

All Member E-Mail: Sent to All Members: September 25, 2017 @ 2:21 pm
Class Size, Class Composition and Staffing Ratios Enforcement Information for Schools

Hello BTA Colleagues,

This year, Local teacher unions across the province will be ensuring that the Collective Agreement Language restored through the Supreme Court of Canada is being respected. A summary of the key pieces of the restored language in Burnaby can be found here:

<http://www.burnabyteachers.com/home/>

Class Size and Composition Packages Delivered to Schools

On Tuesday and Wednesday of this week, "Class Size & Composition Forms" will be delivered to your school - staff reps can pick packages up from the office/school secretary. In the package there are forms for your enrolling and specialist teachers to fill out as well as a detailed set of instructions for staff reps only (instructions will also be posted on website). Staff reps will hand out the forms and teachers can fill them out and return them to the rep for collation - Friday is the desired deadline.

Staff Reps Facilitate Collection and Collation of Data (with TOC Coverage Provided by the BTA)

As discussed at our Rep Assembly, staff reps will be assisting their staffs in gathering data about the classes, student composition, and non-enrolling staffing ratios at their schools. Staff reps will be asked to distribute, collect, and input the information on behalf of their staffs for the BTA. In order to facilitate this, TOC coverage will be provided by the BTA for this purpose. Staff reps at elementary schools will be allotted one-half day of TOC time and secondary reps will be allotted one full day of TOC time, at the cost of the BTA, to be booked through ADS. Additional time can be requested beyond this allotment if necessary by emailing Frank Bonvino at lp41@bctf.ca.

In order to access TOC coverage to facilitate your inputting of the date, please ensure you log your absence in the ADS. Log into the system as you would to book an absence and choose "Third Party Billing (incl union)" as the reason for your absence from the drop-down menu... the TOC costs will be charged to the BTA. In the comments section please write "class size and composition collection".

How to Book Your TOC to Facilitate the Collection and Input of Data

When booking a TOC to cover your absence to facilitate the collection and input of class size and composition data for your school on ADS, please select "Third Party Billing (incl union)" as the reason for your absence from the drop-down menu and write "class size & composition collection" in the notes section. This is necessary to approve your absence and secure a TOC to cover your absence.

When Does Data Need to Be Collected?

Districts have until September 30 to comply with the terms of the restored language in the Collective Agreement. The BTA suggests that you book your absence on either September 29th, or October 2nd, or 3rd to assist your staff with the forms, collect the forms, and input the data. The BTA Office will be available for reps wishing to come to the office to input data on October 2nd and 3rd - please bring your own device, if possible, if you choose this option. Information for enrolling secondary teachers on how to access the specific designations of student in your class on MyEd BC will be included in the package and posted on the website (with special thanks to Trina Moulin from Byrne Creek). Elementary non-enrolling teachers should check with the resource teacher or school secretary if they unsure of the designation(s) of students in their class.

Who Fills Out What Forms?

All enrolling teachers will fill out a form. Please be aware that secondary teachers need to indicate the class size and composition of each of their blocks/classes. All non-enrolling teachers will fill out a separate form that is clearly marked.

For elementary schools, there is **no need for a music teacher to fill out the forms** if they are taking a colleague's enrolling class in its entirety who has already submitted a form. If you are a band teacher in elementary that has a class which includes students from more than one enrolling class, then please fill out the forms for your school(s). Secondary band teachers should fill out the form.

How is the Staff Rep Going To Input the Data?

The staff rep is going to collect the data from their enrolling and non-enrolling colleagues. The rep will then download/save an excel program to input the data from teachers in their school. For secondary teachers, each class/block should be entered. The inputted data will be saved and emailed to the BTA via bta3@bctf.ca. We ask staff reps to please keep the paper copies and bring them to the Staff Rep training day on Oct 4/5.

Where Do I Find This Program How Does the Program Work?

The program will be available on the BTA website very shortly. An information sheet for staff reps on how to input the data into an excel program is included in the envelope delivered to your school and will also be included on the website.

Staff Rep Training Day - October 4 or October 5 @ Burnaby Mountain Multipurpose Room (9 am - 3 pm) - Poster Attached

Staff Reps are asked to attend the training day on either Wednesday, October 4th or Thursday, October 5th where you will be connected with a Zone Rep from our Local Executive and the BTA Table Officers. The goal is to have your class size/comp info submitted before you attend the training.

At the training, you will have the ability to look at some of the data collected and learn about how to determine if a class is in compliance, what types of remedy are available, how to calculate remedy, and how to facilitate a meeting with the principal if necessary regarding non-compliance with the language. The other half of the day will involve some education around the use of Staff Committees through the lens of the new language.

Staff reps will attend on either October 4th or 5th, depending on your zone. In order to attend you will need to book your absence on the ADS system. Please choose "Third Party Billing (incl union)" as the reason for your absence well ahead of time - please also write "staff rep training" in the comments section. **Additionally, please register for the training by sending an email to bta3@bctf.ca with your name and the name of your school on the date corresponding to your school shown below.** If you have any dietary restrictions, then please indicate that in your reply so that we can accommodate your needs.

Below is a list of the reps who will be attending the training on October 4th and 5th.

October 4 Training Day - Byrne Creek, Brantford, Edmonds, Second Street, Stride, Taylor Park, 12th Avenue; Moscrop, Cascade Heights, Inman, Chaffey Burke, Marlborough; Alpha, Brentwood Park, Confed Park, Gilmore, Kitchener, Rosser; North, Aubrey, Capitol Hill, Lochdale, Montecito, Parkcrest, Sperling, Westridge

October 5 Training Day - Central, Buckingham, Douglas Road, Gilpin, Lakeview, Morley; Mountain, Cariboo, Armstrong, Cameron, Forest Grove, Lyndhurst, Seaforth, Stoney Creek, University Highlands; South, Clinton, Glenwood, Maywood, Nelson, South Slope, Suncrest, Windsor.

Regards,

Frank Leanne Daniel