the little everyday things, that make a difference. You can nominate someone for a lifelong dedication to education or for a single event or contribution!

Who do you think should be featured as an outstanding example of our profession? Tell us who is doing something amazing at your school:

- Name of the member you are nominating: \_\_\_\_\_
- Work location of the member you are nominating: \_\_\_\_\_
- Your name: \_\_\_\_\_
- Your work location: \_\_\_\_\_
- The best way to contact you: \_\_\_\_\_

Tell us why you are nominating this person. Please be as specific as possible. Give us details about what this person does or has done to shine as a public educator. Is there a specific event or item we could photograph to spotlight this teacher?

What else can you tell us about your nominee? Provide us with as much information as possible:

Please add additional pages, if needed.

*Completed nomination forms may be returned electronically to JCTA at [spotlight@jcta.org](mailto:spotlight@jcta.org) by the following deadlines:*

*Fall Edition-Last Friday in October  
Spring Edition-Last Friday in January*



## **“APPLE FROM THE TEACHER AWARD” GUIDELINES ▲**

The Spotlight Committee awards the Apple from the Teachers Award to organizations or individuals who have supported JCTA, teachers, students, or public education.

1. To be eligible for the award, the individual or organization must be outside the field of education or in a non-certified position with JCPS.
2. The individual or organization must have verbally or by written statement strongly supported OR volunteered time and effort to support JCTA, teachers, students, or public education.
3. JCTA members must make nominations in writing on the official form. Members can get forms from the JCTA website ([www.jcta.org](http://www.jcta.org)).
4. Nominators will be asked to summarize how the nominee has demonstrated the following:
  - a. How has the nominee supported JCTA, teachers, students, or public education?
  - b. Specifically, what verbal or written statements has the nominee contributed to support JCTA, teachers, students, or public education? Or, specifically, how has the nominee volunteered time and effort to support JCTA, teachers, students, or public education?
  - c. Provide evidence as needed.
5. The Spotlight Committee will review applications for the awards and make recommendations to the JCTA President. Selection will be made regardless of age, sex, race, or creed. In the event of any disagreement with the committee's selection(s), the recommendation(s) shall be presented to the JCTA Board with rationale. The opposing rationale shall also be provided to the Board. The decision of the Board shall be final.
6. Nominations for awards MUST be received in the JCTA office by 5 pm either electronically to [spotlight@jcta.org](mailto:spotlight@jcta.org) or by hard copy (US Mail or by hand delivery) by the last Friday in January.
7. Awards will be presented at the annual Spotlight Awards Ceremony during the March Professional Representatives Meeting.



## **“JUNE B. LEE ADVOCACY AWARD” GUIDELINES ▲**

The Spotlight Committee awards the June B. Lee Advocacy award to a JCTA member who has demonstrated exemplary advocacy for JCTA, teachers, students, or public education.

1. To be eligible for the award, the nominee **MUST** be a JCTA member.
2. The nominee must demonstrate strong advocacy for JCTA, teachers, students, or public education verbally or by written statement. (Examples may include, but are not limited to: speaking before the Board of Education or other elected official meeting; meeting with state legislator(s) during the KEA Day of Learning; written emails to Board of Education or Letters to the Editor; speaking at pro-public education events, such as rallies, school walk-ins, etc.)
3. JCTA members must make nominations in writing on the official form. Members can get forms from the JCTA website ( [www.jcta.org](http://www.jcta.org) ).
4. Nominators will be asked to summarize how the nominee has demonstrated the following:
  - a. How has the nominee advocated for JCTA, teachers, students, or public education?
  - b. Specifically, what verbal or written statements has the nominee contributed to advocate for JCTA, teachers, students, or public education?
  - c. Provide evidence as needed.
5. The Spotlight Committee will review applications for the awards and make recommendations to the JCTA President. Selection will be made regardless of age, sex, race, or creed. In the event of any disagreement with the committee's selection(s), the recommendation(s) shall be presented to the JCTA Board with rationale. The opposing rationale shall also be provided to the Board. The decision of the Board shall be final.
6. Nominations for awards **MUST** be received in the JCTA office by 5 pm either electronically to [spotlight@jcta.org](mailto:spotlight@jcta.org) or by hard copy (US Mail or by hand delivery) by the last Friday in January.
7. Awards will be presented at the annual Spotlight Awards Ceremony during the March Professional Representatives Meeting.



## *Ethel O'Brien Teacher Nomination Form*▲

### Information about you, the nominator:

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

School: \_\_\_\_\_ School Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Information about your nominee:

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

School: \_\_\_\_\_ School Phone: \_\_\_\_\_

Email: \_\_\_\_\_

1. Please attach a short essay providing rationale for the nomination indicating how the nominee has demonstrated outstanding dedication to BOTH public education and the community.
2. Please attach two professional letters of recommendation explaining how the nominee has demonstrated outstanding dedication to BOTH public education and the community -- one from the nominee's professional organization/employment and one from the nominee's community service experience.
3. Attach this cover sheet to the required documents and deliver to JCTA either electronically to [spotlight@jcta.org](mailto:spotlight@jcta.org) or by hard copy (US Mail or by hand) by at 5:00pm.

## JCTA-KEA PRESIDENTS' SCHOLARSHIP GUIDELINES ▲

The JCTA Spotlight Committee will award \$1000 JCTA-KEA Presidents' Scholarships to two JCTA members working towards their Rank I Certification and two JCTA members working towards their Rank II Certification.

In addition, up to \$1000 will be awarded (for up to a total of \$2000) to JCTA teachers who are working towards their initial National Board certification or recertification of their National Board Certification.

1. Applications can be found at the KEA website ([www.kea.org](http://www.kea.org)) at the following link: <https://www.kea.org/members-scholarships-awards-grants-kea-presidents-scholarships>
2. Applications must be **completed electronically** and submitted to KEA by February 15<sup>th</sup>. Only completed applications will be considered.
3. All applicants must be a member of JCTA and KEA.
4. Scholarship award amounts vary by KEA District.
5. Completed **electronic applications** will be sent to the JCTA Spotlight Committee for consideration.
6. The JCTA Spotlight Committee will review applications for the awards and make recommendations to the JCTA President. Selection will be made regardless of age, sex, race, or creed. In the event of any disagreement with the committee's selection(s), the recommendation(s) shall be presented to the JCTA Board with rationale. The opposing rationale shall also be provided to the Board. The decision of the Board shall be final.
7. Winners will be notified by the JCTA Spotlight Committee and will be recognized at the March Professional Representative Council Meeting and the annual KEA Delegate Assembly in April.

# APPENDIX H:

# CAUCUSES

**JCTA CAUCUS PURPOSES**

**JCTA CAUCUS CRITERIA FOR RECOGNITION**

**JCTA CAUCUS OPERATING POLICIES**

**WITHDRAWAL OF JCTA CAUCUS RECOGNITION**



## **JCTA CAUCUS PURPOSES ▲**

The purpose of JCTA Board recognition of caucuses is for the Caucuses to:

1. provide input to the governing bodies of JCTA as to possible positions or policies that JCTA might consider adopting.
2. serve as an Association sounding board for member interest group concerns.
3. promote Association membership and participation in all facets of JCTA.
4. meet on an as needed basis with District Administration with the goal of working together in a collaborative manner to resolve educational concerns.

## **JCTA CAUCUS CRITERIA FOR RECOGNITION ▲**

1. Any JCTA member may initiate the formation of a caucus and invite other members to join. JCTA governance and staff are not responsible for the organization or operation of a caucus.
2. Caucus governance documents (constitution and by-laws) must be submitted to the JCTA Constitution Committee for alignment review before being submitted to the JCTA Board of Directors along with other documentation for formal caucus recognition. Caucus governance documents should include:
  - a. the name of the caucus
  - b. a caucus purpose statement, outlining the goals and objectives of the group
  - c. affiliation with KEA or NEA caucus, if any
  - d. caucus membership criteria
  - e. caucus dues structure (if any) and any restrictions placed on the body/governance in expenditures

- f. procedure for determining caucus leadership, including:
    - i. election procedures
    - ii. processes for proportional representation (if needed)
    - iii. terms of office
    - iv. processes for filling vacancies between elections
  - g. powers and duties of caucus leadership
  - h. regular meeting expectations (how often, decision making authority, etc.)
  - i. how to call special meetings
  - j. process for making alterations to governance documents
3. Proposed caucuses should have met at least three (3) times prior to applying to the JCTA Board for formal recognition. Minutes from those meetings should indicate ratification of the aligned governance documents and election of caucus leadership.
  4. At one of the JCTA Board's regularly scheduled meetings, caucus leadership must make a formal presentation requesting board recognition. Copies of meeting minutes, approved governance documents, and current membership roster should be sent to the JCTA Board in advance of the meeting.
  5. Once a caucus is formally recognized by JCTA, it must submit its governance documents, meeting minutes, financial statements, and membership roster to the JCTA Constitution Committee for annual review in order to maintain its status.

## **JCTA CAUCUS OPERATING POLICIES ▲**

1. JCTA will provide the following support to formally recognized caucuses:
  - a. A staff liaison to assist only with logistics of arranging meetings.
  - b. Use of meetings space if available and approved
  - c. Meeting notices advertised in the ACTION no more often than once a month
2. Formal recognition of a caucus by the JCTA Board does NOT make JCTA responsible for any financial commitments made by the caucus. All financial liability of managing caucus revenues (dues) and expenditures, as well as any internal auditing system, is solely the responsibility of caucus members and governance as outlined in the caucus governance documents.

## **WITHDRAWAL OF JCTA CAUCUS RECOGNITION ▲**

The JCTA Board may revoke caucus recognition at any time for any of the following:

1. Making public statements that do not align with JCTA policies, positions, beliefs, core values, etc.
2. Misrepresenting JCTA
3. Misuse of JCTA property or resources



# APPENDIX I: NEGOTIATED ITEMS

<b><u>SICK LEAVE BANK PROCEDURES/GUIDELINES</u></b>
<b><u>SICK LEAVE BANK DEPOSIT AUTHORIZATION FORM</u></b>



## **SICK LEAVE BANK PROCEDURES/GUIDELINES** ▲

### **PURPOSE:**

The purpose of the Jefferson County Teachers Association(JCTA) Sick Leave Bank is to provide to eligible voluntarily participating employees, who have exhausted all of their accumulated sick leave, the means of obtaining additional sick leave days upon proper approval of the JCTA Sick Leave Bank Approval Committee appointed by the JCTA.

### **ELIGIBLE EMPLOYEES:**

All employees covered by the terms and conditions of the negotiated Agreement between the Board of Education and JCTA are eligible to voluntarily participate in the Sick Leave Bank.

### **OPERATING PROCEDURES:**

The general operating procedures are as follows:

1. Non-participating eligible employees will be provided an opportunity to enroll in each succeeding November.
2. The JCTA Sick Leave Bank may be opened for re-enrollment of participating members in any November following a decline to a balance of less than 500 days.
3. Days from the JCTA Sick Leave Bank may be taken in whole days only except when they are coordinated with Workers' Compensation payments.
4. The school system's regular sick leave usage policies and procedures will be used as they relate to the JCTA Sick Leave Bank when practicable and feasible.

5. Participation is restricted to those eligible employees who have contributed to the bank.
6. The Committee has authority to request a second independent medical opinion.
7. The Committee retains the authority to prevent abuse of the sick leave bank.
8. The Committee requires that all Sick Leave Bank applications have an attached M.D. or PH.D. Physicians statement included.
9. The Committee does not grant one hundred percent [100%] of sick bank requests when the requests are for more than one[1] day – the percentage granted falls between zero (0) [which indicates that no days would be granted] and no more than seventy percent [70%] in any given school year.
10. Except in the most extenuating circumstances, no member will be granted more than twenty (20) days in any given school year.
11. For the safety of the bank the committee can also grant (if needed) a ‘Lifetime’ amount of days given to teachers over a 5-year Maximum of 50 days.

#### **CRITERIA FOR SICK LEAVE BANK USAGE:**

The criteria to be used-by the JCTA Sick Leave Bank Usage Approval Committee shall be as follows:

1. Serious accident of the employee **requiring absences from work.**
2. Serious illness of the employee **requiring absences from work.**
3. Extend hospitalization of the employee.
4. Other serious extenuating circumstances normally allowed for sick leave as approved by the Usage Approval Committee.

#### **SICK LEAVE BANK USAGE APPROVAL COMMITTEE:**

The JCTA Sick Leave Bank Usage Approval Committee shall:

1. Be comprised of three (3) members appointed by the JCTA President and approved by the JCTA Board of Directors.
2. Two (2) Committee members shall be appointed to serve a two(2) year term of service and one(1) appointed to serve a one(1) year term of service.
3. No Committee member shall rule on any usage application of their own or that of a relative

# SICK LEAVE BANK FOR EMPLOYEES REPRESENTED

BY THE JEFFERSON COUNTY TEACHERS ASSOCIATION (JCTA) ▲

## DEPOSIT AUTHORIZATION

I, \_\_\_\_\_, \_\_\_\_\_, assigned to \_\_\_\_\_,  
Name Job Title Location

Social Security Number \_\_\_\_\_ do hereby voluntarily agree to contribute one (1) of my accumulated sick leave days to the Sick Leave Bank. I understand that this will qualify me to apply for using days from the Sick Leave Bank according to approved procedures. I understand that my accumulated sick leave account will be reduced by one (1) day. I understand that I must apply to the Usage Approval Committee appointed by JCTA to use days from the Sick Leave Bank (and that I still must submit the regular sick leave cards through normal channels required by the school system).

Return this to the **JCTA Office, Watterson City West Building, 1941 Bishop Lane, Suite 300, Louisville, KY 40218** - no later than **Friday, November 30, 2001**, only if you wish to voluntarily participate in the Sick Leave Bank.

Sign: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

10/01



# APPENDIX J: TEACHING CONDITION POSITION PAPERS

<a href="#"><u>GRADE FOUR POSITION PAPER ON ASSESSMENT</u></a>
<a href="#"><u>JCTA LIBRARIAN'S CAUCUS POSITION PAPER</u></a>
<a href="#"><u>GENDER EQUITY EDUCATION POSITION STATEMENT</u></a>
<a href="#"><u>PROFESSIONAL EDUCATORS' CREED</u></a>
<a href="#"><u>SCHOOL RECONSTITUTION POSITION PAPER</u></a>
<a href="#"><u>ALTERNATIVE COMPENSATION POSITION PAPER</u></a>
<a href="#"><u>CHARTER SCHOOLS</u></a>



## [GRADE FOUR POSITION PAPER ON ASSESSMENT](#) ▲

### **FOURTH GRADE ASSESSMENT**

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May 1994

#### **INTRODUCTION:**

This position paper was developed from concerns, recommendations, and beliefs voiced by about 100 fourth grade teachers representing 46 Jefferson County public schools at an open forum held on April 21, 1994. These concerns closely mirror those expressed by elementary teachers at a series of meetings hosted by the school district in the spring of 1993, and at the JCTA-KEA KERA summit meetings more than a year ago.

While there were few surprises in the list of concerns, it should be noted that teachers' frustrations seem to be mounting, perhaps because in the four years since the adoption of KERA, major concerns have not been addressed and teachers feel that our voice and expertise has been ignored at best, and

often disparaged. Indeed, many fourth grade teachers feel singled out for personal and professional denigration and exploitation by the KERA Assessment and School Accountability programs.

Teachers at the meeting spoke eloquently of our continued commitment to our students, to teaching, and to the fundamental belief that all students can learn. We expressed support for changes, which encourage writing across the curriculum, co-operative learning strategies, emphasis on problem solving, and developing a global perspective. We support developmentally appropriate learning conditions and assessment for all students and feel an obligation to continue to speak out against current practices, which we feel are inappropriate and/or harmful for nine and ten year old, children.

For purposes of reporting, each area of the KIRIS assessment was addressed separately. Proposals from KDE for “midcourse adjustments” were used as discussion starters. Throughout the two and one half hour meeting, other concerns and recommendations surfaced. These have been grouped and included in this paper as well.

### **MATHEMATICS PORTFOLIO:**

We support the recommendation of KDE to move the mathematics portfolio to fifth grade if a separate mathematics portfolio continues to be required. We believe that this would allow students more opportunity to develop concepts and mathematical skills before being required to prepare an elaborate showcase portfolio. Moving this assessment task would also help to relieve the excess workload on both students and teachers.

Regardless of whether the portfolio is moved to another grade or kept at fourth grade, the following changes are recommended:

1. Expand the scoring categories from four to six by dividing current categories of novice and apprentice. This would make scoring easier, but more importantly, it would provide better evidence of growth and allow many more youngsters the opportunity to feel some degree of success. (This is similar to scoring in California.)
2. Distribute a set of suggested prompts from which teachers and students might make choices for portfolio entries. These should embody a wide range of skills and problem solving applications and be appropriate for students of varying abilities. Language should be understandable for intermediate grade students.
3. Language used for portfolio development and scoring should be consistent with that in the National Council of Teachers of Mathematics (NCTM) Standards. For example, NCTM speaks of geometry while KERA calls this space and dimensionality.
4. Technical requirements (table of contents, whether to include name and date, whether letter to reviewer is scored or not scored, etc.) should be consistent for both writing and math portfolios.
5. Either released time or compensation at regular hourly rates should be provided for all training related to developing and scoring portfolios. Teachers cannot be expected to

continue to take such training after school and with no pay. If math portfolios are moved to grade 5, fourth grade teachers should not be expected to provide training for fifth grade teachers as has been suggested.

6. The manual provided by KDE needs to be revised and written in plain English so that it is user friendly and readily understandable. Use less expensive paper and printing techniques and concentrate on necessary information and clarity.<sup>1</sup>
7. The time frame for scoring is too short and overlaps other assessment activities. Completion dates for students need to be as late as possible to allow students time to master mathematical content and the writing skills required for portfolio development. Scoring could occur soon after the close of school, with teachers receiving extra pay for the days needed to accomplish the task.<sup>1</sup>
8. Teachers should receive released time to conference individually with students during the various stages of completing the portfolios.<sup>1</sup>
9. If teachers do scoring during the school year, released time should be provided. A better solution to scoring might be to hire recently retired teachers to do all scoring. This would relieve regular classroom teachers and insure a higher degree of impartiality. (However, teachers are very concerned about use of non-educators as scorers for any part of the assessment.)<sup>1</sup>
10. In a highly mobile society, it is unfair for a school to be held accountable for preparation of portfolios for students who have been enrolled for a short time. The “100 day” rule should mean that the student has been in a particular school for at least 100 days, not that he/she has been in a school (or schools) in Kentucky for 100 days.<sup>1</sup>

### **WRITING PORTFOLIOS:**

Teachers believe that writing portfolios have great value but that they should be simplified and designed to show growth rather than be a showcase at a specific point in time.

1. Too many entries are required at grade 4. Instead of encouraging writing, the drudgery of perfecting so many portfolio pieces and the general emphasis on writing to the exclusion of other forms of expression are causing students to avoid writing whenever possible. Voluntary participation in writing activities is decreasing!
2. Students exhibit signs of burnout and stress connected with all facets of assessment but especially in connection with writing portfolios. These include physical complaints--stomachaches, headache, hand cramps, etc.--, hostility or withdrawal, and in some cases, suicidal remarks.
3. Expand the scoring categories from four to six by dividing current categories of novice and apprentice. This would make scoring easier, but more importantly, it would provide better evidence of growth and allow many more youngsters the opportunity to feel some degree of success. (This is similar to scoring in California)
4. Technical requirements (table of contents, whether to include name and date, whether letter to reviewer is scored or not scored, etc.) should be consistent for both writing and math portfolios. Name and date should be on each piece. If necessary for confidentiality, it can

be covered for photocopying. The possibility that an otherwise acceptable portfolio can be marked incomplete for errors on a table of contents is ludicrous.

5. Definition of “informative” piece is vague. This item could be combined with piece from a “content area other than language arts /reading.” KERA is supposed to encourage interdisciplinary teaching/learning but the writing portfolio insists on artificial distinctions.
6. Current portfolio requirements are particularly inappropriate for many ECE students, ESL students, and “at risk” students who struggle to complete the assignment, demonstrate considerable growth over time but are consistently scored as novice under the rigid standards in effect.
7. A formal appeal process for portfolio scores needs to be instituted for students who disagree with score assigned to their work, and for teachers who have student scores lowered through the audit process.
8. Even if it is not scored, a piece from primary school or from the first weeks of fourth grade should be included as a “benchmark” to assess individual student growth and maturation.
9. Either released time or compensation at regular hourly rates should be provided for all training related to developing and scoring portfolios.

### **PERFORMANCE EVENTS:**

While teachers strongly support co-operative learning and performance assessment, we believe that the current “performance events” do not reflect or measure these characteristics. If performance events are to continue as a part of formal assessment, they should be changed so that the problem solving process and any “hands on” product, such as a work of art or science invention, are scored. At present, the performance events are only another form of paper and pencil test of reading and writing skills. It is particularly unfair to students who contribute much to the group but do not excel in written expression.

Other concerns and recommendations in this area include:

1. Since process is stressed in primary school, performance events could be moved to P4. This would help spread out assessment and accountability, and help to bridge to gap between primary settings and the more structured requirements of grade 4.
2. Classroom teachers should be evaluating performance events but should not be expected to gather specific equipment, set up room, etc. (Performance events for the purpose of KERA assessment should not be dumped back on the teacher even though she/he is already using them as a teaching tool.)
3. Teachers should assist in arranging work groups in order to be able to balance them and to separate students who for whatever reason do not work well together. (In some instances, teachers are now permitted to do this, but other “trainers” insist on other methods of establishing groups.)



4. Performance events should not be driven by specific content unless teachers are furnished a content list well in advance in order to insure that students have adequate background information.
5. Some tasks reflect cultural/economic bias or are not developmentally appropriate. (For example, expecting fourth graders to know how to use stopwatch or stethoscope without instruction. Youngsters with inadequate health care might not even recognize a stethoscope!)
6. Students should have access to dictionaries, instruction sheets for specialized equipment, and other research tools just as they would in the classroom. Assigning one member to look up words or learn how to use an item like a stopwatch is a valid group procedure.
7. Students should have as long as needed to complete written responses. Students are frustrated if they are accustomed to writing lengthy answers and are limited to one or two paragraphs, especially if it has not been made clear that a time limit will be imposed.
8. Since performance events count very little in the accountability formula, provide no helpful information to the teacher, and carry a high price tag, their purpose and value need to be carefully evaluated, especially at the fourth grade level.

### **TRANSITIONAL TESTS:**

Of all of the parts of the fourth grade assessment, teachers have the most concerns about the KIRIS Transitional testing, and the least faith in its appropriateness and reliability. The April 1994 KDE "Position Paper on Recommended Changes in the KIRIS Assessment and Accountability Program" makes passing reference to these concerns but does not address them in the recommended changes. We believe that it is imperative that major changes be instituted immediately in order to provide assessment which is developmentally appropriate for nine and ten year old children, and which yields assessment information which is useful in implementing changes in delivery of services.

The following are specific concerns and recommendations:

1. We concur with the idea that multiple choice questions should be counted in calculation of the scores.
2. Students evidence signs of physical, mental, and emotional exhaustion and stress during and after the test period. Those frequently mentioned include stomachaches, vomiting, blisters on fingers, crying, irritability, refusal to work, and apathy. We believe the stress is cumulative, beginning with the push to complete portfolios and continuing through the testing period.
3. The test is far too long for young students. It is not uncommon for students to write for more than three hours (actual work time--not instructions or short breaks) trying to deal with seven open ended questions as well as the multiple-choice items. Even 90 minutes of testing is too long for fourth grade students. This ordeal is repeated for a minimum of five days. In general two groups of students are most distressed by this experience – those who have the most to say – i.e. "better" students, and those who read and write very slowly, struggle with the tasks, but who are very conscientious and want to complete every item. Items should be limited to two or three open response questions. (Since some of the

questions have several separate parts, students really have to answer more than seven items now.) In some cases, the reading materials on which the questions are based are also too long.

4. The print is too small and the format too cluttered. Directions are poorly written so that students have a difficult time understanding what the question means.
5. The test items are biased in favor of certain groups, especially those who are economically advantaged, and who therefore have a wider range of experiences including taking vacations with family, etc.
6. The various forms of the test booklets are not comparable. This year, for example, one form has a page of reading materials with only two multiple choice questions, while another has two separate open ended questions related to one reading selection. Topics are not comparable either, so that a youngster may be helped or hindered simply by which form of the test he/she is handed.
7. Since there is no longer a scope and sequence for the curriculum, it is impossible for teachers to adequately prepare students to deal with content areas of the test. Moreover, many students now enter fourth grade with many fewer academic skills than previously, and because it is difficult to justify a fifth year of primary program, at a younger age. Specific content lists would be helpful if they were realistic in terms of concepts that students still in the “concrete” stages of mental development could reasonable be expected to master. (Presently, many of the expectations would be much more appropriate for youngsters of 12 or older who have reached the developmental stages associated with ability to think abstractly.)
8. To a very great extend, math, social studies, and science sections are really reading/writing tests. Questions purporting to be about arts, practical living, and humanities often do not adequately reflect these disciplines. We recommend that teachers be able to read “content” selections to students to increase the possibility that those with reading difficulties might have some chance for success.
9. The test is not appropriate for many ECE students, ESL students, or those requiring remedial programs. If ECE teachers are to administer the test to groups of students, all students in the group should have the same form of the test. It is impossible to read or sign several different questions at the same time. It is distracting for the students and exhausting for the teacher.
10. The test manual is difficult to use.
11. The student answer booklet is confusing and cumbersome. Space for answers should be long enough (at least two pages for most open ended questions) so that it is not necessary to add pages or flip through the booklet to find additional space. Questions and answer spaces should be in one booklet since tests are not reusable.
12. If on demand writing sample is to be required, it should not be a part of the transitional test. We would suggest that two on demand samples be collected--one very early in the school year or at the end of primary school, and one at the time portfolios are completed. These

samples should be part of the portfolio and be indicators of growth in student writing. Wherever it is collected, “on demand” writing should never be described as “final draft” or scored as such, since students do not have the time or resources, including opportunity to confer with others and reflect on work, they usually have when “publishing” a piece.

13. The scoring rubric for open-ended questions should be revised to emphasize correct thinking, even if it is “unelaborated” rather than rewarding wrong answers, which are lengthy and flowery.
14. Students should not be penalized because different districts have different opening and closing dates. This year JCPS students still have eight weeks of school remaining after the beginning of the testing period. Tests should be given after students have been in school for a certain number of days--perhaps 155--rather than during the same period statewide.
15. If a student has not been enrolled in a particular school for at least 100 days, he/she should take the test but her/his scores should not be included in the school’s accountability calculations.
16. Test reports come too late in the school year and contain too little information to be helpful in revising curriculum or teaching strategies.

### **ACCOUNTABILITY CONCERNS:**

We believe that the entire rewards and sanctions program is unfair to both teachers and students and is having a negative effect on both student achievement and the implementation of KERA. Most teachers do not enter the profession believing that we will get rich, or seeking an easy job. We resent the implication that either the promise of a few extra dollars or the constant threat of professional humiliation will improve the ways in which we do our jobs. Furthermore, we believe that the constant threats (no one really expects rewards) are reducing our effectiveness. Our stress and frustration are reflected in the stress and frustration of our students.

Among the concerns voiced by fourth grade teachers are these:

1. There is a dramatic mismatch between the philosophy and expectations of the primary program and the demands of fourth grade. There must be clearly articulated and defensible exit criteria for the primary program, which insure that students are ready for the more formal and intensive work required to succeed in fourth grade.
2. We, alone, are held accountable. There is no accountability for parents. There is no accountability for Advanced Systems. There is no accountability for the Ky. Dept. of Education. There is no accountability for the legislators and community leaders. Regardless of the errors in the tests, the poor quality of training sessions, the lack of consistent information, inadequate funding, dysfunctional home situations, lack of community support, and a myriad of other factors which impact both student achievement and assessment results, teachers are singled out for blame.
3. Many fourth grade teachers are suffering physical and emotional trauma because of the unrelenting demands of an assessment program, which is inappropriate for fourth grade students. Not only are we stressed from the sheer volume of work, but also because we believe that many aspects of the assessment are harmful to our students. In addition, we

believe that because assessment requires so much time that other aspects of the fourth grade program are being neglected so that our students are being shortchanged in important ways.

4. Because of the pressures many fine teachers are leaving the profession or transferring to other grade levels. In some schools inexperienced teachers staff the entire fourth grade. Turnover is high. Morale is low. Under such conditions it is unlikely that student achievement will rise.
5. Many schools experience a high turnover in student population because of the mobility within the community, and because of programs such as Project Renaissance, which was designed to foster racial integration. ECE classes may be added or removed from a school depending on the available space. These annual fluctuations in student population have a dramatic impact on student scores, and on the accountability index.
6. Most teachers are unaware of appeals processes related to accountability, and the damage to the teachers' reputations and the school's image is done when scores are published. Because of flexible enrollment, publication of such information, whether or not it accurately reflects conditions at the school can cause an exodus of the very students who have the potential to help stabilize the school and raise assessment scores.

### **CONCLUSIONS:**

While we concur with most of the suggestions for revising the fourth grade assessment that have been put forth by the Ky. Department of Education, we believe that if only those steps are taken that they will be of little value. Fourth grade students and teachers were overburdened before the math portfolio was added.

1. Class size must be lowered significantly and instructional assistants provided.
2. The number of pieces and the technical aspects for developing the writing portfolio must be made more realistic.
3. The length and difficulty of the transitional test must be addressed and the reliability, validity, and appropriateness of the test and of Advanced Systems, established.
4. Teachers must be given released time for training, for conferring with students, and for scoring portfolios.
5. The entire assessment process must be made more manageable and less time consuming so that more time can be used for instructional activities.
6. Steps must be taken to insure that students entering fourth grade have prerequisite attitudes, skills, and levels of maturity needed in order for them to be successful.
7. All stakeholders in a child's education must be held accountable.

We believe that schools must change in response to changing demands of society. We support the six goals that are the basis of KERA and are committed to an emphasis on problem solving, writing across the curriculum, whole language techniques, and use of cooperative and "hands on" learning. Furthermore, we are committed to providing the best possible learning conditions so that all of our

students can learn and enjoy success. However, we cannot, and will not continue to be held accountable for conditions over which we have no control.

# **JCTA LIBRARIAN'S CAUCUS POSITION PAPER ▲**

**MAY 1994**

## **INTRODUCTION**

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The mission of the school library media program is to ensure that all members of the school population are effective users of ideas and information.

In order to accomplish this mission the school library media program must provide:

1. current, accurate, and appropriate resources that provide a diversity of opinions and cultural perspectives;
2. intellectual and physical access to resources in a variety of formats;
3. adequate staff who provide expertise and leadership in the use of information and technology;
4. full integration of information skills into the school's curricula;
5. a learning environment that enables students to become discriminating consumers and creators of information;
6. opportunities for the development of lifelong learning capabilities.

*(Source: Library Media Centers: Online with KERA. Kentucky Department of Education, 1992.)*

School media librarians, with their expertise in education and information, contribute uniquely to student success and the accomplishment of this mission through the following roles:

1. information specialist;
2. teacher;
3. instructional consultant;
4. coordinator of technology;
5. administrator of the school library media center and its programs.

## **CRITICAL ATTRIBUTES OF SCHOOL LIBRARY MEDIA CENTERS**

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### **Accessibility**

1. Flexible schedule
2. Open Facility throughout the school day and extended school hours for all students and school personnel
3. Accessible location and spacious facility to accommodate at least two classes

4. Use of the library media center by all student including preschool, disabled and exceptional children
5. Adequate professional and clerical/technical staff

### **On-going Planning**

1. Written goals and objectives that correlate with district and school goals
2. Plan of action chat includes budget, collection development and curriculum integration
3. Library media advisory committee
4. Collaboration with teachers
5. Partnerships with parents
6. Student input
7. Involvement in school technology planning
8. Evaluation of the library media center using state regional and/or national guidelines
9. Needs assessment with surveys, statistics, evaluations a Involvement in curriculum development
10. Cooperation with the community
11. Collaborative planning with school district, public and academic libraries

### **Instructional Support for School Staff**

1. Provision of accurate and current resources and information to support the curriculum
2. Provision of a variety of up-to-date technologies
3. Facilities and equipment for production of instructional materials
4. Access to information through interlibrary loan and telecommunications
5. Integration of information skills into the curriculum
6. Use of library materials and research in performance assessment
7. Effective communication with teachers
8. Provision or coordination of professional development

### **Instructional Support for Students**

1. Faster access to current information in a variety of formats

2. Development of proficiency in information access and production
3. A positive learning environment conducive to self-directed activities and critical thinking
4. Motivational activities to promote reading and the use of the library media center
5. Technology for information access and production of student materials

*(Reprinted from Library Media Centers: Online with KERA. Kentucky Department of Education, 1992.)*

### **COMMENTS TO LIBRARIANS**

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Stress those attributes relative to your specific situation (in other words, personalize this information for you and your audience).

### **EXAMPLES:**

- If your collection needs to be strengthened, utilize those attributes dealing with collections.
- Elementary school media librarians may need to use those dealing with flexible scheduling.

Additionally, you will need to provide some statistics, such as use by classes, individuals, and small groups; or the monetary value of the collection, both materials and equipment; or circulation statistics.

Support for achieving learner outcomes is on pages 16-17 in the document cited above. This same document is an excellent source of additional information.

### **CLOSING STATEMENT**

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Two findings from a 1992 study conducted by the Colorado Department of Education show:

- Student achievement is directly linked to the size of a library media center's staff and collection.
- As a predictor of student achievement, access to library media center programs is second only to the prevalence of at-risk students. Where school library media centers are better funded, academic achievement is higher, whether their schools and communities are rich or poor and whether adults in the community are well or poorly educated.

*(Source: Lance, Keith Curry, Lynda Wellborn, Christine Hamilton-Pennell. The Impact of School Library Media Centers on Academic Achievement. Colorado Department of Education, 1992.)*



## **SOURCES OF ADDITIONAL INFORMATION**

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Information Power: Guidelines for School Library Media Programs. American Association of School Librarians and Association for Educational Communications and Technology, 1988. Accompanying video available from JCPS AVC.

Library Media Centers: Online with KERA. Kentucky Department of Education, 1992. (Also known as the "Blue Bible")

School Library Media Manual for Administrators. Kentucky Department of Education, 1986.

Library Media Programs: Merit Rating Guidelines. Kentucky Department of Education, 1991. -(Note: These guidelines are being revised, and' applications for this program are no 'Longer-being accepted. However, this document car, be of assistance.)

Phi Delta KAPPAN, March 1992. (School media libraries are the focus of this issue.)

## **GENDER EQUITY EDUCATION POSITION STATEMENT ▲**

The Kentucky Education Association believes that it is imperative for schools, school councils, and districts to select curriculum/instructional resources (K- 12) which do not reinforce gender bias in our schools and society.

Further, that developmentally appropriate Gender Equity Education, which is comprehensive in nature, be fully integrated into the curriculum (K-12) and not be utilized as a separate. add-on subject. Emphasis shall be placed on diversity to eliminate gender bias and other forms of discrimination.

KEA further believes that the education family must be knowledgeable of gender bias issues and, therefore, support the implementation of pre-service teacher education and professional development programs which foster gender equity becoming a reality in our schools and society.

## **PROFESSIONAL EDUCATORS' CREED ▲**

As a professional educator, I believe that education is a noble profession with the power to transform lives and empower human beings to thrive and improve our democratic society and diverse, changing world. I help change the world and create our future. I understand the unique privilege and accept the great responsibility that comes with this charge. To the best of my ability, I will...

- Act on the belief that all students are unique, have worth, and can improve their lives and their world.
- Support and protect the right of every student to a free, quality, public education with meaningful and equitable opportunities to learn.
- Provide an education directed toward the development of the dimensions of human potential and personality.
- Educate with the understanding that public education is the cornerstone of a free and functioning democratic society.
- Provide rich, meaningful, engaging, and challenging experiences that empower the whole person to think, communicate, and interact so they can improve their lives and the lives of others.
- Create caring, supported, and democratic learning communities that ensure the rights of all students are respected, including those who lack the means to make their needs known.
- Provide an education that strengthens respect for human rights and fundamental freedoms of all human beings.
- Eliminate ignorance and further understanding and caring. • Advocate for the well-being of students and families.
- Collaborate constructively with colleagues to improve the craft of educating and to build the learning communities that benefit the growth and development of all.
- Collaborate with our school communities and others to inform and shape healthy deliberations about the future of our schools.
- Actively resist and work to change policies and practices that devalue or harm students, the education profession, or public education.
- Exercise my professional judgment independently to benefit students.
- Never cease seeking further education for my continual growth.

[Your name]

# **SCHOOL RECONSTITUTION POSITION PAPER ▲**

## **SCHOOL RECONSTITUTION**

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### **Definition**

School Reconstitution is an education reform strategy whereby a local school superintendent vacates a low-performing school's staff (administrators, teachers, support personnel). The theory behind reconstitution is that bringing in a fresh staff committed to change will lead to improved student achievement.

### **History**

The inception of reconstitution as an educational reform strategy dates to 1983, when a Consent Decree as a settlement to a class action lawsuit against the San Francisco Unified School District authorized the SFUSD to “clean house” and bring in new staffs for low-performing schools. Since then, reconstitution has been implemented in a number of urban school districts across the country.

### **Effectiveness**

To date, there have been three research studies completed examining the impact of reconstitution. To varying degrees, all of these studies question the practice of reconstitution as a valid and positive reform strategy.

“Reconstitution in Theory and Practice: The Experience of San Francisco,” a 1998 study by Goldstein, Kelemen and Koski, offers the most in-depth and extensive examination of reconstitution. These scholars point out that vacating the employees was only one of a set of eight strategies used together in an effort to improve student achievement at low-performing schools. While some schools did see improvement, it is impossible to attribute the gains made to just one factor. The authors summarize: “we have argued that any success of reconstitution as a remedy cannot be attributed solely to the ‘vacating the adults’ component of the policy, but rather must be attributed to the full panoply or some subset of the Phase One interventions” (31). Again, it is impossible to correlate improvement to the practice of reconstituting the schools. In addition, reconstitution as a practice and a threat did have damaging effects on the teaching population in San Francisco: “Meanwhile, the use of reconstitution has had deleterious effects on San Francisco’s teachers—their morale, their relationship with the District, their sense of professionalism—and has reduced the presence of experienced teachers at reconstituted schools, while increasing instability overall” (31).

In a 1999 report, “Uncovering the Potential Contradictions in Reconstitution Reform: A Working Paper” the authors (Malen, Croninger, Redmond, and Muncey) conducted a two-year study of three schools that had been reconstituted. The study’s findings challenge the idea that reconstitution will reenergize a low-performing school. The study especially debunks the notion that reconstitution will bring new expertise and stability to a building. The authors assert that reconstitution “is not a dependable strategy for attracting teachers to or retaining teachers in the schools” (9). About 75% of the teachers placed at the reconstituted schools were new hires to the district, many of them brand new to teaching (13). Reconstitution did little to promote stability within the schools—in the second year

of the reform, the schools continued to face substantial staff turnover. Echoing the concerns raised in the previous study by Goldstein, Kelemen and Koski, the authors conclude: “it may be that reconstitution, in a dramatic effort to elicit commitment, operates to undermine and ‘manufacture instability’ in schools” (14).

“Four Models of School Improvement: Success and Challenges in Performing, High-Poverty Title I Schools,” a broad study completed in 2000, takes a comparative approach in assessing four types of reform strategies (grassroots site-based reform, reconstitution, a national reform model, and partnership with an external partner). Part of this study looks at two reconstituted schools. During the period studied, although reconstituted schools earned high marks for their instructional methods, reading achievement decreased at the schools, while math achievement improved slightly at one school and declined at the other. This study also affirms the concerns raised in the other two studies about the impact of reconstitution on the climate of the school. Borman et al rated each of the reform strategies they analyzed based on five criteria: “(a) collegial relationships among staff; (b) inventiveness and active problem solving among teachers; (c) improved instructional practices; (d) formal and informal professional development opportunities; and (e) the overall professional standing of teachers” (59). Reconstitution rated low in all of these areas. The authors maintain that teacher “buy-in” is one of the central factors in determining if a reform strategy will be effective, and they note that, “by its very nature, reconstitution is an externally imposed reform that provides teachers no choice in the matter. Reconstitution produces change by labeling schools as failures, ridding them of their faculties, and hiring new groups of teachers in their place. Teachers in the West Coast schools expressed that there was a stigma associated with teaching at a reconstituted school, which made it difficult for principals to hire experienced staff” (63). Though the authors note that any of the four models they examined could lead to productive change, their conclusions find that overall, reconstitution is not as effective a model as either “the grassroots site-based management approach” or “the implementation of a nationally proven school reform model” (67).

## **JCTA’s Position**

The research makes several points clear:

- Reconstitution does not have a proven track record as a valid tool for improving student achievement.
- Reconstitution does not help to bring expertise and stability to a school.
- Reconstitution has a decidedly negative impact on teacher morale.

Given the research findings so far, JCTA has concerns about the use of reconstitution. JCTA does not believe reconstitution is an effective practice and does not support the use of reconstitution as a strategy to improve low-performing schools.

## **References**

Borman, Geoffrey D., Rachuba, Laura, Datnow, Amanda, Alberg, Marty, Mac Iver, Martha, Stringfield, Sam & Ross, Steve. (2000). *Four Models of School Improvement: Successes and Challenges in Reforming Low-Performing, High-Poverty Title I Schools*. (Report No. 48) Washington, DC: Center for Research on Education of Students Placed at Risk (CRESPAR).

Goldstein, Jennifer, Kelemen, Matt & Koski, William S. (1998). Reconstitution in Theory and Practice: The Experience of San Francisco. Paper presented at the American Educational Research Association, 1998 Annual Meeting, San Diego, April 1998.

Malen, Betty, Croninger, Robert, Redmond, Donna & Muncey, Donna. (1999). Uncovering the Potential Contradictions in Reconstitution Reforms: A Working Paper. Paper presented at the University Council for Educational Administration, 1999 Annual Meeting, Minneapolis, October 1999.

# ALTERNATIVE COMPENSATION POSITION PAPER ▲

## ALTERNATIVE COMPENSATION

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### **Definition**

Currently, teachers are paid using what has become known as the “Single-Salary Schedule.” Under this system, teachers are compensated based on their years of experience and educational attainment. Alternative Compensation is a general term for any number of teacher salary plans that depart from the single salary schedule. Alternative Compensation Plans may take a number of different forms, including merit pay, pay for performance, career ladder, knowledge and skills, or differential pay. Merit pay and pay for performance are terms used to describe pay systems that tie a salary bonus to student achievement. In a career ladder design, teachers earn extra pay by taking on additional responsibilities at their school. A knowledge and skills based pay plan depends on extensive evaluation of teachers to determine how well they are meeting professional standards. Under a differential pay system, teachers who are certified in high need areas (middle school, special education, math and science) are paid more than other teachers.

### **History**

The single salary schedule was established as the predominant method of determining teacher compensation by 1950 (Protsik 1995, p. 9). Structured in a grid whereby teachers move based on their educational attainment and years of experience, the single salary schedule rectified years of inequity and bias in teachers’ salaries. Alternative Compensation plans, notably merit pay and career ladder programs, came about in the 1980s as attempts to recruit and retain better teachers and improve student achievement. These reforms failed, as they were poorly implemented, led to declining teacher morale, and faced a lack of funding.

More recently, knowledge and skills based plans have been designed as another alternative to the single salary schedule. Cincinnati Public Schools adopted such a plan in 2000, though it has been revised and has yet to be put into practice system wide (Blair, 2001, p. 3). Pay raises would be based on extensive evaluations and measurement of employee capabilities in different skill areas.

Even advocates of performance-based pay acknowledge that the evaluations are time-consuming and require extensive training of evaluators, diverting funds from instruction and increasing class size. Education professor Allen Odden, who designed the Cincinnati Plan and co-directs the Consortium for Policy Research in Education at the University of Wisconsin-Madison, explains that for a knowledge and skills based pay plan to work, evaluators “need to be intensively trained in how to spot quality instruction when they see it—not a strength of many current school principals” (p. 3).

In Kentucky, the Prichard Committee for Academic Excellence is an advocate for Alternative Compensation. Prichard Committee Executive Director Bob Sexton characterizes the single-salary schedule as “outmoded” because it “discourages the talented and rewards the mediocre” (p.2). He believes that a Performance Based Pay Model would be an effective tool for recruiting and retaining high-quality teachers.

### **Effectiveness**

Few research studies have examined the success of alternative compensation plans in raising student achievement or improving teacher quality.

The Consortium for Policy Research in Education is studying the implementation of alternative compensation plans in several districts (Cincinnati, Ohio; Coventry, Rhode Island; Douglas County, Colorado; Manitowoc, WI; Vaughn Learning Center, Los Angeles, California). None of these studies has examined what effects, if any, the move to an alternative compensation plan has had on student achievement. (These reports may be accessed from the Knowledge and Skills Based Pay Studies page on the CPRE website.) Odden admits that more research is necessary to determine the correlation between teacher skills and student achievement (Odden 2001, p. 4).

The most comprehensive study of alternative compensation was conducted by Hatry, Greiner and Ashford. These researchers had first studied alternative compensation plans in the 1980s. Their 1996 study examined 13 school districts that had implemented some form of compensation distinct from the single salary schedule. In their conclusion, they state that none of the school districts saw “significant gains in student achievement” (p.235). Even in the few districts that did see improvement, these results “were short-lived and sporadic” (p. 235). The authors conclude: “When we began this research in the early 1980s, we believed that monetary incentive programs made good sense. Now we are pessimistic that school districts can successfully implement such programs to motivate teachers to improve performance, and, in turn, improve student achievement” (p. 244).

## **JCTA Position**

The single salary schedule remains the fairest, most equitable method for teacher compensation. Research does not show that alternative compensation forms positively impact student achievement or teacher performance. For these reasons, JCTA believes that school districts’ limited resources of time, energy, and funding would be better spent recruiting and enhancing the professional growth of its teacher staff in order to foster genuine improvement in student achievement rather than seeking implementation of any such merit, career ladder, or knowledge and skills based pay forms.

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Hatry, Harry P., Greinger, John M., & Ashford, Brenda G.. (1994). *Issues and Case Studies in Teacher Incentive Plans*. (2<sup>nd</sup> ed). Washington, D.C.: Urban Institute Press.

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### **JCTA OPPOSES CHARTER SCHOOLS; SUPPORTS SBDM COUNCILS**

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Charter schools are publicly funded elementary or secondary schools that are free from some or all state laws and regulations, including the federal law that requires only certified teachers in the classroom. Charter schools also frequently operate outside of the local school board, making them less accountable to the community.

These schools do not live up to the hype they receive. In 2004, the National Assessment Governing Board (NAGB) released an analysis of charter school performance on the 2003 The Nation's Report Card. The report found that charter school students, on average, score lower than students in traditional public schools. Charter school students who were eligible for free or reduced-price lunch scored lower than their peers in traditional public schools, and charter school students in central cities scored lower than their peers in math in 4th grade. The study also showed that charter schools enrolled smaller proportions of students with disabilities than traditional public schools.

In a study that followed North Carolina students for several years, professors Robert Bifulco and Helen Ladd found that students in charter schools actually made considerably smaller achievement gains in charter schools than they would have in traditional public schools.

The November 2008 study, *The forgotten choice? Rethinking magnet schools in a changing landscape* (Erica Frankenberg & Genevieve Siegel-Hawley, Civil Rights Project at University of California, Los Angeles), showed that charter schools were more segregated than magnet schools and public schools.

Charter schools weaken the community by their lack of accountability to the public. Parents and communities democratically elect their school board members and SBDM representatives. They hold those officials accountable for the management of schools and the education of their children. Charter schools take away this involvement and accountability by operating outside of local school board and without SBDM Councils. This would garner less involvement from parents and community and would undermine public accountability.

Site-Based Decision Making Councils work. They are authorized by state statute to implement new curriculum, hire principals, confer on all other hiring's, create and adjust school budgets, determine the used of time within the school day, and much more. No other state has empowered local decision-making councils with such broad powers, superseding those of the school board. It is largely because other states do not have such local empowerment that they charter schools are appealing to them. Because the powers of SBDMs surpass those of the local school board and superintendent, all Kentucky schools are already effectively empowered in a way that is equivalent to charter schools.



# APPENDIX K: TECHNOLOGY

[JCTA WEBSITE ACCEPTABLE USE POLICY](#)

[VIOLATIONS OF JCTA ACCEPTABLE USE POLICY](#)

[JCTA SOCIAL MEDIA POLICY](#)



## [JCTA WEBSITE ACCEPTABLE USE POLICY ▲](#)

JCTA ("the Association") has established the JCTA Internet website, which consists of the site itself and associated equipment, collectively referred to as the "website." In order to promote the efficient and effective operation of the website and to guard against abuses that could jeopardize its long-range viability, the Association has adopted the following usage guidelines.

The Association reserves the right to monitor use of the website. Accordingly, users of the website do not have a personal privacy right on the website, including messages marked "privileged, confidential," etc. This right to monitor is reserved to persons designated by the Association.

The Association shall assume no liability for any claim, suit, criminal prosecution, or judgment against a user of the website because of any action taken by him/her in the course of such use. Individuals who fail to comply with these guidelines, or who otherwise use the website in an unlawful, improper, or inappropriate manner shall be subject to denial of access to areas of the website and any other appropriate legal action.

The Association reserves the right to take appropriate legal action against any user of the website for unlawful, improper, or inappropriate use. "Unlawful, improper or inappropriate use" includes, but is not limited to, invasion of privacy, sexual harassment, copyright infringement, "overloading" the website, inappropriate postings, use of defamatory, threatening or obscene language, or any other violations of the Acceptable Use Policy for the website.

Messages on the website are discoverable in a lawsuit, and users should treat such messages the same as other written documents. The Association reserves the right to erase permanently messages on the website.

## [VIOLATIONS OF JCTA WEBSITE ACCEPTABLE USE POLICY ▲](#)

1. **Illegal use:** Using the website to transmit any material (by email, uploading, posting, or otherwise) that, intentionally or unintentionally, violates any applicable local, state, national, or international law, or any rules or regulations promulgated there under. 1.
2. **Harm to Minors:** Using the website to harm, or attempt to harm, minors in any way.
3. **Threats:** Using the website to transmit any material (by email, uploading, posting, or otherwise) that threatens or encourages bodily harm or destruction of property.
4. **Harassment:** Using the website to transmit any material (by email, uploading, posting, or otherwise) that harasses another. (Threatens, embarrasses or causes distress, unwanted attention or discomfort to person or entity.)
5. **Fraudulent Activity:** Using the website to make fraudulent offers to sell or buy products, items, or website, or to advance any type of financial scam such as "pyramid schemes," "ponzi schemes," and chain letters.
6. **Forgery or Impersonation:** Adding, removing, or modifying identifying network header information in an effort to deceive or mislead is prohibited. Attempting to impersonate any person by using forged headers or other identifying information is prohibited.
7. **Unsolicited Commercial Email/Unsolicited Bulk Email:** Using the website to transmit any unsolicited commercial email or unsolicited bulk email. Activities that have the effect of facilitating unsolicited commercial email or unsolicited bulk email whether or not that email is commercial in nature are prohibited. Unsolicited bulk email is defined as email sent to more than (50) fifty individuals without their permission.
8. **Unauthorized Access:** Using the website to access, or to attempt to access, the accounts of others, or to penetrate, or attempt to penetrate, security measures JCTA's or another entity's computer software or hardware, electronic communications system, or telecommunications system, whether or not the intrusion results in the corruption or loss of data.
9. **Copyright or Trademark Infringement:** Using the website to transmit any material (by email, uploading, posting, or otherwise) that infringes any copyright, trademark, patent trade secret, or other proprietary rights of any third party, including, but not limited to, the unauthorized copying of copyrighted material, the digitization and distribution of photographs from magazines, books, or other copyrighted sources, and the unauthorized transmittal of copyrighted software.
10. **Collection of Personal Data:** Using the website to collect, or attempt to collect, personal information about third parties without their knowledge or consent.
11. **Network Disruptions and Unfriendly Activity:** Using the website for any activity, which adversely affects the ability of other people or systems to use the website or the internet. This includes "denial of service" (DoS) attacks against another network host or individual user.
12. **Sexually Explicit Material:** Using the website to post or transmit sexually explicit images or other content, which is deemed by the Association to be offensive.

## JCTA SOCIAL MEDIA POLICY ▲

**PURPOSE STATEMENT:** JCTA may use social media communications to engage with members and the public at large in order to provide information, issue calls to action, and facilitate two-way communication around issues and matters related to public education, social justice, racial equity, and promoting unionism.

The following are a list of social media assets and their intended audiences. This list may change as social media platforms change and new platforms become available.

**Twitter:** JCTA will maintain a Twitter account (@JCTAKY) to engage in two-way communication of information with members and the public at large.

**Facebook Page:** JCTA will maintain a public Facebook page for the purpose of communicating information, sharing events, and calls to action with members and the public at large.

**Private Facebook Groups:** JCTA will maintain private Facebook groups for members (JCTA KY Members Only Group) and Professional Representatives (JCTA PRs Private Group). The purpose of the Members Only group will be to facilitate two-way communication with JCTA's rank and file membership. The purpose of the PR Private group will be to engage in two-way communication with the elected JCTA Professional Representatives in order to provide information, share ideas for engaging members, and discuss strategies for problem-solving around issues relating to the district, our schools, and the legislature. Membership status will be verified before admitting applicants to either group. Applicants to the PR Private group will be subject to verification of their status as an elected Professional Representative for their building.

**MODERATION POLICY:** JCTA social media accounts will be administered, monitored, and moderated by JCTA staff members who are assigned by the JCTA Executive Director and elected governance leaders assigned by the JCTA President. JCTA social media accounts will be moderated according to the policies and procedures outlined in this document.

Posts by JCTA on social media shall comply with the purpose statement, and should be respectful in tone, free of obscenities and vulgarities, and respectful of the intellectual property of others.

All user posts and comments on JCTA social media are subject to moderation. Posts and comments which are not respectful in tone or that are insensitive to others based on content relating to race, creed, gender, sexual orientation, ability status, national origin, and ethnicity will be deleted.

User posts and comments by non-members will be subject to the same standards of review for appropriateness and consistency with the organization's overall purpose and policy of social media.

User posts and comments that make personally negative, disparaging, or discriminatory remarks about other members will be moderated and deleted.

Duplicate posting and posts or comments which constitute spam will be deleted.

JCTA members may not comment for or speak on behalf of JCTA without prior written approval of the Association.

User posts and comments which infringe on any individual's right to privacy will be moderated and deleted.

Solicitations and endorsements for products and services may not be shared or posted on JCTA social media.

Political endorsements by Better Schools Kentucky may be announced and/or posted on JCTA social media. Other political endorsements by persons or entities other than Better Schools Kentucky will be subject to approval and moderation.

JCTA members seeking a position of elected leadership within the association shall not engage in campaigning or electioneering on JCTA social media except to share their candidate resume. Candidate resumes may include a link to the candidate's personal social media or links to campaign materials.

The advertising and sharing of events by organizations outside of the Association on JCTA social media shall be limited to events for which JCTA is an official co-sponsor. Requests for co-sponsorship must be submitted to the President or Vice-President of JCTA and are subject to approval by elected leadership, which may include any of the following as time will allow: the elected members of the JCTA Representative Council, the elected members of the JCTA Board of Directors, the JCTA Executive Committee, or the JCTA President.

The association may publish and/or share links and information from its affiliates.

Links to information from outside sources or organizations must be evaluated by the moderators to ensure that the information or media contained therein are relevant, appropriate, and fall within the scope of the purpose statement of this social media policy.

Members may not disclose any confidential, proprietary information of JCTA.

Members may not misrepresent JCTA's positions on political or organizational matters.

Members may not use JCTA's logo, trademark, or graphics without prior written approval.

All JCTA social media assets shall prominently display in text or through a link the following: 1) a statement of purpose for communications on that social media platform, 2) the moderation policy for that social media platform, 3) a disclaimer stating that user-submitted posts and comments may not be representative of the association and its members, and 4) a disclaimer stating that JCTA claims all property rights, including intellectual property rights, to its social media accounts to full the full extent as allowed by law.

The JCTA Executive Director will maintain a list of social media tools and platforms which are approved for use by the Association, and shall keep a confidential list of account information and current passwords for each.

# APPENDIX L: ITINERANT PAIRING SELECTION PROCESS

## **JCTA ITINERANT PAIRING SELECTION PROCESS**



### **JCTA ITINERANT PAIRING SELECTION PROCESS** ▲

1. Advertise in ACTION (early March) for interested members to submit their application to the JCTA President. They need to include any association experience that they have had in their application – *UniServ Director responsible for ACTION*
2. By the deadline each application is placed in its appropriate pairing division. These names are e-mailed to UniServ Staff for any input before the President makes his/her choice – *JCTA President's Associate*
3. Up to six (6) members per area are chosen, with an emphasis on diversity, by the JCTA President – *JCTA President*
4. JCPS is notified – *UniServ Director responsible for Itinerant Teachers and UniServ Director responsible for Speech Clinicians*
5. The names of those selected for the Pairings Committee are e-mailed to all staff – *UniServ Director responsible for Itinerant Teachers*
6. Letters are sent to all who applied stating results – *JCTA President's Associate*
7. JCPS is responsible for sending out all meeting notices and obtaining professional leave for the participants
8. Any calls challenging the selected teachers or process should be notified that the teachers are appointed at the "President's discretion." – *All JCTA Staff*





# APPENDIX M: MEMBER COOPERATION POLICY

<a href="#">MEMBER COOPERATION POLICY</a>
<a href="#">MEMBER COOPERATION POLICY FORM</a>



## [MEMBER COOPERATION POLICY](#) ▲

No member of the collective bargaining unit is eligible for assistance or services from the JCTA, or for continued assistance or services from the JCTA, unless the member who requested the assistance or services fully cooperates with the JCTA's officers, staff, and attorneys in providing the assistance and services. The member's duty to cooperate includes the responsibility to courteously communicate with, and promptly comply with all reasonable requests that are made by, the JCTA officers, staff, and attorneys. Members of the bargaining unit who fail to satisfy this duty of cooperation shall waive their right to assistance or services from the JCTA's officers, staff, or attorneys. Every member of the collective bargaining unit who requests or receives assistance or services from the JCTA shall be required to sign a written statement acknowledging the duty of full cooperation established in this policy.

## JCTA MEMBER COOPERATION POLICY FORM▲

No member of the collective bargaining unit is eligible for assistance or services from the JCTA, or for continued assistance or services from the JCTA, unless the member who requested the assistance or services fully cooperates with the JCTA's officers, staff, and attorneys in providing the assistance and services. The member's duty to cooperate includes the responsibility to courteously communicate with, and promptly comply with all reasonable requests that are made by, the JCTA officers, staff, and attorneys. Members of the bargaining unit who fail to satisfy this duty of cooperation shall waive their right to assistance or services from the JCTA's officers, staff, or attorneys. Every member of the collective bargaining unit who requests or receives assistance or services from the JCTA shall be required to sign a written statement acknowledging the duty of full cooperation established in this policy.

### **MEMBER ACKNOWLEDGEMENT**

I have reviewed this JCTA Policy. The JCTA Policy states that I am not eligible for assistance or services from the JCTA or for continued assistance or services from the JCTA, unless I fully cooperate with the JCTA's officers, staff and attorneys. I have requested assistance and services from JCTA and acknowledge my responsibility to cooperate with the JCTA's officers, staff, and attorneys in the manner specified in the JCTA Policy.

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Member

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Date

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Witness

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Date

# APPENDIX N: ANNUAL TIMELINE FOR ACTION ITEMS

[ANNUAL TIMELINE FOR ACTION ITEMS](#)



[ANNUAL TIMELINE FOR ACTION ITEMS](#) ▲

See next page.



# **ANNUAL TIMELINE FOR ACTION ITEMS**

## **JULY**

No Later than July - President appoints a budget committee – **Appendix E: Budget Committee (President)**

## **AUGUST**

August 31 – Membership year ends – **Article II: Section 3 (Membership Year)**

August JCTA Board Meeting - The Board of Directors shall elect by secret ballot two ethnic minority members of the Board to serve as first and second alternates for the JCTA designated Ethnic Minority Director on KEA Board of Directors – **Bylaw 5-4 (President)**

August JCTA Board Meeting - The Board of Directors considers proposed budget – **Appendix E: Process for Developing the Budget (Treasurer)**

August JCTA Board Meeting - The Board of Directors shall designate a meeting schedule – **Bylaw 5-2 (President)**

Sick Leave bank announcement in ACTION about guidelines and enrollment **(Jen to Chanda)**

Human and Civil Rights (HCR) Committee meets to start planning for the MLK contests **(Dawn)**

Send out Committee Interest Form to all members **(Deputy Exec)**

PR training(s) **(Elana)**

## **SEPTEMBER**

September 1 – Membership year begins – **Article II: Section 3 (Membership Year)**

Sick Leave bank announcement in ACTION about new guidelines and enrollment **(Jen to Chanda)**

September Representative Council Meeting - First reading and approval of the annual budget by the Representative Council – **Appendix E: Process for Developing the Budget (Treasurer)**

By October 15 guidelines and applications for the JCTA Education Fund Scholarship shall be sent out to all JCPS schools – **Appendix F: JCTA Education Fund: Time Frame / Format (Dawn)**

PR training(s) **(Elana)**

## **OCTOBER**

October Representative Council Meeting - Second reading and approval of the annual budget by the Representative Council – **Appendix E: Process for Developing the Budget (Treasurer)**

October Representative Council Meeting - Review Board members and alternates shall be appointed by the JCTA President with approval of the JCTA Board at the October JCTA Board meeting – **Bylaw 7-3 (Recall) (President)**

Guidelines and rules for the Dr. Martin Luther King contest goes in Action and on Website **(Dawn to Chanda)**

Better School Kentucky Report & general election mailings sent out **(Antonia)**

PR training(s) **(Elana)**

## **NOVEMBER**

Applicants for JCTA Bargaining Team shall be solicited through ACTION by December (bargaining years only) – **Operational Policy H-3 (Negotiations) (President/Exec)**

One Better Schools Kentucky at-large position shall be elected during the month of November and the JCTA Board shall appoint open regional seats at its regularly scheduled November meeting. – **Bylaw 10-27 (Antonia/President)**

Begin soliciting Spotlight Committee award nominations (Including Apple and Schoolhouse Awards) – **Appendix G (Andrew)**

Eligible employees who are not yet members of the JCTA Sick Leave Bank will be provided an opportunity to enroll in the JCTA Sick Leave Bank – **Appendix I: Sick Leave Bank Procedures/Guidelines: Operating Procedures: 1 (Jen)**

KEA and NEA Delegate election announcement with applications goes in ACTION and on Website **(Elana to Chanda and Dawn)**

## **DECEMBER**

KEA and NEA Delegate Elections held **(Elana)**

Announcement about the JCTA General Election in the ACTION and on Website **(Elana to Chanda and Dawn)**

Post cards to teachers and JCTA-R about contacting their Senator & State Representatives **(Exec/Jo Lynn/Jo P)**

December 31 – Deadline for applicants to apply to President for Bargaining Team (bargaining years only) – **Operational Policy H-3 (Negotiations) (President/Exec)**

## **JANUARY**

After January 1 – Better Schools Kentucky committee meets and the BSK Committee Chair, Vice Chair, and Treasurer are elected by the committee members - **Bylaw 10-27 (Antonia)**

4<sup>th</sup> Wednesday in January - JCTA General Election – **Bylaw 10-11 (Elana)**

HCR Committee judges MLK contest entries and announces the winners of the MLK contest **(Dawn)**

Last Friday in January – Deadline for nominations for Spotlight Committee awards (Including Apple and Schoolhouse Awards) – **Appendix G (Andrew)**

## FEBRUARY

Spotlight Committee selects and notifies Spotlight Committee award winners (Including Apple and Schoolhouse Awards) – **Appendix G (Andrew)**

Transfer workshop(s) (Elana, Andrew, Chanda, Antonia, Dawn)

## MARCH

Early March - Advertise in ACTION for Itinerant Pairing Committee – **Appendix L: JCTA Itinerant Pairing Selection Process: 1 (Elana to Chanda)**

March Representative Council Meeting – Recognize Spotlight Committee award winners (Including Apple and Schoolhouse Awards) – **Appendix G (Andrew)**

Job share meeting (Andrew)

King Award winners recognition event (Andrew)

Transfer workshop(s) (Elana, Andrew, Chanda, Antonia, Dawn)

## APRIL

April 1 – Start announcement of JCTA Retirement Dinner through ACTION (Chanda)

General announcement through ACTION inviting Budget requests (due by June 30) – **Appendix E: Budget Requests (Exec to Chanda)**

## MAY

May Representative Council Meeting - The President, aided by committee chairs and others, give an annual report to the May PR meeting on the activities and accomplishments of the Association – **Bylaw 4-2: h (President)**

By May 15 – NEA Delegate checks made available – **Operational Policy C-16 (Budget and Finances): 3 (Jo Lynn)**

No later than the 3<sup>rd</sup> Wednesday of May – Should the board not reflect the proportionate membership of ethnic-minority members, a special at-large election shall be held – **Article X: Section 2 (Officers & Board of Directors): f (President to Elana)**

Announce deadline to apply for Sick Leave Bank days to all JCTA bargaining unit members. (Jen and Chanda)

JCTA's Annual Retirement Dinner (Chanda)

Better Schools Kentucky Report and primary election mailings sent out (Antonia)

## JUNE

By The End Of The School Year – PR's shall be elected – **Bylaw 10-1 (Elana)**

June 15 – Start of Officers terms – **Article IV: Section I (Officers and Terms)**

By June 30 – deadline for Budget requests – **Appendix E: Budget Requests (Exec)**



# APPENDIX O: JCTA BOARD JOB DESCRIPTION & NORMS

<a href="#"><u>JCTA BOARD JOB DESCRIPTION</u></a>
<a href="#"><u>BEHAVIOR NORMS</u></a>
<a href="#"><u>MEETING OPERATION NORMS</u></a>



## [JCTA BOARD JOB DESCRIPTION](#) ▲

### **Position:**

JCTA Board Member

### **Term Length:**

- 1 year – Aspiring Educator Directors
- 2 years – Regional Directors, JCTA-R Director
- 3 years – Officers, KEA Directors

### **Scope of Responsibilities:**

A JCTA Board Member will carry out JCTA's mission and goals by...

1. serving as part of the unified voice of JCTA;
2. providing direction for the organization at meetings;
3. conveying information to and from leadership;
4. voicing member concerns;
5. supporting JCTA initiatives;
6. staying informed on education issues, especially teaching and learning issues;

7. engaging all stakeholders to promote JCTA and advance our organizational goals;
8. serving as a role model and/or mentor to new teachers and leaders;
9. recruiting new, diverse leaders;
10. providing fiscal oversight; and
11. recognizing the achievements of members and the Association.

### **Performance Responsibilities:**

A JCTA Board Member will assume the following performance responsibilities:

1. Attend Board of Directors, Professional Representative Council, Jefferson County Board of Education and KEA meetings.
2. Create strategic goals for JCTA and monitor the Association's progress in completing these goals.
3. Provide the direction of the Association consistent with the direction set by Representative Council.
4. Determine the position of JCTA on key issues facing the organization
5. Think organizationally.
6. Oversee the JCTA budget to ensure dues are used to advance our organizational goals.
7. Attend community functions on behalf of JCTA.
8. Attend JCTA functions and events.
9. Discuss issues with Professional Representatives at PR Council meetings.
10. Be inquisitive during meetings.
11. Support JCTA initiatives.
12. Communicate information from the members to JCTA leadership (Officers, Board of Directors, and PRs).
13. Communicate information from the JCTA leadership (officers, Board of Directors and PRs) to the members.
14. Take an active role in individual buildings and/or participate on JCTA committees.
15. Oversee the work of JCTA committees and caucuses.
16. Establish, monitor and update the JCTA constitution, bylaws and policies.
17. Participate on hiring committees and approve the hiring of JCTA staff.
18. Support the decisions of Better Schools Kentucky and inform members of the importance of being involved in politics.
19. Train members.
20. Serve as a role model and/or mentor to new teachers and new leaders.
21. Encourage diverse members to become more active in Association activities and to become leaders.
22. Engage and empower members to be involved
23. Recruit new leaders and encourage potential young leaders.
24. Recruit educators to join JCTA.
25. Recognize the achievement of members and of the Association.
26. Attain training and skills in order to become the expert in an area.
27. Attain more information on the activities of other urban locals across the nation.

28. Connect JCTA to the community and other labor unions.
29. Increase and enhance the use of technology by JCTA.
30. Be informed on educational issues, especially teaching and learning issues.

### **Minimum Qualifications:**

- Be elected to a position.
- Remain in the same membership category throughout your entire Board of Directors term.

## **JCTA BOARD NORMS - BEHAVIORS ▲**

Board members will:

1. Maintain trust and integrity of the Board.
2. Act and make decisions based on the interests of JCTA and its members.
3. Treat one another with respect and use straight talk.
4. Believe in positive intent [when in doubt, check it out].
5. Own, honor and support Board decisions.
6. Honor commitments.
7. Maintain confidentiality.
8. Fulfill their job descriptions on the Board.

## **JCTA BOARD NORMS - MEETING OPERATIONS ▲**

1. Only JCTA/KEA/NEA members and guests approved by the JCTA President may attend Board meetings. (Board members are asked not to bring children into the board room during Board meetings.)
2. The board will start meetings on time and use time efficiently.
3. The board will follow parliamentary procedures.
4. Board members will be on time and stay to the target ending time.
5. Speaking time will be limited to three [3] minutes.
6. First time speakers will be recognized on a motion or discussion topic before all others.
7. Board members will be actively engaged throughout the meeting.
8. Board members will not participate in electronic messaging about the meeting during the meeting.