

2021-2022 Leader Resource Guide



Oklahoma Education Association
putting education first™

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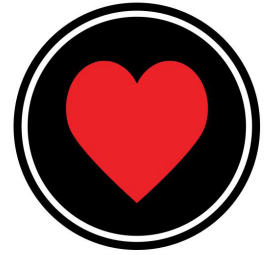
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Organization Structure

The OEA Vision and Core Values



The OEA Vision: A great public school for every student.

Equal Opportunity

We believe public education is the gateway to opportunity. All students have the human and civil right to a quality public education that develops their potential, independence, and character.

Partnership

We believe partnerships with parents, families, communities, and other stakeholders are essential to quality public education and student success.

Collective Action

We believe individuals are strengthened when they work together for the common good. As education professionals, we improve both our professional status and the quality of public education when we unite and advocate collectively.

What OEA Values

Professionalism

We believe that the expertise and judgment of education professionals are critical to student success. We maintain the highest professional standards, and we expect the status, compensation, and respect due all professionals.

A Just Society

We believe public education is vital to building respect for the worth, dignity, and equality of every individual in our diverse society.

Democracy

We believe public education is the cornerstone of our republic. Public education provides individuals with the skills to be involved, informed, and engaged in our representative democracy.

Organization of Your OEA

Governance

President, Vice President and Board of Directors
(elected by members)

State Committees

Interest Caucuses

Zone Directors
(elected by members)

Zone Meetings

Local Committees

Local Leaders
(elected by members)

Local Meetings

Building Rep Meetings

Association Membership

Delegate Assembly

OEA Conferences

Leadership Training

Executive

Executive Director
(employed by the OEA Board)

Associate Executive Directors and General Counsel

Legal, Professional and Associate Staff

Communication with members through meetings, one-on-one conversations, email, texts, social media, online tools, website, and a digital and print magazine

Local Meetings for 2021-2022



Meeting Time: _____

Meeting Location: _____

Meeting Dates

Refreshments

If you are unable to attend a meeting, please ask a fellow member from your building to attend as your substitute. Notify the president if no one from your building will be attending the meeting so information can be sent to you.

Goals for 2021-2022



Goal 1

-
- _____
 - _____
 - _____

Goal 2

-
- _____
 - _____
 - _____

Goal 3

-
- _____
 - _____
 - _____

Role of the Local President



- Obtain and study copies of the local association constitution and bylaws and any agreements that have been made with the school board or other agencies.
- Obtain from the outgoing president all minutes, correspondence, and other significant papers. Especially look over reports and actions of the last year so that the program is continuous and there are no loose ends.
- Make sure elections of local officers and representatives and state and national delegates are held as mandated in local, state, and national bylaws.
- Organize a workshop for local association leaders to educate them on the programs and policies of the association and their respective responsibilities.
- See that the board of directors or executive committee meets monthly.
- Prepare an agenda in advance for each meeting.
- Check with your local secretary before each meeting to make sure that all necessary committee reports, materials, correspondence, and information are on hand.
- Begin and end meetings promptly.
- Follow accepted rules of parliamentary procedure in conducting meetings.
- Require a monthly financial statement.
- Have an audit at the end of your term.
- Make certain that there is a local association calendar and that general membership meetings and executive committee meetings are scheduled throughout the year.
- Require each committee chairperson to present a monthly report to the executive committee and a quarterly report to the general membership.
- Read all OEA and NEA bulletins and inform membership about local, state, and national problems and programs.
- Be aware of significant dates, such as OEA and NEA meetings, regional leadership conferences, presidents' councils, and school board meetings. Plan to attend. See that others attend.
- Make a list of key association officers and committee chairpersons, building representatives, every school, the superintendent, board members, city officials, and key citizens. Include addresses, occupations, and telephone numbers.
- Meet with the executive committee and negotiations team to outline the bargaining process.
- Meet with the superintendent and board president to initiate the bargaining process.
- Attend the OEA Delegate Assembly as a delegate or a nonvoting guest.

Additional Officer Roles



Vice President

- To serve as “assistant president” helping and supporting the president with all duties.
- To become familiar with the duties and plans of the president.
- To act as host/hostess at meetings, to check on arrangements, and to greet members and guests as they arrive.
- To encourage members to participate in discussions.
- To be ready at all times to assume the role of the president.
- To attend local school board meetings, work, and study sessions.
- To act as parliamentarian at meetings.
- To serve as ex-officio member of all standing committees.
- To attend all meetings as directed by the president.

Treasurer

- To receive, protect, care for, and disburse all funds of the association as duly authorized to maintain an accurate accounting of same.
- To assist in preparing the budget and dues schedule for the year.
- To submit an annual financial report to the association and to prepare such other reports as may be required.
- To forward state and national dues and membership records to proper authorities.
- To maintain an accurate record of members and payment of dues in local, state, and national associations.
- To file regular reports to the appropriate government agencies for staff members.
- To attend all meetings as directed by the president.

Secretary

- To interpret properly the discussions at the local association meetings is probably the secretary’s most important function. Failure to record clearly the proceedings of a meeting may confuse the officers and members of the association.
- Give a true interpretation of what goes on in the meeting by getting to the heart of each pertinent discussion.
- Make the minutes the permanent record of association business and activities; keep a permanent minutes book.
- Notify officers, committees, and delegates of appointments.
- Provide the OEA regional office with a list of officers, committees, and delegates.
- Notify all committee members of assignments and times and places of meetings.
- Certify with the local president to the state and national association the names of all persons chosen to serve as delegates from the local association to the annual meetings and to such other meetings as requested.
- Keep a systematic method of filing of (a) letters received and copies of letters sent, and (b) records of the association: treasurer’s reports; membership roster; up-to-date copy of the constitution and bylaws; a list of all committee members, their addresses and telephone numbers; and copies of all committee and miscellaneous reports.
- Send out notices of regular and special meetings of the association. Notify your OEA Regional Office of meetings.
- Carry out correspondence of the association.

Terms of Office for 2021-2022



Officer	Name	Term Expires
----------------	-------------	---------------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Bargaining Team		
------------------------	--	--

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Delegates		
------------------	--	--

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Executive Committee for 2021-2022



Office:

Name: _____ School Site: _____
Cell Phone: _____ School Phone: _____
Home Email: _____ School Email: _____

Office:

Name: _____ School Site: _____
Cell Phone: _____ School Phone: _____
Home Email: _____ School Email: _____

Office:

Name: _____ School Site: _____
Cell Phone: _____ School Phone: _____
Home Email: _____ School Email: _____

Office:

Name: _____ School Site: _____
Cell Phone: _____ School Phone: _____
Home Email: _____ School Email: _____

Office:

Name: _____ School Site: _____
Cell Phone: _____ School Phone: _____
Home Email: _____ School Email: _____

Robert's Rules of Order



The goal of following Robert's Rules is to protect the rights of the minority, ensure legality and expedite business.

Making a Motion in Six Steps

1. Member makes a motion.
2. Another member seconds the motion.
3. The chair states the motion, formally putting it before the group.
4. The members discuss the motion.
5. The chair puts the question to a vote.
6. The chair announces the results of the vote.

Role of the Meeting Chair

- ✓ Calling the meeting to order on time.
- ✓ Announcing the business before the group in the order noted on the agenda.
- ✓ Determining the presence of a quorum.
- ✓ Recognizing members who want to speak.
- ✓ Processing all motions.
- ✓ Expediting business.
- ✓ Ruling on points of order. When the meeting strays from the business item being addressed, the chair needs to bring the focus back to the specific motion, even if it means interrupting a speaker.
- ✓ Conducting the meeting in a fair and equitable manner. The chair should remain neutral, not making motions and not debating. If the chair participates in the debate, he or she should relinquish the chair's position until after the vote.

Debates and Decorum

- After a motion is made, the floor is open for debate.
- The person making the motion has the right to speak first.
- Each speaker needs to be recognized by the meeting chair.
- Ideally, speakers should alternate between those in favor of a motion and those opposed.
- Each speaker is given a specific time limit to present his or her argument. A longer time can be given, if approved by a two-thirds vote.
 - A person who hasn't spoken out yet gets precedence over people who have already spoken to the motion.
 - No speaker can speak more than two times.
 - The maker of the motion (or the chair) calls for closure of the debate after everyone who wishes to speak has been heard. If someone calls the question before that, the group must vote on whether to end debate (no discussion). A two-thirds vote is required to end a debate.
 - To keep the discussion focused on the motion, avoid discussing personalities of the people involved, questioning the motives of other members, making derogatory remarks, including name calling.



Committee Chairs for 2021-2022



American Education Week	
Constitution	
Courtesy	
Professional Day	
Elections	
Legislative	
Member Rights	
Membership	
Negotiations	
Back to School	
Communications	
Read Across America	

Duties of a Building Rep



Serve as an education employee advocate.

Serve as a member of the local representative council.

Attend all meetings specified in the local association constitution and bylaws.

Represent all members, as well as a specific segment of members.

Be part of an organization and accountable to your members and the executive board.

Receive and act on member input.

Provide information to members.

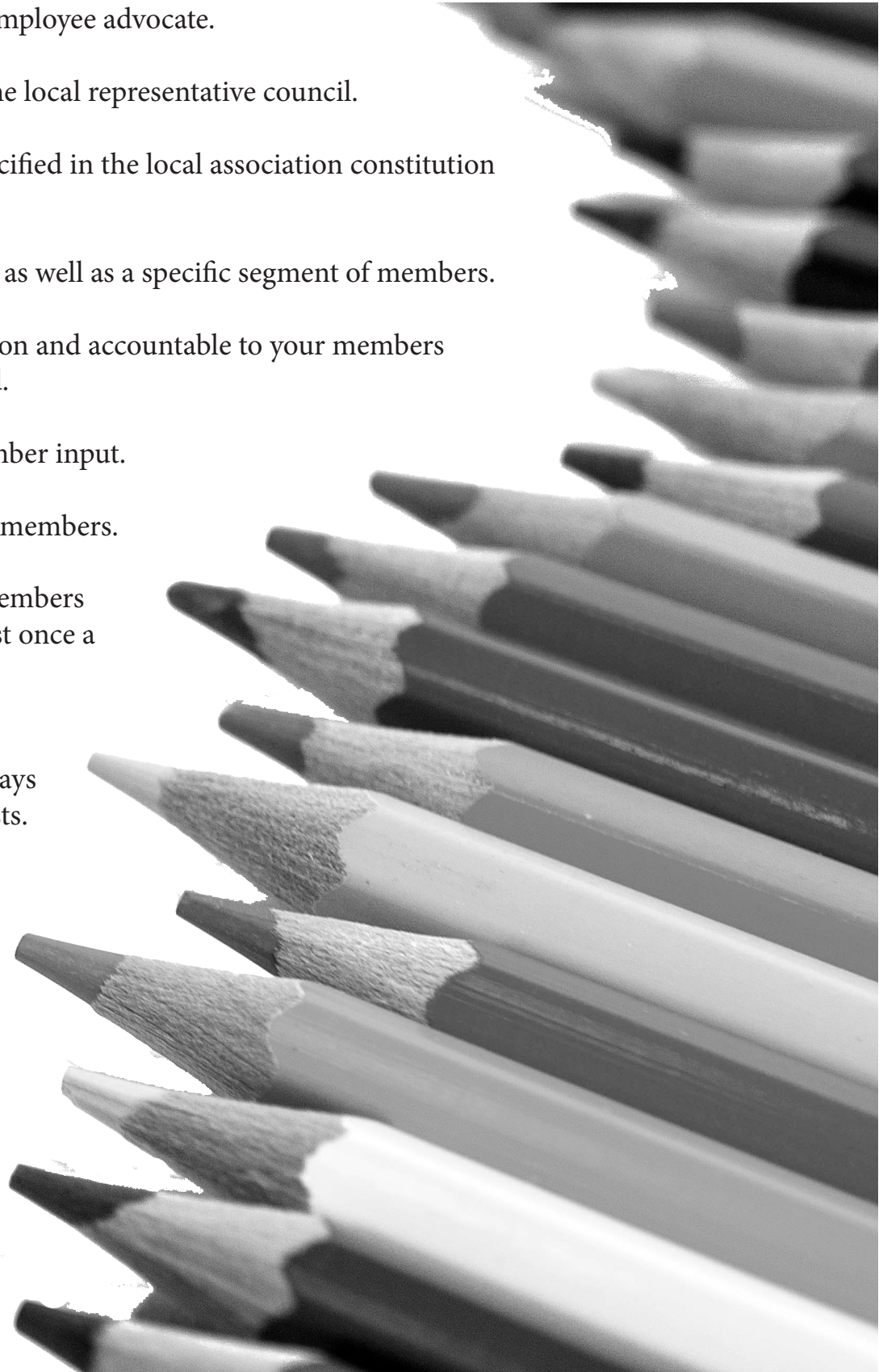
Host meetings of the members in your buildings at least once a month.

Assist members in determining effective ways of securing their interests.

Promote membership in the association.

Know the contents of the negotiated agreement.

Know the local association constitution and bylaws.



Building Rep Training

Best Practices



Provide a Rep Binder

Provide hard and virtual copies. Use templates to create the binder. The binder may include copies of the following, though you may want to include more:

- Negotiated agreement, if available
- Constitution and bylaws
- 1:1 Conversation flyer
- Talking points for “I don’t want to join because...”
- Building maps
- Roles and responsibilities
- OEA organizational chart
- “Might Need a Rep if...” flyer
- Cover page
- Contact information for local leaders
- Association goals
- Board meeting dates with board members’ contact information
- Executive team list with contact information
- List of terms of office
- OEA contacts with information
- Legislative contact information
- Lists of active committees with chairs and members
- Local meeting dates
- List of members by site



Plan a Rep Training

- Tailor to meet your local’s needs
- Include a binder overview
- Include new hire event roles and expectations
- Explain the 2021-2022 OEA Rebate Program
- Explain the 2021-2022 OEA Recruiter Stipend opportunity
- Include a mini member rights training
- Use the OEA-provided PowerPoint

Don’t Forget

- Provide copies of additional support materials as needed.
- Select a platform you and your reps will use, such as using a shared folder within Google drive.
- Upload digital copies of the hard copy binder.
- Keep documents updated.
- Share with building reps, local leaders, and OEA regional team members.

Building Rep Roster for 2021-2022



Building:

Name: _____
Phone: _____
Email: _____

Building:

Name: _____
Phone: _____
Email: _____

Building:

Name: _____
Phone: _____
Email: _____

Building:

Name: _____
Phone: _____
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Building:

Name: _____
Phone: _____
Email: _____

Building:

Name: _____
Phone: _____
Email: _____

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Recruitment

New Hire Event: Best Practices



Plan with local leaders.

- Set a budget.
- Create a committee.
- Decide date and time.
- Find a location.
- Determine the focus.
- Determine speakers.

Plan on giveaways.

- Join the OEA New Member Cash Rebate Program.
- Offer an early bird giveaway at the event, followed with a second giveaway toward the end.
- Gather donations from local businesses, your local chamber, and local organizations.

Send invitations.

- Obtain new hire list from the district.
- Send out a welcome letter / invitation.
- Include the date, time, location, and giveaways in the invitation.
- Detail the New Member Cash Rebate Program.
- Use a variety of communication methods for your invitations, such as personal phone calls, emails, face-to-face conversations, social media, or text.

Involve building reps.

- Meet prior to the event and train building reps on their role.
- Incentivize reps for attending and working the event.
- Plan to have a rep from each site/department to connect with new hires.

Debrief afterward.

- After the event, give reps lists of new hires in their building and indicate new members.
- Plan follow-up recruitment activities by site/department.
- Discuss with leadership what went well, what didn't, and what needs to be changed.

New Hire Event: Things to Consider

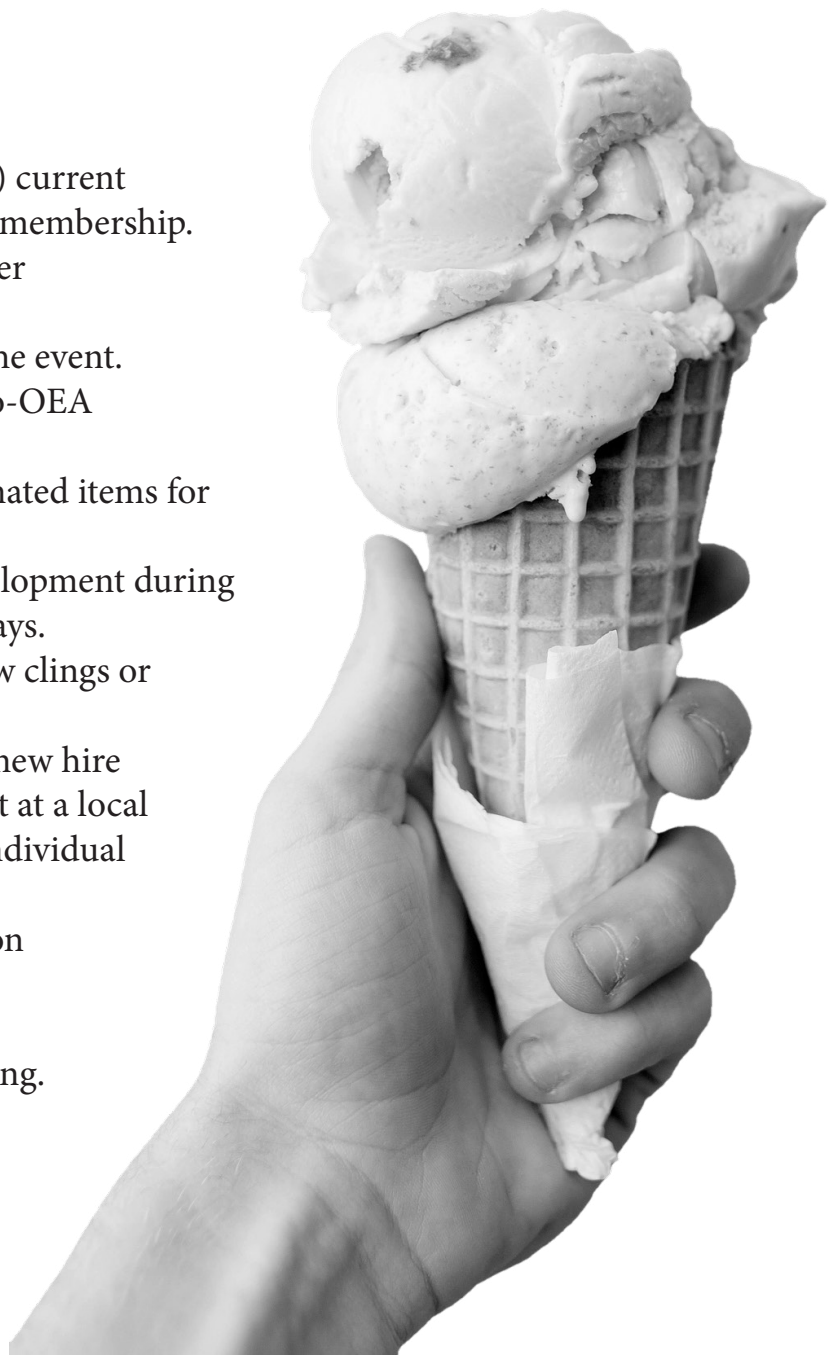


Your event can be ...

- Fun and light — and have good food!
- Family focused, like a picnic at a park, movie in the park, etc.
- Off campus, like a dinner and movie night, a pub crawl, party in a park, a trivia night, etc.
- Themed, such as each building decorating a table with their site colors, a trivia theme, a movie theme, etc.

Other ideas:

- Speakers can be (and ideally should be) current members who can tell the “why” of their membership.
- Encourage new teachers and early career professionals!
- Invite local talent to entertain during the event.
- Invite community members and/or pro-OEA administrators.
- Sponsor a teacher resource store of donated items for new hires.
- Provide OEA-offered professional development during your district professional development days.
- Provide local-branded member window clings or signs for new teachers and/or members.
- Host an early signing event before the new hire event. You can host an early signing event at a local coffee shop or host ice cream parties at individual school sites/departments.
- Host daily Zoom Q&As with association highlights.
- Provide association FAQs.
- Use New Ed cards for follow-up planning.
- Highlight NEA Member Benefits.



1-on-1 Conversations

Introduction

- Who are you?
- Why do you want to talk?

Story / Issue

- Spend 20% of your time talking and 80% of your time listening.
- Share your story, ask questions, and prompt reflection.
- Why did you become an educator or support professional?
- What do you love about this work?
- How did you come to be here?
- What are you most excited about for this school year?

Agitate

Validate their issues:

- I understand that.
- How does that make you feel?
- Is that frustrating?
- What is the impact on you? Your students? Your family?

Hope / Plan to Win

- Why is your local the solution?
- What can we collectively do together to fix the problem?
- In what way(s) do you think your local can be a solution?

Urgency

“Clearly, these issues aren’t going to change on their own. It’s time for people like you who really care to start leading a change. The longer we wait, the worse it gets. What is the impact of doing nothing?”

Educate

Explain what’s being done (or what can be done) to address or work on these issues. Educate them about your local, such as: mission, vision, purpose, dues, victories, benefits, etc.

Your Ask

Ask a YES or NO question. Don’t be shy!

Potential Members, ask to join the fight:

- “Will you join our local that is fighting for our students and our teachers?”

Members, ask to take on an assignment:

- “With your help, we can make a change, but we can’t do it without you.”
- “Are you ready to take action to move a positive change forward?”
- “Would you be willing to get a few colleagues together and meet again?”

Remember

Create tension or uncomfortable silence. Set a follow-up. Identify potential leaders. Spend 20% of your time talking and 80% of your time listening.

“I Won’t Join Because ...”



“It costs too much.”

- It’s like insurance. You don’t know when you are going to need help.
- What if you lost your job? Think of what THAT would cost you!
- You insure your car and your house. This is insurance for your career.
- The \$1 million dollar policy you get with your NEA dues would cost you nearly \$2,500 annually.
- You can save more than your dues through NEA Member Benefits.
- If you need an attorney to defend you against false charges, how would you pay for it?
- Everybody is in the same boat. Your career should be a priority.
- OEA is a strong voice for schools and school employees. We need you to be stronger.
- If something happened and you needed representation, it would be too late to join.

“I don’t agree with them.”

- The voice of one or a few people can change things. Get involved and make a difference.
- I don’t agree with everything the government does but I still pay my taxes.
- Public education is at stake. OEA is its strongest supporter.
- Association policies are determined by delegates elected to our Delegate Assemblies.
- If you don’t agree, get active to change things.
- Join and run to be a delegate to the next Delegate Assembly.
- You’re supporting services you get, just like you pay taxes for fire and police protection.
- OEA is a representative organization. You have a voice and vote in activities and policies.

“I don’t like unions.”

- The school board has its association. We have OEA.
- The association is your voice on issues like health care and wages.
- Do you think we made the progress we’ve made if we didn’t work together on it?
- We are your exclusive representation.
- Let me explain how things work in our association ...
- Even superintendents belong to the state superintendents’ association.
- What would happen if there were no association to monitor what is happening?
- The dictionary defines union as “joining together for a common cause.”
- Our working conditions are students’ learning conditions. The union protects both.
- What would your work life look like without OEA?

“I Won’t Join Because ...”



“I don’t need to join this year. We’re not bargaining.”

- Membership provides protection all the time, not just when we’re bargaining.
- Contract maintenance occurs all the time.
- Fighting to defend the contract goes on all the time.
- We’re always fighting unfair and arbitrary decisions that effect everybody.
- We’ve got to fight for more funding and protections.
- We’re not just about the dollars. We’re working to make schools better for students and employees. That’s an ongoing job.
- We’re your strongest lobbying voice at the state level.
- We’ve got to fight to fund our salary EVERY single year.
- The school board and legislature see our membership numbers as a sign of strength or weakness.

“My spouse belongs, so I don’t need to join.”

- Each one of you has different needs and concerns, because your jobs are different.
- If you are treated unfairly outside of the contract, you won’t have representation.
- Only one of you has liability insurance. What happens if you have a problem?
- You’re both important members of your unit. OEA needs you both.
- You both get salary gains and fringe benefits.
- It’s great that your partner is protected, but what about you?
- I’m surprised to hear you say that. You are just as important as your partner and need equal protection.

“I’m getting ready to retire.”

- All the more reason to be involved in the effort to improve your retirement.
- Be a part of making us stronger. OREA will welcome you when you retire.
- OEA is your voice on all issues that affect your retirement.
- We monitor and help you navigate the state retirement system.
- OEA has fought to protect your pension for years.
- You’re not the kind of person who lets someone else pull the weight for you.
- You’ve already got so much invested. Don’t jeopardize it now.

“I Won’t Join Because ...”



“I’ll join the local but not OEA or NEA.”

- We’re working at all levels to improve schools and advocate for public education.
- Precedents set across the state affect us all. OEA protects us.
- Our NEA dues go primarily to provide the best representation possible.
- OEA and NEA provide professional development, bargaining assistance, and legal programs to you through our local.
- Only the tip of the iceberg shows here at the local.
- What if you or a colleague had a problem and we didn’t have the resources to fight it?
- Through its democratic process, the association members make decisions. It’s not top-down.
- Most of your local programs wouldn’t exist without OEA and NEA.
- You’re represented at all levels by delegates you elect.

“I’m still mad about when _____ happened.”

- I understand and respect your feelings.
- What can we do to improve going forward?
- Many people who share your feelings are active members now.
- Nothing can change the past. We can work together to make the future better.
- It might not have been so good in the past. What are you willing to do to change things?
- I don’t know much about what happened then, but I know what is happening now.
- We’re working to build membership, so we can be stronger next year.
- I like to think positive. Just look at what we’ve accomplished since then.

“They should stay out of politics.”

- Members make the decisions about which candidates to support.
- What exactly do you mean when you say you “stay out” of politics?
- Education decisions are political decisions because they’re made by elected officials.
- OEA supports both Republicans and Democrats that support public education.
- Wonder why we did or didn’t support someone you like? Let’s look at their record on education.
- Only voluntary PAC contributions from members are used for contributions to candidates.
- OEA focuses on issues that affect public education, educators, and students.

“I Won’t Join Because ...”



“I don’t like the person who’s president.”

- We need people with your views to be a part of things.
- We all have equal access to decision-making through our votes.
- All our leaders are elected by open nominations.
- What should we stop or start doing?
- Have you ever thought about running?
- What is it that concerns you?
- How well do you know the current leader? Let’s get together and talk to him/her.

“They don’t care about kids.”

- We provide protection for you, so you can do your best with students, without worry.
- We’re the strongest voice in the state for funding our schools.
- OEA and local affiliates participate in community service projects.
- OEA and NEA provide professional development and resources for educators to be more effective for their students.
- Student learning conditions and our working conditions are closely linked – OEA cares about both.
- OEA advocates for a quality education for every student.
- The association works collaboratively with the Department of Education and the legislature on student issues.
- OEA and NEA provides grants to locals to start their own community service projects.
- Would you like to get involved in a project like that?

“I Won’t Join Because ...”



Create your own responses for the following:

They couldn’t stop any of the negative legislation.

You’re okay, but I don’t like the other people.

I’m Republican, and they’re Democrats.

They are so negative!

They don’t promote employee quality. All they do is protect bad employees.

I’m getting out of education.

They only protect their members. They don’t care about students.

Reminders on Active Listening



AVOID DISTRACTIONS. Look the other person in the eye, and put your phone away.

SLOW DOWN. Our brains process thoughts four times faster than spoken words. It's easy to skip ahead in a conversation, using your assumptions to fill in the gaps and plan your response. RESIST the urge. Focus on what is actually being said.

DO NOT INTERRUPT. Take the time to hear the full story.

KEEP AN OPEN MIND. Don't assume you already know what someone cares about. People will surprise you.

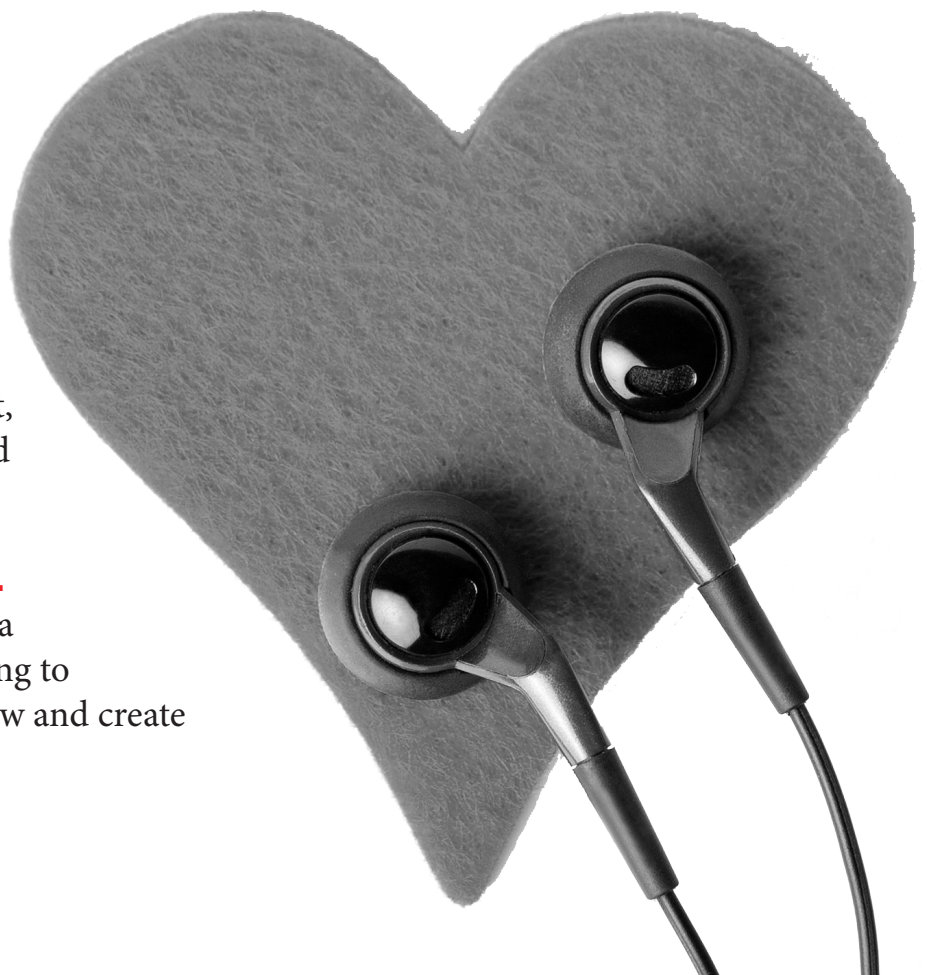
DO NOT FISH. Avoid leading questions like "Don't you agree that..."

PRACTICE EMPATHY. Sometimes people need to let off steam. Don't discourage them. Your immediate task is to hear what they have to say, NOT to judge.

SHOW THAT YOU HEAR WHAT THEY ARE SAYING. React, ask follow-up questions and repeat back what you understood. If you don't understand, ask.

FIND COMMON GROUND. You don't have to agree with every point, but look for areas of agreement, and acknowledge where you differ.

DON'T FEEL YOU NEED TO SELL SOMETHING. An organizer is not a salesperson. You're genuinely looking to learn the other person's point of view and create something new together.



Building Site Recruitment Ideas



- Ice Cream Party: Use the tagline “Get the Scoop on [insert local name here]”
- Take 5 Candy Bar with a “Take a break and let’s talk things over.”
- Donuts for breakfast
- Vegetable tray: “Veg out and Visit with (insert local name)”
- Chips and Chat
- Coffee, Cookies, & Chat
- Back-scratchers with “(Local Association name) Has Your Back”
- Have an assortment of snacks and let them come in, grab the one they want and visit with members about the association.
- Starburst candies: “We (Association name) are bursting to have you join us!”
- Chex mix packages with slogan “Come Check Us Out”
- Crunch candy bars: “When it’s CRUNCH time, I want you on our side”
- Drinks and chips with an invitation to come sit and unwind
- Partner Up: Invite new members to come and partner up with a member in their building who they can go to for questions and concerns.
- If you have the funds to purchase \$5 Sonic cards for each new member, invite them to a meeting to discuss joining with the slogan “Drinks On Us!”
- You can do the same as above but just have cold sodas, water, etc. provided.
- Meet and Mingle: host snacks and have information set up to talk to potentials.
- Brand items with your logo (don’t have a logo?! Let us know!) — pens, sticky notes, note pads, face masks, water bottles, etc.
- OEA communications can design an email that you can send out to new hires (it can include the OEA video, a link to the OEA Join Now, and other information pertinent to your local)
- “Sip and Say” drinks and join the association
- Hot Dogs and Hot Topics
- Tacos & Talk
- “Pop” in! (offer popcorn and drinks)

Make sure you have the membership magazines available, and ask to have the New Ed data card filled out!

The page features a decorative background with a red and white color scheme. It includes a repeating pattern of red triangles on a white background, a pattern of red and white abstract shapes, and a pattern of red and white circles. A central white rectangular box contains the main title.

Member Engagement

Ways to Engage Members: Fall



- Back to school — Provide a downloadable “Union Made” school supply list on your website for parents and educators and promote it via social media. (www.nea.org/home/Union-Made-School-Supplies.html)
- What Teachers Give/What Parents Give awareness campaign — Highlight the supplies that teachers purchase out of pocket to create welcoming classrooms in an effort to highlight the underfunding of public schools on social media.
- Host a Back to School supply drive in your community. Partner with parent organizations, businesses and community agencies.
- Parent-Teacher Conference Nights — Recall your “What Teachers give/What Parents give” Campaign. Show off the out-of-pocket donations from teachers, parents, and community with balloons, flags, or ribbons designating items that have been provided.
- Create a printable handout that provides information on how to have a productive parent/teacher conference.
- Labor Day – Plan a Labor Day picnic for members, families, and the community. Celebrate your Association!
- Leading up to Labor Day, use your communication channels to promote and celebrate the role of labor unions in the country’s history.
- Host a Fall Carnival for families. Engage community partners to co-sponsor. Make sure your members are highly visible as volunteers. Partner with parent organizations to encourage turnout.
- Host a FAFSA Night to help students and families complete their federal financial aid application.
- Halloween — Provide and promote a printable list of union-made candy and encourage the community to Buy Union.
- Host a “Costumes for Classrooms” drive to provide new or gently used costumes to kids in need.
- Plan a Tailgate Trick or Treat with members and community partners for children in under-served neighborhoods.
- Read O’Ween — provide a safe environment for students to dress in book-based costumes to read and trick or treat.
- Local, State, National Elections — Provide links to voter registration and voter resources on your website and promote it via communications.
- Create a campaign around voting for children or voting for public schools.
- Host candidate forums for the community in advance of an election.
- Partner with the district and community agencies to host voter registration drives.
- Consider including community representatives in your candidate endorsement process.
- Veterans Day – May sure to showcase your members that are serving or have served. Celebrate them in your communications and honor them with a family and community appreciation event.
- Team up with community partners to participate in local Veterans Day activities around your community.
- Partner with your PTA/PTO organizations to organize visits to local retirement homes, veterans hospitals, VFWs, and American Legions to honor veterans.
- Consider a recruitment drive around the Troops to Teachers initiative.
- Thanksgiving – Participate in or host a community food drive for families in need. Recruit business and community partners.
- Create a “We’re Thankful” campaign to thank your community partners for the wonderful work they do to support students.

Ways to Engage Members: Winter



- Promote your nonprofit partners Giving Tuesday campaigns and encourage members to participate.
- Highlight what your community partners do to support students and public schools every day.
- Participate in or host a holiday toy and book drive or food drive. Leverage your relationships with businesses and community groups. Provide resources like volunteers, communications, and space.
- Host a holiday party for children and families. Provide them with books, toys, and food. Give parents DIY activities to do with their children during the winter break.
- New Year – Host a community shredding event for personal documents so people can “Start the New Year Right” and prevent identity theft.
- Have teachers meet parents as they drop off their children on the first day back with a branded list of ideas how they can partner in the second half of the year.
- Promote an online campaign to advocate for children’s issues using #IResolveTo.
- Have an op-ed placed in the local paper at the beginning of January about all the things teachers resolve to advocate for on behalf of children during the new year.
- Create a printable New Year’s graphic with “I resolve to” at the top and “for kids” at the bottom. Ask members and community to fill in their resolution and post a picture of them holding it.
- Plan a Martin Luther King Jr. Day of Service event and invite parents and students to participate, too.
- Host an MLK Breakfast and honor a local civil rights champion.
- Celebrate the holiday on social media using images and famous quotes.
- Black History Month – Host a public conversation about issues of race and diversity using a panel discussion or town hall format.
- Plan a celebration of Black history in cooperation with a school, community organization and/or parents. Involved students and your members.
- Groundhog Day – Provide free classroom printables on your website. See the NEA Tools and Ideas section on their website.
- Celebrate the coming of spring on social media.
- Presidents’ Day – Promote #ifIwerePresident as a hashtag online and encourage responses highlighting your shared community priorities for children and schools.
- Create a downloadable “If I Were the President…” activity for educators and parents elevating and focusing on priorities you have related to public schools
- Valentine’s Day – Have printable valentines on your website available for educators and parents to use with students. Brand them with your logo and a short statement about how your association “loves” students.
- Sponsor a “LOVE” themed community blood drive.
- Host a We “LOVE” reading book drive.
- Sponsor a We “LOVE” our school campus beautification.
- Sponsor a We “LOVE” STEM community family night designed to demystify STEM at home for parents.

Ways to Engage Members: Spring



- Focus on the theme of kindness in your social media and online communications.
- Promote Random Acts of Kindness at your schools and encourage followers to post their acts to promote a strong school culture. National Pi Day — Plan a STEM event for educators and families. Invite community partners to participate with supplies and food.
- Provide downloadable Pi Day activities for educators and parents on your website.
- St. Patrick's Day — Promote the NEA classroom resources for educators and parents using social media and digital communications. (www.nea.org/tools/lessons/51015.htm)
- Provide palm cards on your website for teachers to download with a "LUCKY" theme: Have the front customizable for teachers to tell students why they are so "Lucky" to teach them. The back should have your association information.
- Provide "We are so LUCKY because ..." cards for members to send home with students to highlight their appreciation.
- Spring Break — Partner with community groups to host a spring break camp for students.
- Run a food drive to help fill school pantries and community food pantries in advance of the break. Using social media, illustrate the food insecurities children face in your community.
- Create take home food bags for students in need. Include easy activities families can do to promote learning at home. Brand all materials with your association logo and information.
- Provide branded DIY reading and math activities on our website and promote them to educators and parents to use during the break.
- Read Across America — Use the NEA guide to plan a reading event in your community.
- Promote reading resources on your website and social media. Remember to use the Read Across American hashtag so others can see what you are doing.
- April Fools' Day – Use the day to highlight the wonderful things your association does for members, students, and the community. Use hashtags and graphics to make sure readers know these things are real and not an April Fools' joke!
- Tax Season – Sponsor a tax preparation day for low income families.
- Earth Day – Host a community recycling event at your offices or in partnership with a community agency.
- Plan a Day of Service cleaning up public spaces and local parks. Promote it to members, families, and the community.
- Teacher Appreciation Week – Use the NEA National Teacher Day Toolkit to plan events and campaigns.
- Host an awards gala and invite the community to help celebrate the wonderful teachers in your affiliate.
- Partner with local media outlets to highlight special teachers during the week.
- Include parent groups and community partners when planning your teacher appreciation celebrations.
- Mothers' Day – Be sure to be inclusive. Use this day to celebrate caregivers and families of all kinds.

Ways to Engage Members: Summer



- Cinco de Mayo – Reach out to local cultural organizations and offer to promote and participate in their family friendly events.
- Memorial Day – Honor our nation’s fallen by hosting a day of service and remembrance.
- Partner with community agencies and local municipalities on existing events.
- Join with community partners to participate in flag laying ceremonies at local cemeteries.
- If you are in a military community, make sure you are visible in showing your affiliate’s appreciation for their service.
- Graduations – Celebrate your educators’ students’ success stories in your communications. Illustrate the difference educators make in the lives of young people.
- If finances allow, offer a scholarship and host an essay contest. Have students use the topic “A Teacher Who Changes My Life”.
- Tout how much public schools have impacted your community. Highlight prominent people in your community that have graduated from public schools on social media.
- Host a campus beautification day at a local school. Partner with parent and neighborhood groups. Ask local businesses for donations of supplies and refreshments.
- Fathers’ Day – Remember to be inclusive. Use this day to celebrate caregivers and families.
- Promote summer learning and highlight summer learning loss. Provide access to resources for families and community agencies on your website.
- Partner with local agencies to highlight summer feeding programs for children. Host a food drive to support efforts.
- Host a community event or partner with a community agency to pack Summer Learning Backpacks. Engage community partners to donate items and provide volunteers to stuff backpacks filled with summer learning activities and books to take home. All items should be branded with your affiliate’s logo and information.
- Partner with community agencies to highlight summer learning opportunities for children. Consider reaching out to your local library, park and recreation department, and others.
- Partner with local libraries to host summer reading events. Participate as guest readers and provide summer learning activities. Make sure members are highly visible in affiliate t-shirts.
- Fourth of July – Participate in community celebrations as volunteers, sponsors, or hosts. Take part as an association in a local parade.
- Voter Registration Food Truck Rally – Host a food truck event and make voter registration the primary objective. Invite your endorsed candidates to meet and mingle with the community at the event. Have a “Best Dish” contest and have your “celebrity judges” include school district leaders, students, teachers, and community members.
- Host a summer event for children and families at a local park or recreation center. Provide ice cream treats or sponsor an ice cream truck. Use the event to register voters, promote summer learning or to highlight other efforts.

Ways to Engage Members: Year-round



- When possible, partner with existing organizations on local celebrations. Offer to sponsor a specific part of the event in exchange for featuring your name and logo. Make sure your members are highly visible when serving as volunteers or participants.
- Partner with faith-based groups or a local interfaith council on existing events like food drives and community conversations. Holidays like Ramadan, Easter, Passover and others are often marked with events and celebrations.
- Remember to attend your community partners' public events. When applicable, offer to provide assistance through volunteers, resources like social media promotions, or sponsorships.
- Using digital communication tools, highlight your priorities focusing on the issues that impact children. For example, if working conditions are part of your negotiations, highlight that children deserve a safe and clean learning environment.
- Host an event where you invite school-based union leaders to bring one or two parents to create a community vision for public schools. Divide parents and school-based leaders into mixed, small groups to answer three questions: What must every student have to ensure success? What role do parents and educators play in making this happen? What support do we need from other community agencies to make this happen? Develop action steps to make the vision a reality.
- Remind the public that you are fighting for things that impact children and educators.
- When appropriate, invite parents and community partners to advocate for educators with decision makers.
- Remember to include local election and primary election dates when you are planning. Refer to ideas in FALL around elections.

NOTES

The 10-Minute Meeting



Building representatives who hold regular building meetings have the best shot toward strengthening membership rapport, especially in difficult times.

“But they won’t stay for a building meeting,” you complain. “They’re too busy.”

Try promising them a 10-minute building meeting timed by the clock. See the guide for planning such a meeting on the following pages. Look over the rationales for each part of the 10-minute meeting and a sample agenda to be distributed at the start of the meeting.



Why is the building meeting so important?

Often it seems expedient for the building representative to skip it and vote in meetings without having gained input from members or by merely “sensing” the opinions of members. But regardless of how well reps read members’ minds, to neglect to ask for member input robs them of the knowledge that they have a voice in the union and the feeling that their opinions count in the decision-making process.

Most of us consider snappy, business-like association meetings a rarity. Try a 10-minute meeting; note on the sample agenda attached that members still have the opportunity to let off steam through the rip-off on the bottom. The building representative may thus speak later, on an individual basis, to those who write down their concerns on the rip-offs collected at the door.

Planning the 10-Minute Meeting



Time	Topic	Rationale
2 minutes	Brief overview of major topics discussed at the previous association meeting.	We're keeping members informed. We try to reduce the hush-hush attitude so often prevalent in union business. Keeping members informed is not a matter of how much they are told. Rather, it is a matter of their realizing that leaders are working hard to keep them informed.
4 minutes	Present and explore a new issue. We need your input before we go to the next Executive Board meeting.	The mere process of getting members' input reinforces in the members' mind that their opinions are actively sought and subsequently presented to the voting body. The building representative who neglects this step is asking for mistrust and hostility from members.
3 minutes	A review of a current issue or problem. Could be a building issue or a district-wide item.	Often just talking about a problem gives considerable relief. Reviewing issues keeps information flowing and demonstrates a commitment to items raised by members.
1 minute	End on a positive note. Outline how member involvement has influenced the union's action or a decision by the district. Or simply congratulate a member on a recent achievement.	We must constantly provide our members with the context in which the association operates. We must remind them where we started on an issue and where we are today. While the issue may not be resolved, point out how far the item has come since it was first mentioned.

Sample Agenda



ANY TOWN EDUCATION ASSOCIATION 10 MINUTE MEETING

(Location)

(Date)

- Recap.** Review of the last Any Town Education Association meeting. (2 min.)
- Input.** We need your input on *(issue)*. Your views will be presented at the next Executive Board meeting. (4 min.)
- Update.** Latest developments on the problem of *(issue)*. (3 min.)
- Closing.** Something that should make you proud! (1 min.)

**Time's up! We told you that we could do it in 10 minutes!
Don't forget to leave your questions and suggestions at the door.**

ASK A QUESTION. MAKE A SUGGESTION.

Please tear off this portion of the agenda and leave it at the door.

Name: _____

Question or Suggestion: _____

Sample Flyer



10-MINUTE **Any Town Education Association** **(*Building Site*) Meeting** **(*Date*)**

Any Town EA is **negotiating our contract** this year.
Any Town EA is **determined to keep you informed.**

Any Town leaders need **YOUR** input.

Remember – only 10 minutes!

We start in the library at (*time*) **SHARP!**
We wind up the meeting at (*time*) **SHARP!**

Doubt us? Come on (*date*) and time us!

School Board Meetings



Meeting Time:

Meeting Location:

Meeting Dates

Specific School Site Invited to Attend

Organizing Around PD Opportunities

Professional development is a great way to involve and train your members. OEA offers these workshops free for local affiliates, and customized trainings can be created specifically for you. Learn more at okea.org/pd.

Advocacy

- Know Your Negotiated Agreement
- Bargaining Basics
- Understanding Money for Bargaining
- Bargaining Election Process
- Preparing to Bargain
- Member Rights
- How to Read Your Paycheck
- Dealing with Students with Violent Behaviors
- Responding to Evaluations
- Your Legal Rights
- How to Advocate
- How to Organize Around Advocacy Issues
- Building Reps: How to Represent Members
- Understanding Retirement

Teaching & Learning

- Bullying Prevention
- Classroom Management 101
- Recognizing Trauma in Our Students
- Teaching Resiliency
- True Colors
- Mindfulness
- Racial and Social Justice

Organizing

- Leader Identification
- Building Strong Locals
- Building Rep Training
- Year-Round Organizing
- Local Check-Up
- Heat Mapping
- Tools for Leadership
- Flip Your Board

Communications

- Using Social Media for Organizing
- Organizing with Texting
- Digital Communication
- Your Online Presence
- Running for School Board
- School Boards and Your Job

Legislative

- Legislative Updates
- Lobbying 101

The OEA Teaching & Learning Center is hosting two series of virtual trainings open to all members statewide. These same trainings can be also scheduled and offered at the local level. Learn more at okea.org/pd.

Power Hour

- | | |
|---------------------------------|-------------|
| • Intro to “Knowledge is Power” | August 3 |
| • Structure of Our Power | September 7 |
| • History of Our Power | October 5 |
| • Own Your Power | November 2 |
| • Local Power | December 7 |
| • Protect Your Power | January 4 |
| • Capitol of Power | February 8 |
| • Negotiating Power | March 6 |
| • Build Your Power | May 3 |
| • Celebrate Your Power | June 7 |

Knowledge in 90

- | | |
|----------------------------------|--------------|
| • Intro to Knowledge is Power | August 3 |
| • Collaboration in 90 | September 16 |
| • Classroom Management in 90 | October 21 |
| • Give Me 10 | November 18 |
| • Project-Based Learning | December 16 |
| • Racial Social Justice, Part I | January 20 |
| • Racial Social Justice, Part II | February 17 |
| • Social Emotional Learning | March 24 |

You Might Need a Rep When ...



There are some moments in the life of an education employee that should cause concern and “raise red flags.” In those cases, the employee should consider finding an association rep before participating in a meeting with an administrator or supervisor. Many times, education employees will comply to questioning without representation. This is not the wisest decision. The following list of phrases and situations commonly occur, and members should take it as a silent signal that it is time to find the first available association representative.

You Might Need a Rep When ...

- A building administrator says, “I just want to talk to you for a minute” and when you walk into the office, the parent and principal are seated on the same side of the table.
- You walk into the office and you are met by two administrators, one is your site principal, and the other administrator is from the central office and they failed to mention the topic of the meeting.
- The administrator starts becoming angry with you and you are alone.
- The building administrator says, “I’ve had some parent complaints about you.”
- The building administrator says, “I have some concerns we need to discuss.”
- The building administrator says, “There are some rumors in the community about you that we need to discuss.”
- You DEFINITELY — WITHOUT DOUBT — need representation when the building administrator says, “Do you want representation?” The answer is ALWAYS, “YES!” If you are offered representation before the meeting takes place, arrange for a representative to attend with you.
- You DEFINITELY need representation when you hear the following words during the course of a meeting: discipline, termination, employment status, negative/unsatisfactory evaluation.

If being asked questions that could potentially lead to discipline, asked to attend a meeting without knowing why, or if a meeting becomes disciplinary, please say the following:

“If this discussion could in any way lead to me being disciplined or terminated, or affect my personal working conditions, I respectfully request that my association representative is present.”

Call Your Advocate First

My OEA Advocate:





More Good Stuff

Goal: Build and Strengthen Structure



- Elections
 - _____
 - _____
 - _____

- Written Yearly Organizing Plan
 - _____
 - _____
 - _____

- Review/update Constitution and Bylaws
 - _____
 - _____
 - _____

- Constitution and Bylaws on File with OEA
 - _____
 - _____
 - _____

- Negotiations Complete
 - _____
 - _____
 - _____

- Current Negotiated Agreement on File with OEA
 - _____
 - _____
 - _____

- Association Meetings Scheduled (at least two per year)
 - _____
 - _____
 - _____

- Set Up / Maintain Local Checking Account
 - _____
 - _____
 - _____

- Apply for Incentive Rebate
 - _____
 - _____
 - _____

- Collect at Least \$25 Per Year for Local Dues
 - _____
 - _____
 - _____

- Create annual budget
 - _____
 - _____
 - _____

- Communications Set Up (External)
 - _____
 - _____
 - _____

- Communications Set Up (Internal)
 - _____
 - _____
 - _____



Complete By: _____ Date Completed: _____

Goal: Membership Growth and Engagement



- Acquire New Hire List
 - _____
 - _____
 - _____

- Back-to-School Event Hosted
 - _____
 - _____
 - _____

- Assign Mentor(s) to New Hires
 - _____
 - _____
 - _____

- Membership Contact Info Updated
 - _____
 - _____
 - _____

- Membership Cancellation Report Contacted
 - _____
 - _____
 - _____

- Professional Development and Association Training Scheduled
 - _____
 - _____
 - _____

- Data-Informed Follow-Up Conversations Done
 - _____
 - _____
 - _____

- Community Outreach and Civic Engagement
 - _____
 - _____
 - _____

- Political Action and Lobbying (local and state levels)
 - _____
 - _____
 - _____

- New Membership Report Contacted
 - _____
 - _____
 - _____

- PAC Contribution Organizing
 - _____
 - _____
 - _____



Goal: Leader Identification and Development



A horizontal timeline consisting of a red line with ten white squares numbered 1 to 10 below it, marking the progression of the goal.

Attend Building Rep Training

Attend Executive Officer Training

Attend Organizing Conference

Attend Delegate Assembly Training

Attend Delegate Assembly

Review Data from New Ed Cards

Executive Committee Retreat Held

Write grants for NEA IPD programs (blended learning, learning labs, ELI)

Early Career Educator Program Lead

Committee Development

Attend Zone Meetings

Attend OEA Summer Leadership Training

Send “Welcome Letter” to All New Members

Give Your Local a Checkup



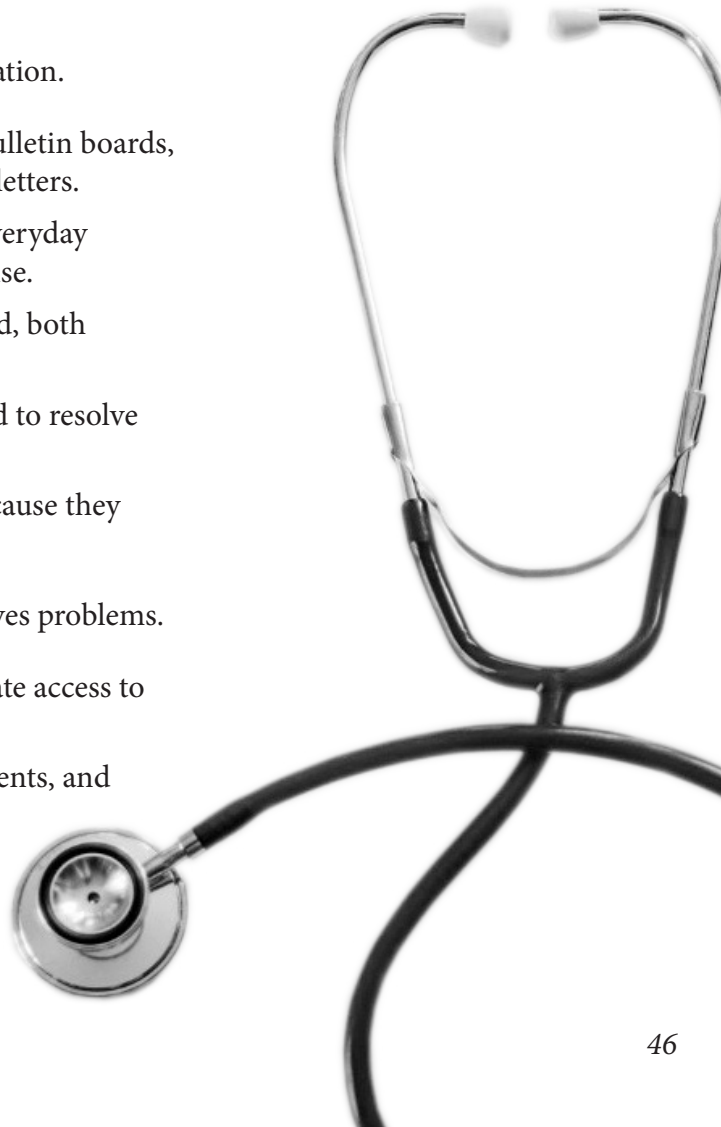
Rate each statement below with the following scale.

1. The statement is very true for my local.
2. It is mostly true for my local.
3. It is true in my local but only in some areas.
4. It is barely true for my local, or not true at all.

	Association representatives or leaders make regular walk-throughs and have relationships with all members and potential members.
	Early Career Educators (ECEs) are targeted for association engagement and leadership development.
	There is at least one association representative in every worksite.
	Membership meetings happen regularly, are well attended, and noticed by others.
	Association leaders attend every new-employee orientation.
	There is regular communication through up-to-date bulletin boards, member-to-member communication, flyers, and newsletters.
	Members mobilize and use collective action to solve everyday problems. Grievances are not the primary line of defense.
	Contracts are widely available and promptly distributed, both electronically and in print.
	Association representatives are trained and empowered to resolve issues at the lowest levels.
	Administrators do not act unilaterally or abusively, because they know they will meet resistance.
	Members feel that their association is strong and resolves problems.
	Association representatives provide members immediate access to resources to resolve their problems.
	Members participate in association-wide programs, events, and campaigns.
	Members are proud they belong to the association.
	Social events are well attended.

**Add up your
points. How did
your local do?**

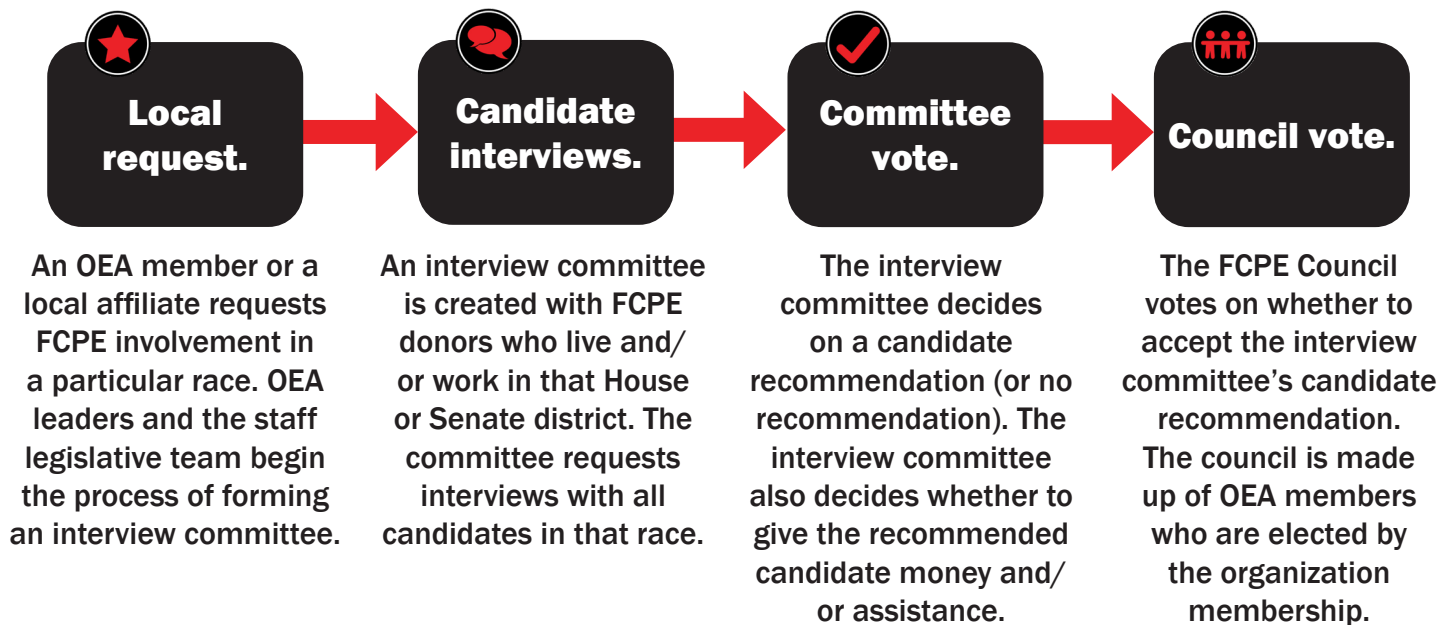
**15-29: Thriving
30-43: Maintaining
44+: Hibernating**



More Than Our Votes

Contributing to the FCPE

Every major policy decision affecting education is made by a politician, whether it’s the governor, the Oklahoma Legislature or your local school board. That’s why many Oklahoma Education Association members choose to make voluntary contributions to OEA’s nonpartisan **Fund for Children and Public Education (FCPE)**.



FCPE Facts

- **No dues dollars are involved.** Dues dollars NEVER go to the Fund for Children and Public Education. All donations are voluntary, and all donations come from OEA members.
- **Participation doesn’t require big donations.** To sit on these committees doesn’t require a large contribution. In fact, the FCPE guidelines recommend a \$10 annual contribution.
- **FCPE policy outlines how to treat incumbents.** OEA will not endorse someone against an incumbent unless that incumbent has “taken action to harm the OEA as an organization, public education or its employees,” according to FCPE policy.
- **OEA members who are candidates receive donations.** OEA members receive automatic campaign contributions based on the office: \$250 for a House of Representatives seat, \$500 for a Senate seat, or \$750 for a statewide seat. This does not constitute a recommendation.

On average, OEA members vote at a rate 20 percent higher than the general public, but **voting isn’t enough**. Electing good candidates costs money. To contribute to the FCPE, go to **okea.org/FCPE**.

Oklahoma Aspiring Educators Association



The Oklahoma Aspiring Educators Association, formerly known as the Student Oklahoma Education Association, is a pre-professional organization of undergraduate and graduate students preparing for careers in education. As a member of OAEA, students are affiliated with the larger Oklahoma Education Association and the National Education Association.

OAEA is one of the largest student organizations in Oklahoma, with chapters and members at 20 university and college campuses. Local chapters pursue quality professional learning opportunities, legislative awareness and action, community involvement, and racial and social endeavors – the Four Core Values of the Aspiring Educators program!

The Oklahoma Aspiring Educators Association is led by an elected executive board of student members who provide planning, organizing, and member representation within the OEA. Along with the OEA staff, the executive board hosts an annual Fall Professional Learning Conference and Spring Convention, which focus on developing members' communication and leadership skills, providing professional development opportunities and allowing members to exchange ideas and express concerns with neighboring local OAEA campus chapters.

The National Education Association Aspiring Educator Program is the largest student voice in the nation and provides its 15,000+ student members on more than 900 college/university campuses. When OAEA unites with OEA members and NEA members, we can truly improve our chosen profession, because together, we are stronger!

**Connect with an OAEA chapter
in your area! Contact us!**

Kim Littrell
Aspiring Educators State Coordinator
klittrell@okea.org | (918) 232-3989
www.okea.org/oea



A decorative border surrounds the central text. It consists of three horizontal bands: a top band with a repeating red and white geometric pattern, a middle band with a repeating red and white geometric pattern, and a bottom band with a repeating red and white geometric pattern. The central text is set against a white background within this border.

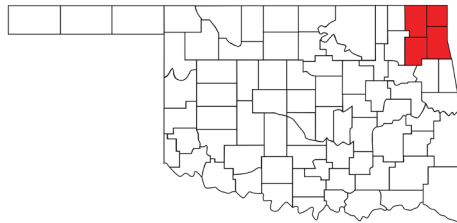
Appendix



Sen. Micheal Bergstrom

(405) 521-5561 | michael.bergstrom@oksenate.gov

Senate District



Capitol Office: 412



Represents: Craig, Delaware, Mayes and Ottawa counties



Time in Office



Party: Republican



Accessibility: Green



No Leadership Position



Year in Office: 6



Term Limited: 2028



Occupation: English Teacher

Voting Record

Green icons denote a vote with OEA.



Voted to expand vouchers



Voted to change funding formula



Voted to stifle payroll deduct



Voted to protect support staff pay



Supported due process rights



Voted to streamline PD

Committees of Interest

Committees assignments may change.



Education



Appropriations



Education Appropriations



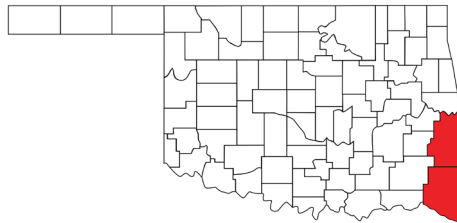
Retirement and Insurance



Rep. Eddy Dempsey

(405) 557-7363 | eddy.dempsey@okhouse.gov

House District



Capitol Office: 453



Represents: Broken Bow, Eagletown, Garvin, Haworth, Idabel, Millerton, Smithville, Talihina, Valliant, Whitesboro, Wright City

Time in Office



Party: Republican



Accessibility: Good



No Leadership Position



Years in Office: 2



Term Limited: 2032



Occupation: Politics

Voting Record

Green icons denote a vote with OEA.



Voted to expand vouchers



Voted to protect funding formula



Could not vote on payroll deduct



Voted to protect support staff pay



Supported due process rights



Voted to streamline PD

Committees of Interest



Common Education



Higher Education



Appropriations and Budget



Education Appropriations



Insurance



Banking and Pensions

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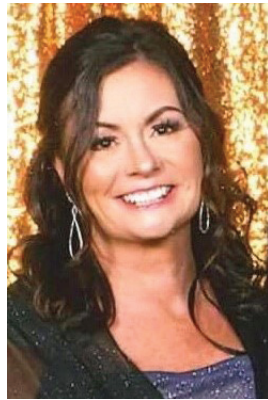
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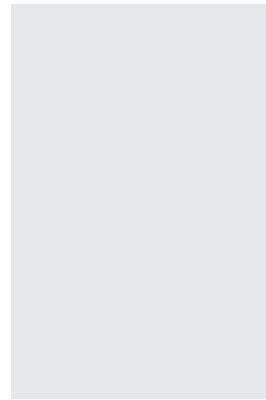
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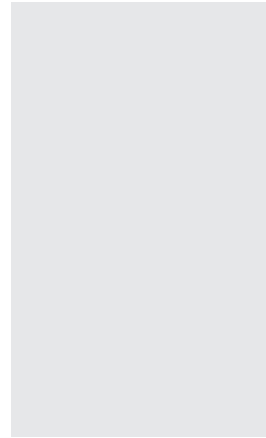
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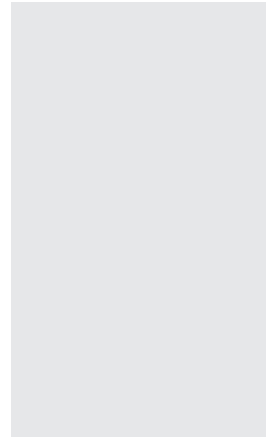
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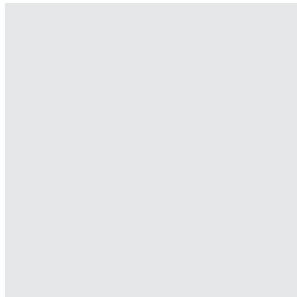
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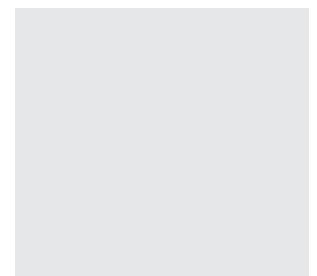
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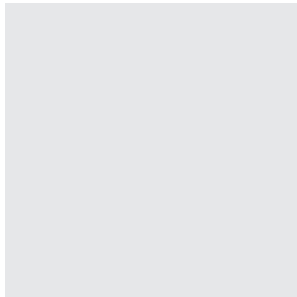
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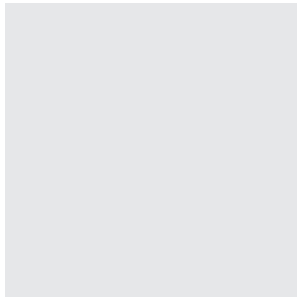
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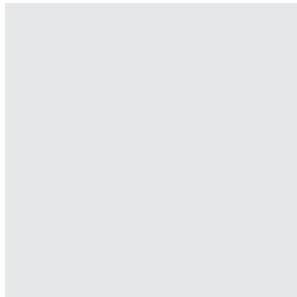
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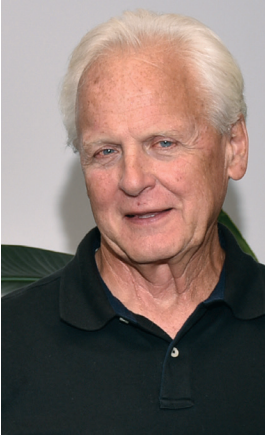


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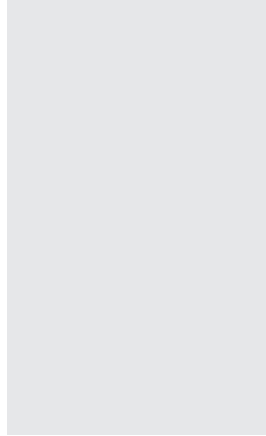
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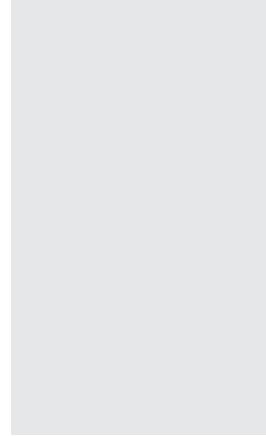
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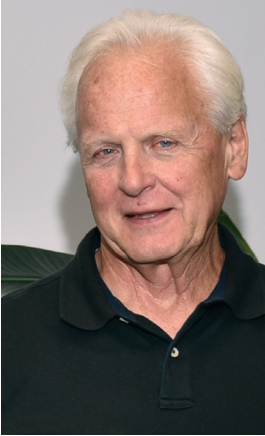


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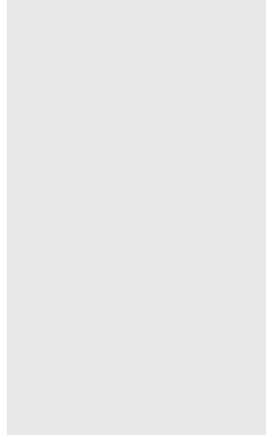
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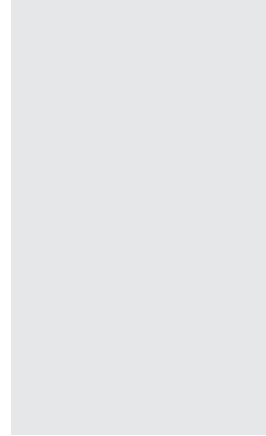
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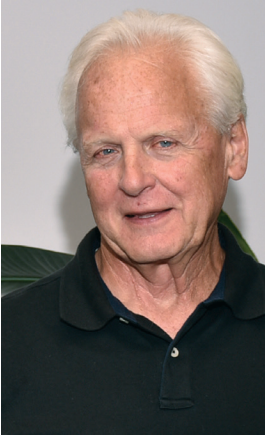


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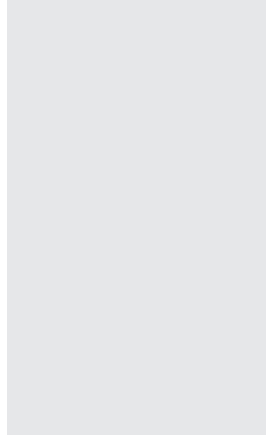
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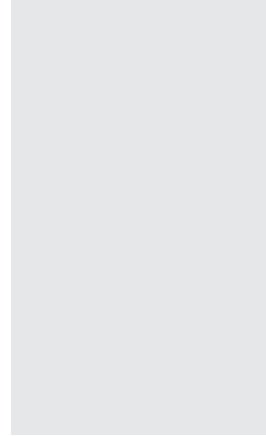
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