



# Washington Teachers' Union

*Amplifying the Voice of DC Teachers*

Jacqueline Pogue Lyons, *President*

## Local School Elections Packet for SY 2023-24

Date: May 1, 2023

To: WTU Building Representatives / Designees

CC: Jacqueline Pogue Lyons, *President*

From: Regina Bell, *General Vice President*

Enclosed are 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 your elections are completed. The time, date, and place of the election shall be decided by your School Chapter Advisory Committee (SCAC). Elections shall be held by secret ballot in person and there shall be no absentee balloting. All members in good standing shall have a reasonable opportunity to vote.

**Please submit your results to the WTU Office no later than June 2, 2023.**

### **Timeframe:**

- By Friday, May 5, 2023 ..... Post Notice of Nominations and Elections
- By Friday, May 12, 2023 ..... Conduct Nominations Meeting
- By Friday, May 19, 2023 ..... Conduct Secret Ballot Voting
- By Friday, May 26, 2023 ..... Submit Election Results to the WTU Office

Please send the attached paper copies and email the results to Valerie Kilby at [vkilby@wtulocal6.net](mailto:vkilby@wtulocal6.net). If you have any questions or need assistance, contact your [WTU Field Representative](#), listed on the last page of this packet.

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

## Positions to be Elected at 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, please see the following chart.

NUMBER OF WTU MEMBERS	NUMBER OF DELEGATES TO REP ASSEMBLY	ALTERNATES
1-37	1 building rep	1
38-62	1 building rep 1 delegate	0
63-87	1 building rep 2 delegates	0
88-112	1 building rep 3 delegates	0
113-137	1 building rep 4 delegates	0
138-162	1 building rep 5 delegates	0

# 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) and as the ranking delegate from each building to the Representative Assembly. The Building Representative is a member of LSAT and Personnel Committee.

**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 (including the building rep) 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 from the department or grade level affected by the vacancy (or his/her designee), 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 this Assembly shall consist of members of the WTU who are elected by the 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.

**NOTE: All buildings must have a Personnel Committee and a Local School Advisory Team**

# Election Guidelines and Procedures



1. Only WTU members are eligible to nominate and vote in elections for the WTU Building Representative, members of the School Chapter Advisory Committee (SCAC) and delegates to the Representative Assembly.
2. Each school has one building representative. **Only schools with 37 or fewer teachers may have an alternate building rep.**
3. WTU members and non-members are allowed to nominate and vote in the elections for members to serve on the Local School Advisory Team (LSAT) and the Personnel Committee (PC).
4. Elections shall be held by secret ballot and there shall be no absentee balloting.
5. The Building Representative election shall be conducted by members who are not candidates. All other elections shall be conducted by the Building Representative.
6. 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.
7. Printed ballots shall list all names alphabetically.
8. The time and date 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.
9. 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.
10. The Building Representative and SCAC must establish a Tally Committee to count the ballots. 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.
11. 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 1, 2023.**
12. 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.

# ELECTION RESULTS

## SCHOOL PERSONNEL COMMITTEE

### SY 2023-2024



School Name: \_\_\_\_\_

*Please type or print 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 SY2022-2023 Building Representative*

Printed Name: \_\_\_\_\_

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

\_\_\_\_\_  
*Signature of SY2023-2024 Building Representative*

Printed Name: \_\_\_\_\_

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

# ELECTION RESULTS

## LOCAL SCHOOL ADVISORY TEAM

### SY 2023 – 2024



**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 2023-2024

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 2023-2024

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of the Current Building Representative for SY 2022-2023

Date \_\_\_\_\_



# ELECTION RESULTS

## DELEGATE(S) TO REPRESENTATIVE ASSEMBLY

### SY 2023-2024

*NOTE: See page 2 for number of delegates to be elected from your school.  
The person elected Building Representative is the ranking delegate to the  
Representative Assembly.*

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

*Please print or type clearly:*

\_\_\_\_\_ Elected Delegate

\_\_\_\_\_ Alternative Delegate  
(**only** for schools with 1 delegate)

\_\_\_\_\_ Elected Delegate

\_\_\_\_\_ Elected Delegate

\_\_\_\_\_ Elected Delegate

\_\_\_\_\_ Elected Delegate

\_\_\_\_\_ Elected Delegate

\_\_\_\_\_  
Signature of Newly Elected Building Representative for SY 2023-2024

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of the Current Building Representative for SY 2022-2023

Date \_\_\_\_\_





# WTU CHAPTER ELECTION RESULTS

## SY 2023-2024

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

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

School Chapter Advisory Committee Member

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

Local School Advisory Team Members

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

Delegate(s) to the Representative Assembly

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

Personnel Committee Members

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

\_\_\_\_\_  
*Signature of SY2022-2023 Building Representative*

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

\_\_\_\_\_  
*Signature of SY2023-2024 Building Representative*

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

# NOTICE OF NOMINATIONS AND ELECTIONS

Building Representative  
School Chapter Advisory Committee  
Delegates to the Representative Assembly  
Local School Advisory Team  
Personnel Committee



## Elections Bulletin - SY 2023 – 2024

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 2023-2024:

- **Building Representative** (only WTU members are eligible to run for this office and vote in the election)
- **School Chapter Advisory Committee Members** (only WTU members are eligible to run for this office and vote in the election)
- **Delegates to the Representative Assembly** (only WTU members are eligible to run for this office and vote in the election)
- **Local School Advisory Team Members** (WTU members and non-members can run for this office and vote in the election)
- **Personnel Committee Members** (WTU members and non-members can run for this office and vote in the election)

Descriptions of the Roles and Responsibilities of Local School Elected Positions are available at [https://www.wtulocal6.net/local\\_school\\_leadership](https://www.wtulocal6.net/local_school_leadership). Should you have any questions about these positions or about the elections, please contact your WTU Building Representative or your WTU Field Representative.



## 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 your WTU Field Representative.  
Contact information is available on the WTU website.*

# WTU NOMINATION FORM



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

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

## **Building Representative**

### **Delegates to the Representative Assembly**

### **School Chapter Advisory Committee (SCAC) Members**

*These positions can be filled by WTU members only and only WTU Members can vote for these positions.*

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

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

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

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

### **Personnel Committee (PC) Members**

*WTU members and non-members can run for these offices and vote in these elections.*

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

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

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

## **Acceptance**

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

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

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

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

# 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 WTU MEMBERS



School Name: \_\_\_\_\_

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

## BUILDING REPRESENTATIVE - Vote for one.

Candidates **must be WTU members**. *NOTE: A Building Representative is also the ranking delegate to the Representative Assembly.*

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

## SCHOOL CHAPTER ADVISORY COMMITTEE MEMBERS – Vote for 6.

Candidates **must be WTU members**.

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

## LOCAL SCHOOL ADVISORY TEAM MEMBERS

- Vote for 4. Candidates can be **WTU members or non-members**.

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

## DELEGATE(S) TO REPRESENTATIVE ASSEMBLY

See chart page 2 for number to be elected from your school; candidates **must be WTU members**.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## ALTERNATIVE DELEGATE (for schools allowed only 1 delegate or 37 or fewer members)

- \_\_\_\_\_

## PERSONNEL COMMITTEE MEMBERS - Vote for 4.

Candidates can be **WTU members or non-members**.

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

# SECRET BALLOT

## FOR NON-WTU MEMBERS



School Name: \_\_\_\_\_

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

### Local School Advisory Team (LSAT)

Vote for four (4) candidates.

They can be WTU members or non-members.

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

### Personnel Committee (PC)

Vote for four (4) candidates.

They can be WTU members or non-members.

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

# WTU LOCAL SCHOOL ELECTION

## VOTER SIGN-IN SHEET

### FOR SY 2023-2024



*Note: Make additional copies of this sign-in sheet if needed.*

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

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

NAME

NAME

1. \_\_\_\_\_

13. \_\_\_\_\_

2. \_\_\_\_\_

14. \_\_\_\_\_

3. \_\_\_\_\_

15. \_\_\_\_\_

4. \_\_\_\_\_

16. \_\_\_\_\_

5. \_\_\_\_\_

17. \_\_\_\_\_

6. \_\_\_\_\_

18. \_\_\_\_\_

7. \_\_\_\_\_

19. \_\_\_\_\_

8. \_\_\_\_\_

20. \_\_\_\_\_

9. \_\_\_\_\_

21. \_\_\_\_\_

10. \_\_\_\_\_

22. \_\_\_\_\_

11. \_\_\_\_\_

23. \_\_\_\_\_

12. \_\_\_\_\_

24. \_\_\_\_\_



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## WTU FIELD REPRESENTATIVE ASSIGNMENT ROSTER, 2022-2023



# Washington Teachers' Union

*Amplifying the Voice of DC Teachers*

Jacqueline Pogue Lyons, President

<b>Fredrick Burton</b> C: 202-957-1348 O: 202-517-0732 fburton@wtulocal6.net	<b>Charles Moore</b> C: 301-892-0724 O: 202-517-0731 <a href="mailto:cmoore@wtulocal6.net">cmoore@wtulocal6.net</a>	<b>Juan Gonzalez</b> C: 202-957-2469 O: 202-517-1457 <a href="mailto:jgonzalez@wtulocal6.net">jgonzalez@wtulocal6.net</a>	<b>Angie Skinner</b> C: 202-957-5525 O: 202-517-0733 <a href="mailto:askinner@wtulocal6.net">askinner@wtulocal6.net</a>	<b>Janice Brown Parker</b> C: 202-957-9928 O: 202-517-0735 jbrown@wtulocal6.net
Beers ES – 7	Anacostia HS	Bard HS Early College -7	Amidon-Bowen ES	Capitol Hill Montessori - 6
Brent ES - 6	Athletic Trainers	Barnard ES - 4	Ballou HS	Deal MS - 3
Brightwood ES - 4	Burroughs ES	Brookland MS - 5	Ballou STAY HS	EXCEL Academy - 8
Dorothy Heights ES -4	Cardozo EC	Browne EC - 5	Bancroft ES	John Lewis ES - 4
Hardy MS - 2	Cleveland ES	Bruce-Monroe ES @ Park View - 1	Benjamin Banneker HS	Lawrence Boone ES - 8
H.D. Woodson HS - 7	Coolidge HS	Bunker Hill ES - 5	Burrville ES	MacFarland MS - 4
Hyde-Addison ES - 2	HHIP	CW Harris ES - 7	Dunbar HS	Malcolm X ES - 8
Kelly Miller MS - 7	J.O Wilson ES	Columbia Heights EC- 1	Eastern HS	Mann ES - 3
Ketcham ES - 8	Johnson MS	Drew ES - 7	Eaton ES	Marie Reed ES - 1
Key ES - 3	Langdon ES	Duke Ellington School -2	Eliot-Hine MS	Murch ES - 3
King ES - 8	Langley ES	Garrison ES – 2	Garfield ES	Nalle ES - 7
LaSalle-Backus ES - 4	Leckie EC	Hearst ES - 3	H.D. Cooke ES	Noyes ES - 5
Luke C. Moore HS - 5	Peabody ES	Hendley ES – 8	Hart MS	Patterson ES - 8
Military Road Early Learning Center - 4	Phelps HS	Kimball ES - 7	Houston ES	Raymond ES -4
Moten ES - 8	Plummer ES	Kramer MS - 8	Ida B. Wells MS	Related Service Providers
Oyster-Adams Bilingual School - 3	Powell ES	Lafayette ES - 4	Janney ES	Seaton ES - 2
Roosevelt HS - 4	Randle Highlands ES	Ludlow-Taylor ES - 6	Jefferson Academy MS	Smothers ES - 7
Roosevelt STAY HS -4	Savoy ES	River Terrace EC - 7	Maury ES	Sousa MS - 7
School-Within-School @ Goding - 6	Shepherd ES	Ron Brown Coll Prep - 7	McKinley MS	Stanton ES – 8
School Without Walls @ Francis Stevens - 2	Simon ES	Ross ES - 2	McKinley Tech HS	Stoddert ES - 3
Stuart-Hobson MS - 6	Takoma ES	School Without Walls HS - 2	Payne ES	
Thaddeus Stevens Learning Center - 2	Turner ES	Truesdell ES -- 4	Tyler ES	
Thomas ES - 7	Wheatley EC	Tubman ES - 1	Watkins ES	
Van Ness ES - 8	Whittier ES	Walker-Jones EC - 6	Whitlock	
	Jackson-Reed HS formerly (Woodrow Wilson HS)			

