



LOS ALAMOS FEDERATION OF SCHOOL EMPLOYEES **LEADERSHIP GUIDE**



2021-2022

WELCOME Message



Christine Engelbrecht



Trey Pereyra

Hello Leader,

We are so happy you have made the important decision to lead your Union. LAFSE members can be seen throughout our halls, in our classrooms, on our busses, and quietly dedicating themselves to the profession of Education. You have not only humbly accepted the role of educator but have now taken up the torch to lead our members, staff, and Union.

The dedication you have shown is the foundation of how our movement was first initiated. Our leaders work in so many ways outside of their professions to build us up, grow our membership, and ensure equal and fair rights for all workers. Whether you are a leader who prefers community engagement, organizing our local, or negotiating our collective bargaining agreements, you have just made our workplace better.

We give you a heartfelt thank you for joining the leadership team and our mission. We are dedicated to you, just as you are dedicated to our members. We look forward to working alongside you.

**TREY PEREYRA &
CHRISTINE ENGELBRECHT**

2021-2022 CoPresidents
Los Alamos Federation of School Employees



LAFSE Organization

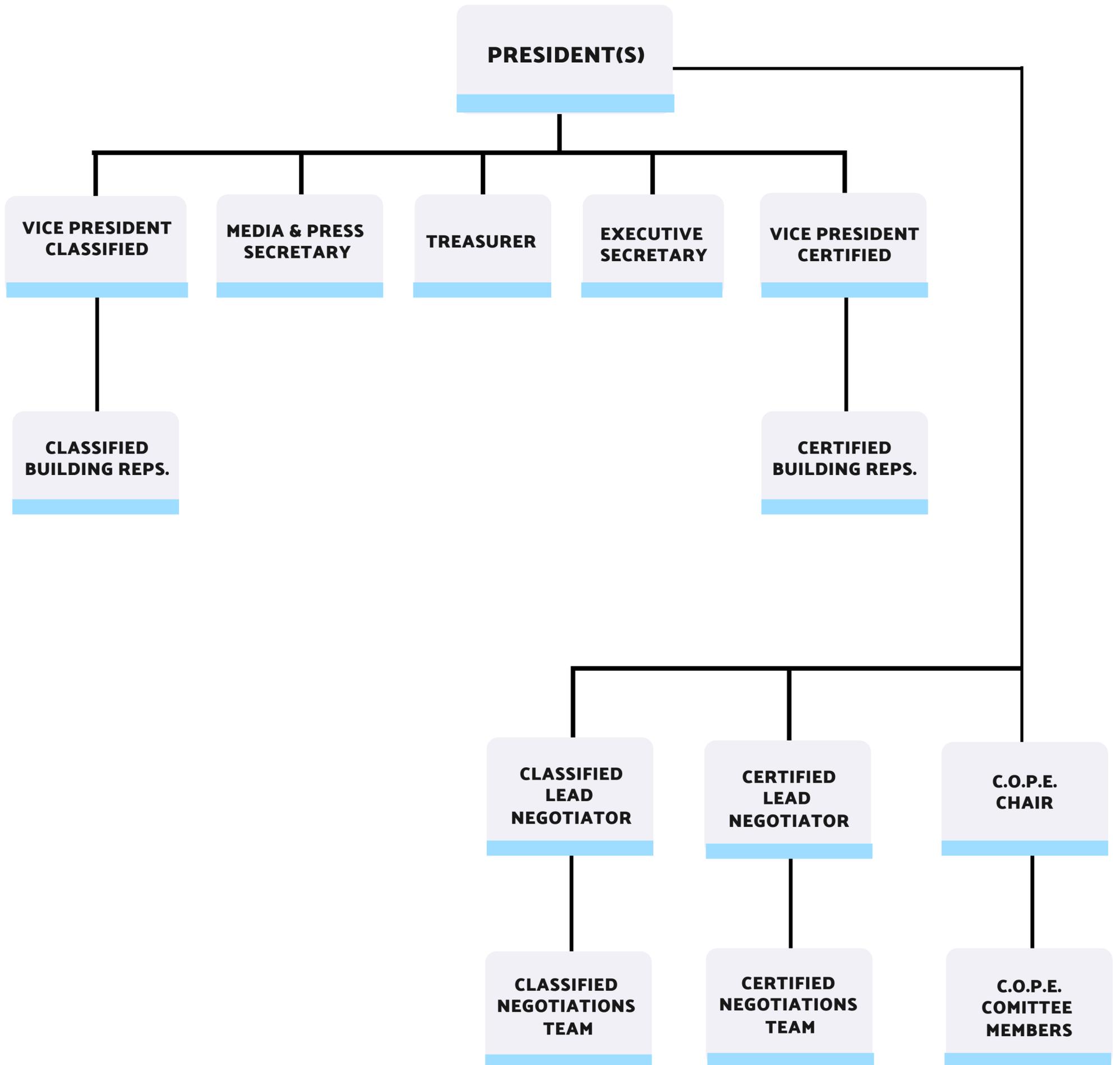




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LOCAL LEADERS

As a local leader, you have taken up the torch to not only support your local union by being a member, but leading it. From our boots on the ground building representatives to our Executive Officers, each leader brings unique perspectives and qualities to our union.

We represent the collective voices of our members and advocate for all our professionals as they dedicate themselves to our students and community.

WHAT TO DO

The first thing you should do is breath. Throughout this whole process, you will have others who will help you learn and handle different situations that come your way. Second, trainings through LAFSE, AFT-NM, and AFT National will be offered for all leaders. Third, this manual will also help answer questions you may have along the way. This manual, along with your Collective Bargaining Agreement, will help guide you in conversations. Last, have fun!

Leaders aren't born, they are made. And they are made just like anything else, through hard work. And that's the price we'll have to pay to achieve that goal, or any goal.
–Vince Lombardi



ABOUT LAFSE

The Los Alamos Federation of School Employees (LAFSE) is one of 3,000 locals that are a part of the American Federation of Teachers (AFT). AFT represents 1.7 million educators nationwide with 220 of those located here at LAFSE. Our local, number 3902, has worked to bring workers fair pay, good working conditions, and collaborative relationships with administration and our community. Throughout the years, under dedicated leaders, LAFSE has pioneered initiatives and been the voice of our educators in Los Alamos.

"The labor movement was the principal force that transformed misery and despair into hope and progress."

Martin Luther King, Jr.

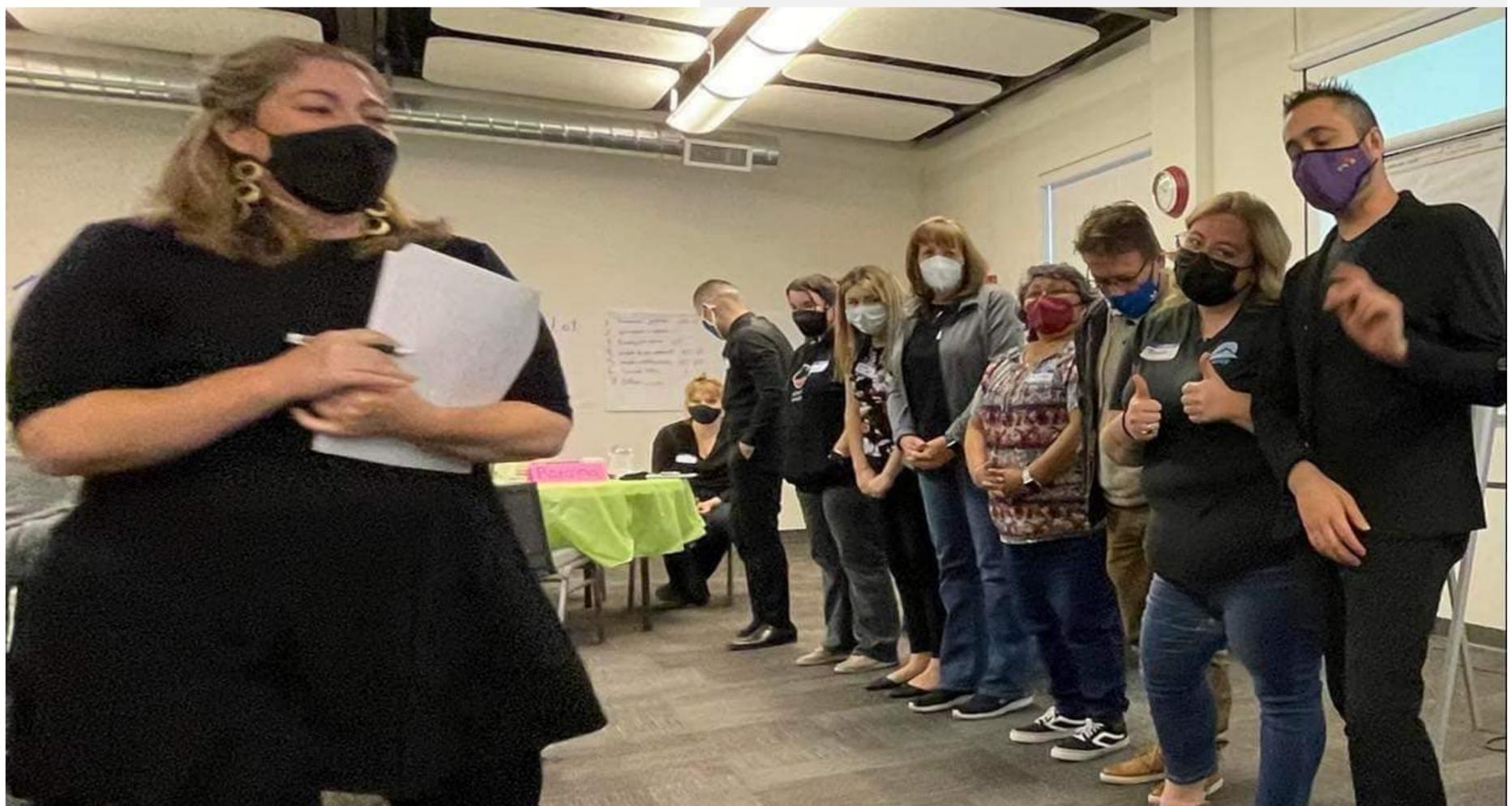
OUR BUILDING REPS

Building Representatives

In each building, there are at least two (2) Building Representatives, one (1) Certified and one (1) Classified. As a rep, you should be outgoing and be willing to be a friend to everyone in your building. All reps should be good listeners and be ready to help staff. They should have an ability to collaborate and converse with administration effectively.

Building Representative Responsibilities

- Represent staff/building needs, concerns, and questions to Executive Council.
- Introduce themselves to all new staff.
- Keep bulletin boards up-to-date with local and state news, forms, etc.
- Attending LAFSE sponsored events.
- Speak with members after staff meetings.
- Communicate often with other reps. and President(s).
- Sit in disciplinary meetings (as needed).
- Attend LAFSE trainings (as needed).



Representation

Representation is a key part of being a Building Representative. As a rep, you will be responsible of representing members and staff in several ways. The first way is representing their needs to the Executive Council. You will need to meet with staff at your site on a regular basis to find out what the union can do to help them and then relay that information to the Executive Council.

The second way a rep will represent our members is in meetings with administration or disciplinary meetings at the site level only. If an employee at your site has a disciplinary meeting with the building administration and they ask for representation, you will be present in the meeting. These meetings are confidential and the role of the rep is to ensure no contract violations have been made by the administration. If the meeting becomes too tense or too uncomfortable for the rep, they may call in one of the Executive Officers who is available. If neither the rep or the Executive Officer are available after the employee has requested representation, the disciplinary meeting must stop and be rescheduled for another time when all parties can meet.

Communication

Throughout the year, there will be many times when reps are asked to provide site information or to join in on district wide or LAFSE meetings in order to provide input. Reps are asked to provide feedback as often as possible and to attend as many meetings as their schedules will allow. All reps will also be added to a Facebook chat group where information can be passed, questions can be asked, and everyone can be kept in the loop. Reps will also be asked to make sure to share the information they receive by talking to members one-on-one or in member meetings. Member meetings can be held after each site staff meeting, and they usually last 10-20min in order to deliver updates and gather information. We ask that all reps take advantage of this at their sites by requesting members stay after their staff meeting for a quick Union update.

Bulletin Boards

Each site should have a designated bulletin board for LAFSE news and items. Reps are responsible to update these boards monthly and ensure it has current information. The board should have, at minimum, current QR codes, up-to-date news, important dates, press releases, membership forms, and photos of members. The boards should be fun and can be designed in any way the rep would like.



BUILDING REP. BENEFITS

Leadership is hard and time consuming. Union leadership is another commitment on top of commitments to our friends, family, loved ones, and ourselves. That is why each leader should have some perks to taking on these roles. Below is a list of perks for our Building Reps.

1/2 DUES PAYMENT

At the start of the year, Executive Council will gather the list of the members who have chosen to be reps. The list will be turned over to payroll and those individuals will be placed on 1/2 dues structure rather than paying full dues.

TRAININGS

Throughout the year, there will be various training opportunities for Building Reps to attend in the state and, at times, throughout the US. These trainings are paid for by LAFSE, AFT-NM, and AFT National.

\$10 RECRUITMENT BONUS

For each new member a Building Rep. signs (from any LAPS site), they will receive a \$10 check from LAFSE paid out the following month. Make sure to write your name on the paper membership form or have the new member email the LAFSE Secretary with your name!

OUR NEGOTIATORS

Negotiators

Each year, two teams of 5 individuals (5 Certified & 5 Classified) are assembled to create the two negotiation teams. These teams are responsible for creating proposals, negotiating with the Admin team, and ultimately revising the Collective Bargaining Agreement. As a negotiator, you should be open minded, quick on your feet, and have debating and diplomatic skills.

Negotiators Responsibilities

- Work with staff to come up with ideas to help improve our work environment and contract.
- Help format proposal language.
- Determine which items to be taken to the bargaining table each year.
- Participate in negotiations annually.
- Attend the ratification celebration and help explain the CBA changes to members.



Negotiations

Negotiations is the key to our Collective Bargaining Agreement (CBA) and the key to enhancing our working conditions and employee rights. Negotiations is a sequence of four (4) meetings held after contract hours between January and March. Together, the District and LAFSE negotiations teams, each present proposals that would change the CBA. The Classified team may put forward three (3) proposed changes to the contract with the fourth (4) change focused on salaries. The Certified team may put forward two (2) proposed changes to the contract with the third (3) change focused on salaries. Every third (3) year, the entire CBA is on the table for negotiating, which allows for each team to put forward an unlimited number of proposed changes to each CBA respectively. Throughout these meetings, each team separately and collectively, discuss the implications and consequences of the proposed CBA changes. Between meetings, language is fine tuned by each side until both teams tentatively agree (TA) on the proposed CBA language change. The LAPS School Board and LAFSE Membership vote separately to ratify the proposed TA language after the conclusion of negotiations. All ratified CBA language changes take effect at the start of the new fiscal year (July 1st).

Proposals

Before entering negotiations, the negotiators will work with Executive Council to gather feedback from staff at all sites to help create proposals. Together, each team will filter through all ideas to come up with targeted proposals for the CBA. Those targeted ideas will go before the Executive Council for approval so the Negotiators can begin drafting language for the CBA. Once final proposal language is drafted, it is sent for the final review of the Executive Council. Language should be carefully formatted with consideration to each job classification within that CBA and with some flexibility for Administration implementation, but, ultimately guarantee the district provides specific benefits and rights to staff.

Ratification Celebration

One (1) week after the LAPS School Board ratifies the CBA proposed changes, all LAFSE members come together to celebrate our Negotiations teams' hard work and ratify the CBA proposed changes. This celebration is a time to gather together and look forward to the changes made through the diplomatic process of negotiating. It signifies our collective voices and strength.



OUR LEAD NEGOTIATOR

Lead Negotiators

Each of the two teams will have a Lead Negotiator who is responsible to be the main voice of our negotiation teams. They will directly communicate with the District's lead negotiator, collaborate with their negotiations team, and advise the Executive Council on the negotiations process.

Negotiators Responsibilities

- Advise Executive Council on proposal ideas and the negotiations processes.
- Help format proposal language.
- Oversee the LAFSE Negotiations team.
- Communicate directly with the district's lead negotiator.
- Participate in negotiations annually.
- Attend the ratification celebration and help explain the CBA changes to members.



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Communication

Before entering negotiations, the lead negotiator will meet with Executive Council to discuss the wants and needs of the membership. Together, they will narrow down the proposal ideas and the lead negotiator will then format the approved ideas into proposals. Once the final language for proposals is approved by Executive Council, the lead negotiator will present them to the district's team at the first meeting. The lead negotiator will communicate directly with the district's lead negotiator in and out of negotiations as needed. They will also advise the President(s) on the district's proposals and how the negotiations are proceeding frequently during the entire negotiations season.

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NEGOTIATOR & LEAD NEGOTIATOR **BENEFITS**

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DIRECT INFLUENCE

As a Negotiator or Lead Negotiator, you get to create and advise Executive Council on what changes need to be made in each CBA.

TRAININGS

Throughout the year, there will be various training opportunities for Building Reps to attend in the state and, at times, throughout the US. These trainings are paid for by LAFSE, AFT-NM, and AFT National.

OUR C.O.P.E COMMITTEE

COPE Committee Members

Our Committee On Political Education (C.O.P.E.) is the political advocacy and endorsement side of our local Union. After local political candidate interviews, the members of the committee advise the Executive Council and the Union on which candidates, in various races, that align most with our Educational and Labor values

Committee Members Responsibilities

- Interview and recommend endorsement(s) of local candidates to Executive Council and LAFSE membership.
- Educate members on various candidates and their positions on education and labor.
- Run postcard campaigns before and during each legislative session.
- Attend trainings and meetings (as needed).
- Plan and execute candidate forums and fundraisers (as needed).



Endorsement Interviews & Recommendations

Every election, we see candidates from all across the political aisle. These candidates come with different platforms and ideas, some of which will directly affect education. Through a questionnaire and an in-person interview, our Committee asks the candidates a series of questions that range from general education issues and philosophy, working conditions, student wellbeing, and community involvement. After the interview process is complete for all candidates, the COPE Committee recommends the endorsement of the candidate whose platforms most match the values of the Union to the Executive Council for approval. Once approved, endorsements are released along with some campaign funds. Endorsements include the ability to use the LAFSE logo, candidate names listed in a LAFSE newsletter and press release, candidate names sent to the state for release, and the ability to join in LAFSE fundraisers and forums.

Forums & Fundraisers

Off LAPS campuses and off contract hours, the COPE Committee will organize one or more public gatherings where LAFSE members can interact with each of the candidates directly. These events can be casual or formal based on a majority vote or agreement of the COPE committee. These events can also include a form of fundraising for each candidate or specific candidates. The COPE committee members will be responsible for scheduling and decorating the event space, arranging food and drink, publicizing the event, and creating the agenda.

Educating Members & LAFSE Campaigns

The COPE committee is responsible for educating the LAFSE members on the candidates' platforms on education and labor. The COPE committee will arrange for education on newly ratified legislation to be delivered to LAFSE members in meetings and events. The COPE committee will work to execute letter and postcard writing campaigns and coordinate with AFT-NM on their letter and postcard writing campaigns to legislators and local officials.



OUR C.O.P.E CHAIR

COPE Chair

Our Committee On Political Education (C.O.P.E.) Chair is the leader of LAFSE's political advocacy and endorsements. Their duties are to execute the charter of the Union for our political structure and oversee the important work of our COPE committee. The Chair also has the responsibility to report on political news and events to our President(s) and Executive Council.

Chairs Responsibilities

- Execute the political charter and mission of the Union.
- Collaborate with the state union political leaders on events.
- Oversee and delegate to the COPE committee as needed.
- Structure the COPE committee with direction from the President(s).



Execute the Political Charter of LAFSE

The Chair of COPE will be responsible for executing the political charter of LAFSE. The political charter will be set by Executive Council and communicated to the chair by the President(s). This charter will include criteria for candidates racing for political office, communication on on-going political events, education for our local membership, and events to help people be more involved. Each year, a new charter will be provided to the chair. The chair will report directly to the President or, if there are two, the President that is directly responsible for COPE activities. The chair will also be asked to give presentations or reports to Executive Council as needed.

Structure and Work of COPE Committee

The COPE Chair will have the means and ability to structure the COPE committee in a way that they feel is most appropriate in order to achieve the goals and mission set forth by the Executive Council. The work of the committee can vary based on the political climate in the community, state, and nation. This work can include letter writing campaigns, interviews and endorsements of candidates, press releases, and travel to other locals around the state or nation. The chair will be set with an annual budget by the LAFSE Treasurer and Executive Council to complete the work delegated to them.

Collaboration

The COPE Chair will work directly with AFT-NM political advisor(s) to gather information, join and execute events, and work on education for our local members. They will also collaborate with national advisors, as needed, for the same reasons.



COPE MEMBER & CHAIR BENEFITS

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DINNER WITH LEADERS

At the end of all the work that takes place to get a candidate into office, it is important that candidates know the dedication our committee had to them. That is why our COPE Members will have the opportunity to have a "one-on-one" dinner with the leaders who were endorsed and elected by our Union.

TRAININGS

Throughout the year, there will be various training opportunities for Building Reps to attend in the state and, at times, throughout the US. These trainings are paid for by LAFSE, AFT-NM, and AFT National.

EXECUTIVE COUNCIL

Each Officer on the Executive Council has general duties and requirements that contribute to the function of the Union. The elected President(s) shall have the responsibility and authority as defined in the LAFSE Constitution to determine the scope of work for each officer. The Officers that sit as the elected officials have the responsibility to vote and execute their duties in the best interest of the members and the organization.

Each Executive Council Officers duties may change as new leadership is elected.



***Leaders aren't born, they are made. And they are made just like anything else, through hard work. And that's the price we'll have to pay to achieve that goal, or any goal.
–Vince Lombardi***

OUR PRESIDENT(S)

President(s)

The President(s) are voting members of the Executive Council. Their duties are to lead the Union in its mission, values, and political goals. The President(s) mentor all officers and supervise them in executing their duties. The President(s) sit on the AFT-NM Executive Council and various committees and task forces throughout AFT. They meet regularly with the Superintendent and School Board. They represent the voice of the staff on multiple LAPS committees that include but are not limited to budget, calendar, and curriculum.



President(s) Responsibilities

- Shape and execute the vision and mission of the Union.
- Execute LAFSE Constitution and policies.
- Supervise and support all officers.
- Publicly speak on behalf of Executive Council and members at various meetings and throughout the press.
- Sit on committees and task forces through LAPS, AFT-NM, and AFT
- Represent employees at high level disciplinary meetings.
- Oversee the negotiations process for both CBA's.
- Meet regularly with Superintendent and School Board.
- Voting member(s) on AFT-NM Executive Council.
- Oversee all financial audits, transactions, and budgeting.
- Format the annual budget with Treasurer.
- Oversee member organizing with Executive Secretary.
- Approve all public communications with Media and Press Secretary.
- Oversee the implementation of COPE committee charter.
- Main representatives of LAFSE to community, state, and nation.
- Lias with the Director of Human Resources, Payroll Manger, and Assistant Superintendent.

OUR TREASURER

Treasurer

The Treasurer is a voting member of the Executive Council. Their duties are to ensure financial responsibility for the Union. They keep the LAFSE checkbook, debit card, and all required financial documents. They ensure an annual audit is completed and taxes are filled with the accountant annually.

Treasurer Responsibilities

- Deliver financial update monthly to Executive Council.
- Deliver annual financial update to the membership.
- Complete the annual audit.
- Ensure filing of annual taxes.
- Complete purchases and cut reimbursement checks as approved by Executive Council
- Maintain all financial documents.
- Maintain financial responsibility for the Union.
- Attend Executive Council Meeting and provide vote on council.
- Regularly check LAFSE post office box.



OUR EXECUTIVE SECRETARY

Executive Secretary

The Executive Secretary is a voting member of the Executive Council. Their duties are to ensure accurate data of our membership lists, create agendas for various meetings, take minutes for all meetings, and keep count of all votes for official motions.

Executive Secretary Responsibilities

- Update membership list and send official lists to AFT-NM and AFT.
- Create meeting agendas.
- Update AFT Connect membership database.
- Take minutes at Executive Council and membership meetings.
- Take note of any official motions and tally all votes.
- Keeper of the Constitution.
- Attend Executive Council Meeting and provide vote on council.



OUR MEDIA & PRESS SECRETARY

Media & Press Secretary

The Media and Press Secretary is a voting member of the Executive Council. Their mission is to provide information to our members through newsletters and social media. They also coordinate with the press for interviews, press releases, and LAFSE events. The Media and Press Secretary ensures equal access to information for all members.

Media & Press Secretary Responsibilities

- Create and release approved newsletters and social media posts to membership.
- Update LAFSE website.
- Attend LAFSE events for photo purposes.
- Create and release approved press releases.
- Attend Executive Council Meeting and provide vote on council.
- Coordinate with the press and the district's Communication Specialist (as needed).



OUR CELEBRATIONS



2022 PSRP CONFERENCE

New Mexico and LAFSE were represented at the 2022 PSRP Conference in St. Louis. New Mexico was recognized with the The Dorothea Bell Political Action Award.

2022 REGIONAL CONFERENCE

New Mexico and LAFSE joined our fellow neighboring states in Chicago for the Regional Conference. New Mexico was recognized for AFT-NM President Whitney Holland's work on the \$15 minimum wage and educator minimums that were passed in legislation.



WHITE HOUSE ROUNDTABLE

LAFSE President Christine Engelbrecht was nominated and selected to take part in a educator roundtable at the White House. President Engelbrecht discussed the American Rescue Plan funding with Secretary of Education Miguel Cardona, Advisor to the President Gene Sperling, and First Lady Dr. Jill Biden



OUR CELEBRATIONS

PSRP TRAINING

LAFSE Vice President Annie Trujillo-Garcia and Building Representative Taylor Pomeroy take part in AFT-NM and AFT led training for PSRP leaders.



[STATEMENT OF VALUES](#) [THE 3 R's](#) [LEGISLATOR REPORT CARD](#) [JOIN US](#) [CONTACT](#) [SIGN OUR](#)

RESPECT NEW MEXICO EDUCATORS

LAFSE Classified Vice President Annie Trujillo-Garcia was selected to create a video to be shared through the 3 R's campaign for New Mexico Educators.



2021 STATE ELECTIONS

After years of service to Los Alamos Public Schools and LAFSE, former LAFSE President Whitney Holland was elected to the office of AFT-NM President.



OUR CELEBRATIONS



2020 REGIONAL CONFERENCE

LAFSE leaders Whitney Holland and Trey Pereyra flew to Austin to join regional leaders for trainings and various state recognitions. They also heard from various expert panels.

2020 ELECTION CAMPAIGN

LAFSE President Whitney Holland and her husband join AFT-NM President Stephanie Lynn and State Organizer Miguel Ortiz to help bring out the vote for Biden. Lots of swag and lots of smiles given to our members throughout the day!



2020 SUMMER SCHOOL

LAFSE leaders join other New Mexico leaders at Sandia for the annual Summer School for AFT-NM. Between classes, votes, and speeches, there was fun, laughs, and celebrations.



OUR CELEBRATIONS

LGBTQIA+

LAFSE President Trey Pereyra represents New Mexico, LAFSE, and LGBTQIA+ people on the National LGBTQIA+ Taskforce.



AFT-NM SUMMER SCHOOL

LAFSE Presidents Trey Pereyra and Christine Engelbrecht and Classified Vice President Annie Trujillo-Garcia attend the 2022 AFT-NM Summer School.

MEETING GOVERNOR

LAFSE Presidents Trey Pereyra and Christine Engelbrecht meet Governor Michelle Lujan Grisham at the Governors Mansion.

