



# Washington Teachers' Union

## Local School Elections Packet for SY 2018-19

**Date:** May 4, 2018  
**To:** All Building Representatives/Designees  
**From:** Jacqueline Pogue Lyons, General Vice President  
**Cc:** Elizabeth Davis, President

---

Please find enclosed the necessary forms to assist you in conducting your local school elections during the month of May. We are requesting that all Building Representatives adhere to the timeframes set forth in our WTU Constitution and By-Laws to ensure that your elections are completed. The time, date and place of the election shall be decided by your School Chapter Advisory Committee (SCAC). All members in good standing shall have reasonable opportunity to vote.

**Please submit your results to the WTU Office no later than May 31, 2018.**

**Timeframe:**

- **By Friday, May 4, 2018.....Post Notice of Nominations and Elections**
- **By Friday, May 11, 2018.....Conduct Nominations Meeting**
- **By Friday, May 18, 2018.....Conduct Secret Ballot Voting**
- **By Tuesday, May 29, 2018..... Submit Election Results to the WTU Office**

For your convenience, an electronic version of the *Elections Results Submission Form* will be e-mailed to you and posted at [www.wtulocal6.org](http://www.wtulocal6.org).

Please complete the *Election Results Submission Form* and fax it to Jasmine Wright (202) 379-3404 or e-mail the results to Jasmine Wright at [jwright@wtulocal6.net](mailto:jwright@wtulocal6.net).

If you have any questions or need assistance, contact your WTU Field Representative, who is listed on the last page of this packet.

As always, thank you for your continued support of your union.



## **POSITIONS TO BE ELECTED FROM EACH SCHOOL**

- **One (1) Building Representative (BR)**
- **Six (6) School Chapter Advisory Committee (SCAC) Members**
- **Four (4) Local School Advisory Team (LSAT) Members**
- **Four (4) Personnel Committee (PC) Members**
- **Delegates to Representative Assembly. For the number to be elected, see chart below:**

### **Representative Assembly Delegates**

<b>Number of Teachers</b>	<b>Number of Delegates To Representative Assembly To be Elected:</b>
<b>1 to 25</b>	<b>One (1)</b>
<b>26 to 50</b>	<b>Two (2)</b>
<b>50 to 75</b>	<b>Three (3)</b>
<b>75 to 100</b>	<b>Four (4)</b>
<b>100 to 125</b>	<b>Five (5)</b>
<b>125 to 150</b>	<b>Six (6)</b>



## **ELECTION GUIDELINES AND PROCEDURES**

1. Only *full dues paying members* (those paying \$36.08 per pay period) are eligible to nominate and vote in the election for the WTU Building Representative, members of the School Chapter Advisory Committee (SCAC) and members of the Representative Assembly.
2. All bargaining unit members, including *full dues paying members* and *Agency fee members* (those paying \$30.67 a pay period) are allowed to nominate and vote in the election of members to serve on the Local School Advisory Team (LSAT) and the Personnel Committee (PC).
3. Elections shall be held by secret ballot and there shall be no absentee balloting.
4. The Building Representative election shall be conducted by members who are not candidates. All other elections shall be conducted by the Building Representative.
5. Nominations may be submitted in writing, by the close of school, two (2) days prior to the election. Written nominations should be submitted only after verifying that the nominee is willing to serve. The Building Representative shall give written verification for any written nominations received.
6. Printed ballots shall list all names alphabetically.
7. The time, date, and place of the election shall be decided by the School Chapter Advisory Committee, which shall establish procedures so that all members in good standing shall have a reasonable opportunity to vote.
8. Use the enclosed nomination and election bulletin to specify the date, time, and place for the nominations meeting and election. The nominations meeting shall be held at least five (5) school days in advance of the election.
9. The Building Representative and SCAC must establish a Tally Committee to count ballots (see page 8). No person running for office can serve on the Tally Committee. All candidates shall have the right to have observers when the ballots are tallied.
10. Results of the elections shall be shared with all teachers on the date of the ballot counting. The Building Representative shall secure and hold all election materials and voting results until September 6, 2018.
11. Challenges to the elections for all positions shall be submitted in writing to the Executive Board for appropriate action within fifteen (15) days after the election.



## **ROLES AND RESPONSIBILITIES Of Local School Elected Positions**

**Building Representative-** An elected representative for the Union, or a Union designee in each school, school administrative unit, or school functional unit who serves as chairperson of the School Chapter Advisory Committee (SCAC).

**School Chapter Advisory Committee (SCAC) Members** - SCAC committees meet with building supervisors once a month to discuss instructional issues, school policy and questions pertaining to the implementation of the WTU-DCPS collective bargaining agreement. [SEE ARTICLE 9, WTU-DCPS CONTRACT]. SCACs consist of not more than seven (7) members of the Union in each school, school administrative unit, or school functional unit. There shall be only one School Chapter Advisory Committee in each school, school administrative unit, or school functional unit regardless of the number of bargaining units represented by the Union, except where there is more than one supervisor.

**Local School Advisory Team (LSAT) Members** – An LSAT is a consensus group of administrators, parents, teachers, support staff, union representative, community representative and students who are elected and/ or appointed to advise on matters of local school policy.

**Personnel Committee (PC) Members** - Personnel Committee Members interview and recommend all candidates for any vacant positions at the school except the position of principal. The members of the Personnel Committee will include: the administrator or his/her designee; the WTU Building Representative or his/her designee; the department head or grade level chairperson (or his/her designee) from the department or grade level affected by the vacancy, or a member of the appropriate non-Teacher employee group (e.g., custodians, paraprofessionals); at least one additional Teacher, but not more than (4), elected by the WTU chapter at the school; and a parent of a current student mutually selected by both WTU Building Representative and the Supervisor.

**Delegates to Representative Assembly-** The general governing body of the WTU shall be the Representative Assembly. Delegates to his Assembly shall consist of full members of the WTU who are elected by the full members at their schools. Delegates to the Representative Assembly shall be apportioned on the basis of one for every twenty-five members or major portion thereof, with not less than one representative per building.



**NOTICE OF NOMINATIONS AND ELECTION FOR  
Building Representative, School Chapter Advisory Committee  
Members, Delegates to the Representative Assembly, Local School  
Advisory Team Members, and Personnel Committee Members.  
Elections Bulletin SY 2018 – 2019**

To: Washington Teachers' Union Members

From: \_\_\_\_\_  
WTU Building Representative

**NOTICE OF NOMINATIONS MEETING**

A meeting will be held on \_\_\_\_\_ at \_\_\_\_\_ in room \_\_\_\_\_  
Date Time

for the purpose of nominating persons to serve in the following local school positions for SY 2018-2019:

- Building Representative (must be full members)
- School Chapter Advisory Committee Members (must be full members)
- Delegates to the Representative Assembly (must be full members)
- Local School Advisory Team Members (can be full or agency members)
- Personnel Committee Members (can be full or agency members)



## NOTICE OF ELECTIONS

The elections will be conducted by secret ballot

on \_\_\_\_\_ at \_\_\_\_\_ in room \_\_\_\_\_  
Date Time

For further information contact your WTU Building Representative or the WTU Field Representative listed on the last page of this packet.

## WTU NOMINATION FORM

\_\_\_\_\_  
**School Name**

The following positions can be filled by full members only and only full members can vote for nominees to these positions:

**Building Representative (BR); Delegates to Representative Assembly; School Chapter Advisory Committee (SCAC) Members.**

I nominate \_\_\_\_\_ for the position of \_\_\_\_\_

Nominator's signature \_\_\_\_\_

Print Name \_\_\_\_\_

I accept the nomination for the position of \_\_\_\_\_

Nominee's signature \_\_\_\_\_

Print Name \_\_\_\_\_



The following positions can be filled by full members or agency fee members and full or agency fee members can vote for nominees to these positions:

**Local School Advisory Team (LSAT)  
Members  
Personnel Committee (PC) Members**

I nominate \_\_\_\_\_ for the position of \_\_\_\_\_

Nominator's signature \_\_\_\_\_

Print name \_\_\_\_\_

I accept this nomination for the position of \_\_\_\_\_

Nominee's signature \_\_\_\_\_

Print name \_\_\_\_\_

**Note: Use a separate form for each nomination.**



# ELECTION TALLY COMMITTEE

*(Individuals running for positions cannot serve on this committee)*

\_\_\_\_\_

**School Name**

\_\_\_\_\_

**Date**

**Print Name**

**Signature**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_





# WTU SECRET BALLOT FOR FULL MEMBERS

\_\_\_\_\_ **School Name**

\_\_\_\_\_ **Date**

**BUILDING REPRESENTATIVE** (vote for one) Candidates must be full members

• \_\_\_\_\_

• Write in \_\_\_\_\_

**SCHOOL CHAPTER ADVISORY COMMITTEE MEMBERS** (vote for six) Candidates must be full members

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• Write in \_\_\_\_\_

**LOCAL SCHOOL ADVISORY TEAM MEMBERS** (vote for four) Candidates can be full or agency fee members

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• Write in \_\_\_\_\_

**DELEGATES TO REPRESENTATIVE ASSEMBLY** (See chart page 2 for number to be elected from your school) Candidates must be full members

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

**PERSONNEL COMMITTEE MEMBERS** (vote or 4) Candidates can be full or agency fee members.

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• \_\_\_\_\_

• Write in \_\_\_\_\_



# WTU SECRET BALLOT FOR AGENCY FEE MEMBERS

---

**School Name**

**Date**

## **Local School Advisory Team (LSAT)**

Vote for Four (4) Candidates can be full or agency fee members

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Write in \_\_\_\_\_

## **Personnel Committee (PC)**

Vote for Four (4) Candidates can be full or agency fee members

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Write in \_\_\_\_\_

**(Note: Make additional copies of the sign-in sheet if needed)**



**WTU LOCAL SCHOOL ELECTION  
VOTER SIGN-IN SHEET  
ELECTION FOR SY 2018-2019**

\_\_\_\_\_

**School Name**

**Date** \_\_\_\_\_

**NAME**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

**NAME**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_



**ELECTION RESULTS**  
**SCHOOL PERSONNEL COMMITTEE**  
**SY 2018-2019**

---

**School Name**

**Please print or type clearly:**

\_\_\_\_\_Principal

\_\_\_\_\_Building Representative

\_\_\_\_\_Elected-Teacher Representative

\_\_\_\_\_Elected-Teacher Representative

\_\_\_\_\_Elected-Teacher Representative

\_\_\_\_\_Elected-Teacher Representative

\_\_\_\_\_Parent

**Note:** The Personnel Committee must also include the Department Head or Grade Level Chairperson from the applicable department or grade level affected by the vacancy, or a member of the appropriate non-Teacher employee group.

\_\_\_\_\_  
**Signature of Newly Elected Building Representative for SY 2018-2019**

**Date** \_\_\_\_\_

\_\_\_\_\_  
**Signature of the Current Building Representative for SY 2017-2018**

**Date** \_\_\_\_\_



**ELECTION RESULTS  
LOCAL SCHOOL ADVISORY TEAM  
SY 2018 – 2019**

\_\_\_\_\_ **School Name**

**Please print or type clearly:**

- \_\_\_\_\_ Principal
- \_\_\_\_\_ Building Representative
- \_\_\_\_\_ President Parent Organization
- \_\_\_\_\_ Elected Teacher Representative
- \_\_\_\_\_ Elected Teacher Representative
- \_\_\_\_\_ Elected Teacher Representative
- \_\_\_\_\_ Elected Teacher Representative
- \_\_\_\_\_ Elected Parent Representative
- \_\_\_\_\_ Elected Parent Representative
- \_\_\_\_\_ Elected Parent Representative
- \_\_\_\_\_ Elected Parent Representative
- \_\_\_\_\_ Elected Support Staff Representative
- \_\_\_\_\_ Community Representative
- \_\_\_\_\_ Student Representative (SHS)
- \_\_\_\_\_ Optional
- \_\_\_\_\_ Optional

**LSAT Chairperson** \_\_\_\_\_

**LSAT Secretary** \_\_\_\_\_



**ELECTION RESULTS  
SCHOOL CHAPTER ADVISORY COMMITTEE  
SY 2018-2019**

\_\_\_\_\_  
**School**

**Please print or type clearly:**

\_\_\_\_\_ Building Representative

\_\_\_\_\_ Elected Teacher Representative

\_\_\_\_\_ Elected Teacher Representative

\_\_\_\_\_ Elected Teacher Representative

\_\_\_\_\_ Elected Teacher Representative

\_\_\_\_\_ Elected Teacher Representative

\_\_\_\_\_ Elected Teacher Representative

\_\_\_\_\_  
**Signature of Newly Elected Building Representative for SY 2018-2019**

**Date** \_\_\_\_\_

\_\_\_\_\_  
**Signature of the Current Building Representative for SY 2017-2018**

**Date** \_\_\_\_\_



**ELECTION RESULTS  
DELEGATES TO  
REPRESENTATIVE ASSEMBLY  
SY 2018-2019**

---

**School Name**

**Please print or type clearly:**

\_\_\_\_\_ Building Representative (1-37 teachers)

\_\_\_\_\_ Alternate Delegate for Building Representative  
(1-37 teachers)

\_\_\_\_\_ Elected Delegate (38-62 teachers)

\_\_\_\_\_ Elected Delegate (63-87 teachers)

\_\_\_\_\_ Elected Delegate (88-112 teachers)

\_\_\_\_\_ Elected Delegate (113- 137 teachers)

\_\_\_\_\_  
**Signature of Newly Elected Building Representative for SY 2018-2019**

**Date** \_\_\_\_\_

\_\_\_\_\_  
**Signature of the Current Building Representative for SY 2017-2018**

**Date** \_\_\_\_\_

# WTU CHAPTER ELECTION RESULTS FOR SY 2018-2019

\_\_\_\_\_  
**School**

**WTU Building Representative** \_\_\_\_\_

**School Chapter Advisory Committee  
Members**

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_

**Delegates to the Representative  
Assembly**

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_

**Local School Advisory Team Members**

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_

**Personnel Committee Members**

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_



WTU Field Services School Assignments 2017-2018 (As of January 31, 2018)



<u>Jacqueline Pogue Lyons</u> 202.517.0682-Desk 202-957-3121-Cell	<u>Charles Moore</u> 202.517.0731-Desk 301-892-0724-Cell	<u>Juan Gonzalez</u> 202-517-0734-Desk 202-957-2469	<u>Rejil Solis</u> 202-517-1476-Desk 202-957-1348-Cell
Aiton ES	Anacostia SHS	Brent ES	Amidon-Bowen ES
Barnard ES,	Athletic Trainers (Dunbar HS)	Brightwood EC	Ballou HS
Beers ES	Burroughs EC	Brookland MS	Ballou STAY HS
Dorothy Heights ExD	Cardozo SHS	Browne EC	Bancroft ES
Hardy MS	CHOICE @ Washington Met	Bruce-Monroe ES	Banneker HS
Hyde-Addison ES	Cleveland ES	Bunker Hill ES	Burrville ES
Itinerant Teachers (VIS)	Fillmore Arts (East)	C.W Harris ES	Cooke ES (H.D.)
Key ES	Fillmore Arts (West)	Capitol Hill Montessori @ Logan	Coolidge HS
King, ML ES	Home and Hospital Instruction Program (HHIP)	Columbia Heights EC	Dunbar HS
Lafayette ES	J.O Wilson ES	Deal MS	Eastern SHS
LaSalle ES T40	Johnson JHS	Drew ES	Eaton ES
Luke C. Moore HS	Langdon ES	Duke Ellington School of Arts	Eliot Hine MS
Oyster-Adams Bilingual	Langley ES	Garrison ES	Garfield ES
Related Service Providers	Leckie ES	Hearst ES	H.D. Woodson SHS
River Terrace EC	Marie Reed ES	Hendley ES	Hart MS
School W/O Walls @ Francis Stevens	Peabody ES	Incarcerated Youth Program	Houston ES
School W/O Walls HS	Phelps HS	Kelly Miller MS	Janney ES
School w/School Goding	Plummer ES	Ketcham ES	Jefferson Academy
Smothers E.S.	Powell ES	Kramer MS	Kimball ES
Stuart-Hobson MS	Randle Highlands ES;	Ludlow-Taylor ES	Mauzy ES
Takoma ES	Raymond EC	Malcolm X ES @ Green	McKinley MS
Thomas ES	Savoy ES	Mann ES	McKinley Tech HS
Truesdell ES	Shepherd ES	MacFarland MS	Miner ES
Tubman ES	Simon ES	Moten ES	Murch ES
Walker-Jones EC	Sousa MS	Ron Brown College Prep	Nalle ES
Webb-Wheatley EC	Stanton ES	Roosevelt SHS	Noyes ES (J.C.)
West EC	Stoddert ES	Roosevelt Stay	Orr ES
Wilson SHS	Thomson ES	Ross ES	Patterson ES
Youth Services Center	Turner ES	Seaton ES	Payne ES
	Washington Met SHS	Tyler ES	Watkins ES
	Whittier ES	Van Ness	