



Dear Building Representative,

AFT-West Virginia is launching a new effort to talk directly with our members about what our schools truly need. Over the coming months, based on your input, we will develop a concrete plan for how to positively transform our schools, and we will ask legislators and the public to stand with us and lend their support to our plan.

The legislative attacks on public education over the past two years coupled with the increased demands of our profession have made it more important than ever for our members to be a proactive voice for their students and communities.

As the first step I am asking you, as a building rep, to hold a short meeting with educators at your school to gather their input and report back the results to the AFT-West Virginia office. If you are able to organize a meeting, I would ask that you choose a date between April 8 and April 26, and that you notify us of the date in advance and report back the results afterward. The included planning guide provides more detailed instructions.

Your close relationship with the other service personnel and teachers in your school is invaluable as we develop an educator-led program to transform West Virginia's schools. We hope this guide will help you to lead a successful meeting and gather valuable input directly from those who know our schools best.

This process is the first step in taking our 55 Strong movement to the next level of transforming our education system to meet the needs of our students and elevating our profession to the status it deserves. AFT-West Virginia is excited to hear the voices of our members in addressing the challenges and needs of public education. Teachers, counselors, service personnel, nurses and other school employees know what our schools need; let's get to work on the next chapter of the 55 Strong story!

In unity,

Fred

Fred Albert
President, AFT-WV



Sample Meeting Agenda

(30 minutes)

Welcome (5 minutes)

- Explain that:
 - AFT is asking every member to provide input on our agenda to transform public education. For the last few years, we have been attacked by the legislature, and have successfully defended against those attacks.
 - But now it's time to propose our own plan of how to transform schools in a positive way. Holding these meetings in as many schools as possible across the state is the first step in putting together a plan to transform schools, developed by the people who know best.
 - All of this will be compiled into a plan, which we will then demand legislators support.
- Circulate the included sign in sheet and ask attendees to fill it out.
- If there are any non-AFT members in the meeting, let them know they are welcome to provide input too.

Discussion (20 minutes)

- If you have a large group, you may want to split into smaller groups and designate leaders for each group. You can use the following sample questions to get the discussion going:
 - What changes would help retain school employees and help our students succeed?
 - If you could wave a magic wand and change one thing about your school, what would it be?
 - What services or programs would help our students come to school prepared to learn, especially those dealing with opioid addiction or other issues at home?
 - What kind of schools do West Virginia's children deserve?
- Take notes on the discussion. You may want to ask another member to act as the recorder, or even take notes on a chalkboard or large sheet of paper.

Next Steps (5 minutes)

- Share survey on AFT's presidential endorsement process: aftvotes.org
- Explain that over the summer, we will be compiling input from meetings like these and producing a plan. In the fall, we will ask every member to do their part to support that plan, so stay tuned for next steps.

Follow Up (after the meeting)

- Summarize the discussion and record and submit it on the provided reporting form.
- Follow up with any non-members who attended and ask them to join!



Planning Guide for Building Meetings

General Guidelines

1. Meetings should be short, no more than 30 minutes, and should be held at a convenient time and place where everyone can easily attend.
2. Our goal is to ask our members (and future members!) to describe their vision of what our schools need to thrive, and to record those ideas so that we have a strong idea of what to fight for in the coming year at the legislature.
3. Feel free to include other items as needed in your meeting, but the overall focus should be on you as the building rep asking questions, leading a discussion, and recording common themes in the responses.

Planning Timeline

- 1 week before: Choose a time and place. Flyers in all the mailboxes. Register your meeting with AFT-WV so we know it's happening (register it at <https://bit.ly/2Taxvc9> or email the information requested on the enclosed form to jvantol@aft.org.)
- 2 days before: Review sample agenda and make adjustments as needed.
- 1 day before: Remind everyone of the time and place.

Pre-Meeting Checklist

- ☐ Flyers distributed? You can fill-in-the-blanks on the included flyer and photocopy it.
- ☐ Meeting registered with AFT-WV?
- ☐ Agenda prepared? You can use the included sample, but you might want to adjust for your school.
- ☐ Do you have extra membership applications?
- ☐ Everyone reminded the day before?

Post-Meeting Checklist

- ☐ Submit a report to AFT-WV. Please submit your report online at <https://bit.ly/2uvWpPS>, mail the included form to the AFT-WV office, or email the information requested on the form to jvantol@aft.org.
- ☐ Follow up with any non-members who attended and ask them to become AFT members.



Meeting Reporting Form

To ensure your feedback is processed quickly, we strongly encourage you to fill out this form online: <https://bit.ly/2uvWpPS>

Building Rep Name: _____

Building Rep Phone: _____

School: _____ **County:** _____

Date of Meeting: _____

Attendance

AFT members: _____

Other school employees (not AFT members): _____

Total attendance: _____

List the top ideas that attendees were most strongly **in favor of**:

-
-
-
-
-

List the top ideas that attendees were most **opposed to**:

-
-
-
-
-

Describe any new or "out of the box" ideas that were discussed:

Other comments:



Meeting Registration Form

Email the information requested below to jvantol@aft.org or use this quick form:
<https://bit.ly/2TAxvc9>

Please fill out this registration form to let us know when you're planning to hold your meeting. If your plans change, just submit the form again with the updated details.

Building Rep Name:

Building Rep Phone:

School:

County:

Date of Meeting:

Time of Meeting:

Have you received the packet of meeting materials? (Yes or No)

Comments:

Thank you! Don't forget to submit a report after your meeting is over so that your input can be considered.



What are the schools that West Virginia's children deserve?

The legislature thinks they know what's best for our schools, but we know better. There's no one who knows our schools better than the dedicated service personnel, teachers and other school employees who work their hearts out to serve our children every day.

AFT-West Virginia wants to hear from you:

- What changes would help retain school employees and help our students succeed?
- If you could wave a magic wand and change one thing about your school, what would it be?
- What services or programs would help our students come to school prepared to learn, especially those facing trouble at home?

You're invited to share your opinion at a brief meeting at your school:

Day	Time	Place





**We Care.
We Fight.
We Show Up.
We Vote.**

AFTvotes.org

AFT 2020 Endorsement Process

Whether at the bargaining table or the ballot box, the AFT provides a vehicle for working people and our communities to build collective power and accomplish what cannot be achieved alone. The more involved our members are, the stronger our collective voice is and the more effective our political role becomes.

With the 2020 presidential election underway, our members' voices need to be heard.

That's why the AFT executive council approved a presidential endorsement process that aspires to ensure unprecedented member input, with the core objectives of:

- ▶ Expanding opportunities for members to give input and feedback;
- ▶ Keeping our members informed each step of the way;
- ▶ Providing for direct candidate engagement with AFT members to ensure candidates understand and value the issues affecting our members; and
- ▶ Striving for the highest level of member participation ever achieved in an AFT presidential endorsement process.

Visit AFTvotes.org to learn more, or email AFTVotes@aft.org to offer any suggestions or input on the process.

Make Your Voice Heard