



CALIFORNIA TEACHERS ASSOCIATION

May 2, 2006

Barbara E. Kerr
President

To: 2006 NEA Representative Assembly Elected Delegates

David A. Sanchez
Vice President

From: Barbara E. Kerr, President *Barbara*
David A. Sanchez, Vice President *David*
Dean E. Vogel, Secretary-Treasurer *Dean*

Dean E. Vogel
Secretary-Treasurer

Re: Newsletter #1 – 2006 NEA Representative Assembly

Board of Directors

- Larry Allen
- Donald L. Bridge
- Paula Caplinger
- Larry C. Carlin
- Mikki Cichocki
- Tom Conry
- Dayton Crumney
- Michael R. Green
- Dián Dolores Hasson
- Lynette P. Henley
- David Hernandez
- Mignon W. Jackson
- Dianne K. Jones
- Marc Knapp
- Robert C. Nichols
- Mary Rose Ortega
- Cynthia Peña
- Lloyd Porter
- Pixie Hayward Schickele
- Bonnie Shatun
- Daniel R. Vaughn

Carolyn Doggett
Executive Director

Welcome

Your officers would like to extend heartfelt congratulations to all state and local delegates attending this year's NEA Representative Assembly (RA) in Orlando, Florida. We look forward to having a productive and enjoyable RA!

Following is pertinent information on convention schedules and activities, as well as important addresses and telephone numbers you may need. Please bring this newsletter with you to the convention so that it can be added to your packet, which you will receive at the California registration.

Orientation

Delegates are urged to attend the Orientation Meeting conducted by the CTA Board members in your Service Center Council area sometime during May or June. The agenda will include detailed information on the RA meeting program, activities, and procedures. The agenda will not be repeated at the California Caucus meeting. Please bring to the orientation meeting the NEA Bylaw Amendments that will be featured in the May issue of NEA TODAY and the June pre-issue of RA TODAY.

Important Address and Telephone Numbers

CTA Governance Support Department and Housing Information
California Teachers Association
1705 Murchison Drive
Burlingame, CA 94010
General: (650) 552-5300
Housing: (650) 552-5382
Credentialing: (650) 552-5336
Fax (650) 552-5010

CTA Website

This newsletter along with the following forms are available on the CTA website at http://www.cta.org/InsideCTA/GovernanceSupport/NEA_RA.htm, or by clicking on CTA Conferences and then NEA Representative Assembly:

- NEA Physically Challenged Delegates Request Form
- CTA Reservation/Housing Form
- Pre-conference Child Care Form
- Conference Child Care Form
- Pre-Registration for Guests Form

CTA Delegation Hotels

Each delegate will be expected to send the first night's deposit of \$172.13 per room with his/her completed housing form. You may include the CTA registration fee (\$25.00 per delegate) and the first night's deposit on one check or money order for your convenience (**\$197.13 per person**). If you are submitting a check or money order, please make it payable to CTA. If you are paying your first night's deposit with a credit card, the credit card may be charged when the hotel has received your reservation. The \$25.00 registration fee may not be charged to your credit card. Your registration fee must be paid by check or money order.

<p>Main Hotel Rosen Plaza Hotel 9700 International Drive Orlando, FL 32819 (407) 996-9700 Hotel Guest Fax: (407) 354-5774</p> <p><u>Rates:</u> Double \$163.13 Triple \$185.63 Quad \$208.13 Rollaway: \$15.00 + tax per night add'l charge.</p> <p><u>Parking:</u> Overnight self parking is complimentary with in and out privileges.</p> <p>Valet parking: \$9.00 per day</p> <p><u>Guest Check Cashing Policy:</u> Personal Checks: \$100 per day with a maximum of \$300 per stay. Traveler Checks: \$100 per day/per room.</p> <p><u>Credit Cards Accepted:</u> American Express, Visa, Diner's Club, MasterCard, Discover, Carte Blanche</p>	<p>The Peabody Orlando Hotel 9801 International Drive Orlando, FL 32819 (407) 352-4000 Hotel Guest Fax: (407) 351-3501</p> <p><u>Rates:</u> Double \$172.13 Triple \$189.00 Quad \$205.88 Rollaway: \$15.00 per night for add'l person.</p> <p><u>Parking:</u> \$10.00 Overnight Valet \$ 7.00 Daily Valet</p> <p><u>Guest Check Cashing Policy:</u> \$100 per day with a maximum of \$250 per stay.</p> <p><u>Credit Cards Accepted:</u> American Express, Visa, Diner's Club, MasterCard and Discover</p>
<p>All prices quoted for the hotels represent the charge for a night's stay and include a 12.5% room tax (this rate is subject to change). Each delegate will be expected to send the first night's deposit with his/her completed housing form (\$172.13 per person).</p>	

Housing Reservation Forms

Every delegate must complete and return the enclosed housing reservation form, including the emergency section, whether or not housing is requested. The deadline for submission of the housing form is **MAY 25, 2006** at 5:00 P.M. The California Caucus registration fee of \$25 is payable in advance by check or money order, made payable to the California Teachers Association and must be returned with the housing form. You may include the CTA registration fee and the first night's deposit on one check for your convenience. The \$25 CTA registration fee **cannot** be charged to your credit card.

Any delegate wishing to visit the Orlando area before our delegation room block begins on June 29th, may need to make his/her reservation at a hotel other than the designated California delegation hotel. Anyone wishing to stay over beyond July 6th may have to move to another hotel. The check-out times for the hotels are as follows: Rosen Plaza Hotel – 11:00 a.m.; The Peabody Hotel – 12:00 noon.

Delegates are to arrive at the California delegation hotel on Thursday, June 29. Check-in time at the hotel is 3:00 p.m. The RA will conclude the evening of Wednesday, July 5. All delegates are urged to stay until the closing of the RA so that we won't lose our quorum if voting occurs on the floor of the RA. You should plan to leave Orlando on Thursday, July 6.

Delegates staying until the end of the RA will be able to participate in a CTA drawing, which will be held at the close of the RA. The prizes will be equivalent to a year's CTA membership for two of our delegates. You must be present to win!

If you are attending a pre-convention function, you must make housing arrangements directly with the NEA and stay at the hotel where the pre-convention function is being held. Since most of the pre-convention functions end on June 28, you will need housing beginning that evening at one of the California delegation hotels. You must indicate on your housing form that you will be arriving at the California delegation hotel beginning the evening of June 28. California has a very limited number of rooms beginning on June 28, which are **for conference attendees only**.

The completed housing form **MUST BE** received **no later than May 25, 2006**. Room reservations will not be made until the completed housing form and check or credit card information, which should include the type of card, account number, expiration date (credit cards must be valid through July 31, 2006) and cardholder's signature on the form, has been received by the CTA Governance Support Department.

It is CTA's policy that rooms for visitors will be assigned after delegates have been assured of housing at the California delegation hotels. Housing arrangements are made on the basis of earliest date-stamped received form, provided all information needed for processing is complete.

Housing reservations for the California delegation **MUST** be made through the CTA Governance Support Department. Please do not attempt to deal directly with the California delegation hotel. The NEA rate will be honored only if you make your reservations through the CTA Governance Support Department. If you cannot attend the RA, you must notify the CTA Governance Support Department as the hotel has a strict seven (7) day cancellation policy. This is especially important if you have requested a roommate.

Note: All cancellations must be received by the CTA Governance Support Department at least eight (8) days before your requested arrival date. The hotel will charge a cancellation fee in the amount of the full first night's deposit for any cancellation received later than seven (7) days in advance (you will be refunded the difference if the first night's deposit is less than the cancellation fee). If your cancellation is timely, you will be refunded the full first night's deposit. Also, if you decide to check out of the hotel earlier than you indicated when you checked in at the hotel, you may be charged for the entire stay as originally booked by you on your first day of arrival.

Roommates

Delegates who wish to room together must submit their housing forms at the same time (in the same envelope if at all possible), which will help expedite processing. Delegates requesting specific

roommates should confirm such requests with each other BEFORE submitting housing forms. Rooms will not be held or reserved without completed housing forms for all roommates. Delegates not requesting specific roommates will be assigned roommates (if possible) by CTA staff doing housing. If roommates do not stay the same number of nights, the person(s) staying alone will pay the single rate for those nights he/she is alone.

It is **your** responsibility to contact staff in the CTA Office at the Rosen Plaza Hotel if your roommate does not show up. CTA will then try to find you another roommate for the remainder of the stay and/or explain the proper reimbursement procedure for your expense statement. CTA is **NOT** responsible for any additional expenses.

Hotel Confirmation

Delegates who provide their e-mail address and send their reservations by the deadline date of May 25, 2006, will receive a confirmation of their room reservation. If the confirmation has an incorrect date for your arrival, please immediately notify the CTA Governance Support Department housing desk at (650) 552-5382.

Transportation to Orlando, Florida

Delegates are responsible for making their own transportation arrangements to and from Orlando, Florida.

United is offering CTA members a 7% to 15% discount on coach fares made more than 30 days in advance and a 2% to 10% discount off any published fare booked less than 30 days in advance for travel to Orlando, Florida. These discounts will be applied to the best available fare, subject to any restrictions. Airline travel dates must be between June 24 and July 10, 2006. Full "MILEAGE PLUS" credit is awarded on all discounted fares. This discount is available only through the United Convention Desk and is not available over the Internet. To take advantage of this discount program, you or your travel agent must follow these steps:

Call the United Convention Desk at (800) 521-4041, 8 a.m. to 10 p.m., ET.
Provide the California Teachers Association Code Number – 510CZ.

NEA has negotiated discount fares for various airlines (5% -7% off restricted fares). The discounts are available by making travel arrangements directly with the airline or through a travel agent. Research all airlines, not just those listed below.

<u>Carrier</u>	<u>Telephone</u>	<u>Meeting Code</u>
American	(800) 433-1790	2666AG
United	(800) 521-4041	552TN*

*Travel booked at united.com using NEA's meeting code, will receive a 10% discount off the lowest applicable fare regardless of when you make your reservation.

Camping Facilities

NEA will not sponsor a campground or provide campground transportation for the Annual Meeting in Orlando, Florida. However, delegates who wish to camp may consider going to Woodall's as a source for RV campground information in Orlando. Their website is www.woodalls.com.

Hospitals

The nearest hospital will be the Sand Lake Hospital located at 9400 Turkey Lake Road, Orlando, Florida. Their telephone number is (407) 351-8500.

Convention Site

The 2006 NEA Convention will be held at the Orange County Convention Center located at 9800 International Drive, Orlando, Florida.

Transportation to the Convention Center and Caucus Hotel

The Peabody and Rosen Plaza Hotels are designated "walking" hotels which means that shuttle service will not be provided to the convention center. Please note, the Rosen Plaza is about a six (6) minute walk to/from the convention hall. If delegates require a ride between their hotels and the convention center, they must request transportation through the Physically Challenged Transportation Service.

NEA will provide busing from the Peabody Hotel to the Rosen Plaza for the 7:00 a.m. caucus meetings. More information will be provided in the Newsletter #2.

July 5 Baggage Check

Delegates with flights scheduled on July 5 may leave for the airport directly from the convention center. NEA is providing a supervised baggage check, which will be located in the convention center lobby. Luggage will be accepted beginning at 7:00 a.m. on July 5. The baggage check area will close fifteen (15) minutes after the close of the RA.

Funding for Local Delegates

Local delegates should arrange funding, if any, through their locals.

Funding for State Delegates

The CTA Board of Directors has set funding for California State Delegates at up to \$1,700 each, with appropriate receipts attached to the member expense statement. CTA will reimburse lodging expenses using the same expense guidelines as we do for State Council, which is paying for one-half of the double room rate. The total expenses submitted may not exceed \$1,700. Expense guidelines are listed on the back of the member expense statement, which you will receive when you register. State delegates may apply for an advance of \$850. This request must be received by the CTA Governance Support Department no later than 5:00 p.m. on June 16, 2006. (FORM ENCLOSED FOR STATE DELEGATES ONLY).

California Caucus Registration

The California Caucus registration will be held at the Rosen Plaza Hotel. Please see the enclosed CTA and NEA Schedule of Events for exact dates and times for the California Caucus registration. Upon registering, delegates will receive a California packet, which includes valuable information on the NEA Annual Meeting. It also has room for keeping materials that will be distributed at the meetings. Each delegate will receive a California ribbon, which must be worn at the California Caucus. This ribbon will identify you as a voting member of the Caucus.

Delegates must register with their state and with NEA.

NEA Registration for Delegates

NEA Registration for delegates will be held before and after the California Caucus on June 30th and from 9:00 a.m. to 5:00 p.m. on July 1st. Every delegate must register with the NEA in order to receive his/her credential. The NEA mails temporary credentials to delegates the second or third week of

June. This temporary credential should be taken to the NEA registration desk to be exchanged for the official NEA badge on June 30th or July 1st.

IMPORTANT: If at the last moment an elected local delegate is unable to attend the convention, the chapter president needs to sign the Successor (Alternate) Authorized card (sent to you by NEA, along with your Local Association Report Form) and give it to the successor (alternate) delegate. The successor delegate is to take the card to the NEA Registration Desk. **DO NOT MAIL THIS CARD TO CTA.**

NEA registration for non-delegates (visitors) is open from June 30th through July 4th, from 9:00 a.m. to 5:00 p.m. and on July 5th from 9:00 a.m. to 12:00 noon.

If you have any questions on credentialing, please call the CTA Governance Support Department at (650) 552-5336.

Seating on the Representative Assembly Floor is reserved for the delegates only. Visitors are not permitted in the delegate seating areas. NEA provides a special visitor's seating section.

Volunteers

Volunteers are needed to serve on the following subcommittees: Assisting with Caucus Elections, California Night, Materials/Sign Carriers, The NEA Fund for Children and Public Education, Registration/Sales and State Contacts. Please indicate your willingness to be appointed to a committee (form enclosed). Forms must be returned by May 25, 2006, to the CTA Governance Support Department.

Registration & Transportation for Physically Challenged Delegates

Listed below is an outline of NEA's requirements for delegates requesting Physically Challenged Services.

All delegates qualifying for Physically Challenged Services **must** register at the NEA Delegate Registration Desk. Voting preferences are requested when registering as a Physically Challenged Delegate with NEA at the Orange County Convention Center.

To qualify for Physically Challenged Services, a delegate must present at the NEA Delegate Registration desk **one** of the following (even if the same documentation was sent to NEA to request special services):

1. A signed letter from your physician on his/her letterhead indicating the need for Physically Challenged Services.
2. A signed physician's prescription form indicating the need for Physically Challenged Services.
3. A state-issued vehicle registration card with Physically Challenged endorsement.

Upon registration, delegates must make a choice for the remainder of the RA concerning voting options:

- Voting in specially designated area closer to the RA floor, or
- Voting in the regular voting area.

In addition to the above, delegates requesting special transportation, equipment or seating must complete a Physically Challenged Delegates Request Form. Physically challenged transportation is for registered Physically Challenged delegates only – not guests. This form must be returned to Sean

May 2, 2006

McCoy in the NEA Conference & Facilities Management Department no later than June 1, 2006. The address to return your completed forms to is 1201 Sixteenth Street, NW, Washington, DC 20036 or by fax to (202) 822-7767.

NEVER assume service will be provided without confirmation from the Physically Challenged Office. If you have not received a call from NEA by June 9th, please call Sean McCoy at (202) 822-7603.

Registration forms for Physically Challenged Services are available on the CTA website or by sending in a self-addressed, stamped envelope marked "Physically Challenged Services" to the CTA Governance Support Department, P.O. Box 921, Burlingame, CA 94011-0921.

California Directors Night

This year, the Board of Directors will host California Night on Friday, June 30th at the Hard Rock Live. The evening will be filled with good food, dancing and entertainment by Motown Madness and the Blues Brothers Show! The cost for delegates is included in their CTA registration fee. Guest tickets can be purchased for \$30.00. This event is for ADULTS ONLY, no children will be allowed.

Included with this mailing is a form regarding attendance to California Directors Night. Please complete and return the form to the CTA Governance Support Department by May 25, 2006, ONLY IF YOU DO NOT PLAN TO ATTEND OR IF YOU WISH TO PURCHASE TICKETS FOR GUESTS.

Pre-Convention Meetings

The National Council of Urban Education Associations Conference

The National Council of Urban Education Association Conference will be held on June 25-28, 2006 at The Buena Vista Palace located at 1900 Buena Vista Drive, Lake Buena Vista, FL 32830-2206. All registrations will be done online and the registration site will be available April 1, 2006. In order to register go to www.nea.org/ncueahome and click on 2006 Summer Conference link. The registration fee is \$225 per person (prior to June 1, 2006), and \$250 per person (after June 1, 2006). For more information call the NCUEA office at (202) 822-7155.

Joint Conference on Concerns of Minorities and Women

The 2006 Joint Conference on Concerns of Minorities and Women will be held on June 27-28, 2006, at the JW Marriott Orlando, Grande Lakes in Orlando, Florida. The theme for this year's conference is: "Taking Action for Public Education: The Time is Now." This year, the joint conference workshop will feature four new professional development opportunities. The Learning Labs are back with in-depth coverage and exploration of key education issues in a four-hour format. Participants must register in advance for these sessions and enrollment is limited to 45 participants per Learning Lab.

The goal of the conference is to give educational employees information and knowledge that they can take back to their schools and communities to better educate our nation's children and work towards the goal of ensuring great public schools for every child.

The conference is limited to 800 pre-registered members who are delegates. There will be no on-site registration.

The registration fee is \$100 if payment is postmarked by May 5, 2006. After May 5, the registration fee is \$125. RA delegates attending the Joint Conference will receive a two-night stay (double occupancy)

at the JW Marriott-Grande Lakes for the nights of June 26 and 27. For more information or to request a registration packet, please call the NEA Joint Conference hotline at (202) 822-7702.

NEA-Retired Annual Meeting

The 2006 NEA Retired Annual Meeting will be held June 26-28, 2006 at the Rosen Plaza Hotel located at 9700 International Drive, Orlando, FL 32819. The first general session will begin at 3:00 p.m. on Monday, June 26th and the last session concludes late afternoon Wednesday, June 28th. Registration information can be found in the 2006 March and May issues of "This Active Life" magazine.

The NEA-Retired Annual Banquet will be held on Tuesday evening, June 27th starting with a cocktail reception at 6:30 p.m. and dinner beginning at 7:00 p.m. For tickets and information contact Cynthia Beck at (202) 822-7149.

Student Leadership Conference

The Annual NEA Student Leadership Conference will be held from June 25-28, at the Buena Vista Palace Hotel. This conference is for Student NEA-RA delegates and newly elected state student leaders. Sessions will focus on leadership skill development, organizational awareness, current issues and professional development. For more information contact Kimberly Anderson at (202) 822-7163, Donna Fleming at (202) 822-7120 or Gail Watts at (650) 552-5346.

Events of Interest

UniServ Referral Center

As a service to state and local affiliates, NEA will maintain the UniServ Referral Center prior to the Representative Assembly. Sessions will be offered in creating effective resumes, completing applications accurately and developing excellent interviewing skills. The Referral Center will be open on Thursday, June 29th through Sunday, July 2nd. A schedule of presentations and sessions will be posted daily in the Referral Center. The Referral Center will be located in room w221C in the Orange County Convention Center.

Help for the Homeless and School Supplies

In recent years, Annual Meeting delegates and guests have provided support to homeless individuals and needy children in the host city. This support has included cash contributions; donated canned goods, donated unused toiletries and school supplies. Delegates are encouraged to bring or buy items for distribution. Donated items will be collected in the Food Bank Booth at the convention center.

Blood Donation Drive and Bone Marrow Screening

NEA plans to operate a blood donation drive and bone marrow screening to assist the citizens in Orlando, Florida. The Blood Drive and Bone Marrow Screening will take place on June 30 and July 1 in the exhibit area of the convention center.

Outreach to Teach

The NEA Student Program, in collaboration with the NEA-Retired, Higher Education and Educational Support Professionals, will sponsor the annual Outreach to Teach project on Monday, June 26, 2006. For more information contact Kimberly Anderson at (202) 822-7163 or Donna Fleming at (202) 822-7120

NEA Hearings

NEA open hearings on the NEA Budget and Strategic Planning, Constitution, Bylaws and Rules will be held on Saturday, July 1st, from 10:00 a.m. to 3:00 p.m.

NEA Human and Civil Rights Awards Program

The Human and Civil Rights Awards dinner will be held on July 1, 2006 at the Orange County Convention Center in the Valencia Ballroom. Tickets are sold on a first-come, first-served basis until May 19, 2006, or until sold out. The cost is \$65.00 per ticket or \$650 per table of 10. Tickets will not be mailed. Tickets will be distributed at the Joint Conference on Concerns of Minorities and Women being held at the Marriott-Grande Lakes Hotel on June 27-28; they will also be distributed at the Awards Dinner ticket booth at the Orange County Convention Center on June 30th, and until 12:00 noon on July 1st, and at the "will call" desk at the Orange County Convention Center. For more information or to request a ticket order form, please call the NEA Human and Civil Rights Department at (202) 822-7709.

NEA Resolutions Committee

Election for members of the NEA Resolutions Committee is held during the NEA-RA. The elected delegates' terms are for one year beginning on September 1 of the current year. The Resolutions Committee members usually meet once during the year in Washington, D.C. This committee is responsible for preparing and presenting to the Representative Assembly proposed resolutions for adoption. Only credentialed delegates are eligible to be candidates.

This year's NEA Resolutions Committee meeting will be held on June 29, from 9:00 a.m. to 6:00 p.m. and on July 1, from 10:00 a.m. to 4:00 p.m. at the Peabody Hotel.

Declaration of Candidacy Forms for the NEA Resolutions Committee

In order to provide all elected delegates with the opportunity to run for the NEA Resolutions Committee from California, the following procedure has been adopted:

Delegates may request the appropriate declaration of candidacy form from the CTA Governance Support Department at (650) 552-5336. The completed declaration of candidacy form may be returned to the CTA Governance Support Department, P.O. Box 921, Burlingame, CA 94011-0921 by 5:00 p.m. on June 16, 2006.

Any forms received in the CTA Governance Support Department by this date will be taken to Orlando and turned in at the podium area before the second California Caucus ends on Friday, June 30, 2006. Delegates may also obtain a declaration of candidacy form in the CTA Office at the Rosen Plaza Hotel or during the first/second California Caucus on June 30, 2006.

All completed declaration of candidacy forms **MUST** be submitted at the podium area of the caucus by the close of the second California Caucus on Friday, June 30, 2006.

The period for filing declaration of candidacy shall begin with the mailing of this first pre-convention NEA-RA Delegate Newsletter, and end at the close of the second California Caucus on June 30th. The California Caucus shall elect as many members to the NEA Resolutions Committee as there are NEA State Directors for California using the same geographical boundaries as provided for electing NEA State Directors. When additional NEA Directorial seats are assigned to California by NEA, the corresponding seats for Resolution Committee members shall be designated At-Large. The At-Large designation shall continue for only one year. Redistricting will eliminate the At-Large seat in succeeding

years. The person with the second highest number of votes in that district will be the alternate for that district. Caucus members who have had an opportunity to vote for and to elect Resolutions Committee members at either the NEA-Retired or NEA Student Program representative assemblies are ineligible to vote for Resolutions Committee members elected by the California Caucus.

The election shall be handled in accordance with the following procedures:

- a. **Ballot Order.** After deadline for submission of declaration of candidacy forms, the order on the ballot shall be established by listing the candidates within each district using the “CTA Elections Alphabet.”
- b. **Statement of Qualifications.** Candidates shall be afforded the opportunity to submit a written advance statement of qualifications not to exceed 25 words, which shall be compiled for all candidates and distributed to the Caucus. At the established time, all candidates who have met the filing deadline shall also be afforded the opportunity of making a speech to the Caucus, not to exceed one minute. (Intent-write in candidates not included.) Speeches will be made in the same order as the names of the candidates appear on the ballot. The local chapter and the CTA Region from which the candidate was elected to the Representative Assembly shall be identified next to the candidate’s name.
- c. **Requirements for Election.** The candidates receiving the highest number of votes in each district shall be elected as members of the NEA Resolutions Committee from California. The candidate receiving the second highest number of votes from each district will be the alternate.

Ballot and Counting Procedures in Electing Resolution Committee Members

- a. **Printing of Ballots and Instructions.** The CTA Secretary-Treasurer shall provide for the printing of ballots and instructions for the Elections Committee.
- b. **Distribution of Ballots.** At the time established for balloting, the Elections Committee shall distribute the ballots and accompanying instructions by rows to the California Caucus members who have proper badges and are seated in the voting section.
- c. **Marking and Collection.** After the ballots are marked, by voting members of the Caucus, the ballots shall be sent to the end of each row for collection by the Elections Committee.
- d. **Prohibition on Campaigning.** While ballots are being distributed and marked, there shall be no campaigning by the candidates or others.
- e. **Counting and Observers.** Ballots shall be counted by the Elections Committee, using voting machines wherever appropriate. Each candidate shall be given the opportunity of having an observer present during the counting.
- f. **Tellers Report.** The Chairperson of the Elections Committee shall prepare the Tellers Report, which shall also be signed by members of the Elections Committee for verification of results.
- g. **Announcement of Results.** After completion and verification by the required signatures the Tellers Report shall be immediately given to the Caucus Chairperson for announcement of the results to the Caucus. The official election results shall include the number of votes.
- h. **Report to NEA.** The CTA President shall be responsible for reporting the election results to the NEA.

NEA Fund for Children and Public Education

Delegates are requested again this year to bring a voluntary contribution of \$150 for the NEA Fund for Children and Public Education. The goal this year is to raise \$1.4 million. The NEA Fund theme for this year is, “Politicians are Not Magicians in Any Way – Help Raise \$1.4 to Win on Election Day.”

NEA Friendship Night

NEA Friendship Night will be held on Sunday, July 2nd from 8 p.m. to midnight in the Valencia Ballroom at the Orange County Convention Center. Dance and party the night away at this event, which is held free of charge – with cash bars and snacks provided. There will be busing available from the hotels to the convention center beginning at 7:30 p.m. until 12:30 p.m. There will be no busing from 9:30 p.m. to 10:30 p.m. Child care services will be available for the children with some special activities **FOR KIDS ONLY!**

NEA Exhibits

Delegates are encouraged to visit the exhibits at the convention center to see the latest products and services offered by a select group of exhibitors. Exhibit hours are Friday and Saturday, June 30th and July 1st from 9:00 a.m. to 5:00 p.m., and again on Sunday, July 2nd, from 9:00 a.m. to 11:00 a.m.

General Information

Child Care and Family Service Centers

PRE-CONFERENCE: Pre-conference care for children ages 6 months – 15 years will be provided at the JW Marriott Orlando, located at 4040 Central Florida Parkway, Orlando, from Sunday June 25 to Thursday, June 29, from 7:30 a.m. to 5:00 p.m. on a pre-registered basis. The cost for this service is \$5.00 per child per day. To assure that your child has a place, please pre-register with NEA by June 16, 2006.

CONFERENCE: Childcare will be provided at the Orange County Convention Center from Friday, June 30 through July 5 from 6:30 a.m. to 6:30 p.m. or ½ hour after closing on July 2-5. There are two programs available at no cost to registered NEA RA attendees. Outlined below are the two programs available. To assure that your child has a place, please pre-register with NEA by June 16, 2006.

Camp NEA is available for children ages 6 months through 7 years. Children participate in exciting, age-appropriate activities including arts and crafts projects, active games and much more in a safe, nurturing environment.

NEA Family Center welcomes youth ages 8 and older. Providing a safe environment where they will have their own place to “hang out” with video games, pool table, jukebox and other fun equipment as well as movies and crafts.

Forms for pre-conference and conference childcare are available on the CTA website or by sending a self-addressed, stamped envelope marked “Childcare” to CTA Governance Support Department, P.O. Box 921, Burlingame, CA 94011-0921, and childcare forms will be mailed to you.

Pre-Registration for Delegate’s Family and Friends

If you intend to have family or friends with you at this year’s Representative Assembly and you would like to register them in advance with NEA, visit the CTA website or by sending a self-addressed stamped envelope marked “Pre-Registration” to the CTA Governance Support Department, P.O. Box 921, Burlingame, CA 94011-0921, and a form will be mailed to you.

Weather and Clothing

Orlando summer days are hot and humid. Evenings can get cool. There are thunderstorms almost on a daily basis. Bring a good umbrella, sun hat, and comfortable walking shoes. Wear loose-fitting clothing. Cotton and other natural fabrics are much more comfortable than synthetic materials that do not breathe in the heat. However, you'll need a sweater and other "layers" for the convention center and other public buildings that can become quite cool in the air-conditioning.

Travel Safety Tips

- Be aware of your surroundings and other people.
- If your car is bumped or if a stranger says something is wrong with your car, try to avoid stopping except in well-lighted, populated areas.
- Don't pull over just because someone flashes car lights. It may not be a police car.
- When away from Annual Meeting events, remove your credential badge.
- Never flash sums of money or expensive items in public. Use traveler's checks whenever possible.
- Use hotel safe deposit boxes for valuables. Do not leave expensive items visible in your car.
- Use security locks when in your hotel room. Never open your hotel room door to a stranger. Verify a visit by hotel personnel with the front desk.
- Check to see that any sliding doors or windows and any connecting room doors are locked.
- If you see suspicious activity, please report your observations to the hotel management.
- Don't needlessly display guest room keys in public or leave them on restaurant tables, swimming pools or other places where they can be easily stolen.
- Travel in groups when possible. There is safety in numbers.
- When using an automatic teller machine, use one in a well-lighted, populated area, preferably in the company of fellow travelers.
- Beware of distractions set up by potential pickpockets on the streets or in the crowds.
- Carry money separately from credit cards. Carry purses close to your body and wallets in secure pockets. Avoid poorly lit areas and shrubbery.
- When returning to your hotel late in the evening, use the main entrance of the hotel. Be observant and look around before entering parking lots.

Advice for Air Travel

- Allow extra time when traveling with children or during busy periods.
- When traveling with children, prepare a plan of action in the event that you are stopped for additional screening by airport security. For example, instruct your children in advance to wait at the security checkpoint until you are through and have picked up your carry-on baggage.
- Know what you are carrying. Expect to have your bags searched. Both carry-on and checked bags are subject to being hand-searched. Airport security is requesting that you do not lock your baggage. In the event that your bags are hand-searched and are locked, the locks will be broken. Place toiletries in clear plastic bags this will allow airport security to view the contents without opening the bags. Leave gifts unwrapped until after you arrive at your destination.
- Be aware that during the security screening process you could be separated from your wallets, purses, carry-on luggage and laptop computers. Airport security does not accept responsibility for items left on or stolen from the belt. Colleagues traveling together are encouraged to assist each other during the security screening process.
- Carry-on baggage is limited to one carry-on bag plus one personal item.

- Don't leave for the airport without re-confirming your flight.
- Be alert to code sharing. Now that many airlines have formed alliances, read your itinerary carefully to note when flights ticketed by one airline are actually operated by another airline. This can make check-in confusing if you're caught unaware!
- Humor is not an option. Do not joke about having a bomb or firearm in your possession.
- Avoid wearing clothing, jewelry, and accessories that contain metal and may set off the alarm on the metal detector and result in a pat-down search.
- Wear footwear that is easily removable.

Walt Disney World Tickets

NEA has arranged for special Meeting/Convention Theme Park Tickets with Walt Disney World. Tickets must be purchased in advance, as these tickets are not available at the Theme Park ticket windows. To order tickets call (407) 566-5600 or go to www.nea.org select Special Events and then NEA Annual Meeting.

Departure Necessities

In addition to your temporary credential and registration materials, be sure to bring your CTA/NEA membership card, driver's license or other formal identification. Also bring your hotel room confirmation, medical insurance/hospitalization card, necessary medication (which should be carried with you and not in your luggage), automobile insurance identification, if driving, as well as adequate travelers checks and credit cards.

For further information or concerns you may have regarding the upcoming convention, please call the CTA Governance Support Department at (650) 552-5302.

Your officers look forward to seeing all of you in Orlando, Florida. We are sure that this year's NEA Representative Assembly will be productive as well as a wonderful experience for all of us!

BEK:DAS:DEV:dk

Enclosures: Hotel Reservation/Housing Form
Expense Form for Advance (State Delegates Only)
CTA and NEA Schedule of Events
Volunteer Form
California Directors Night Flyer
Return Envelope

Available On CTA Website: Newsletter #1
NEA Physically Challenged Delegates Request Form
CTA Hotel Reservation/Housing Form
Pre-conference Child Care Form
Conference Child Care Form
Pre-Registration for Guests

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