

## **Class Size and Composition Template for School-Based Meetings (2023/24)**

*This template is to be used to summarize class size and composition discussions involving an affected teacher, the staff rep, and school based admin. These notes are to be scanned and emailed to the BTA Office ([lx41vp@bctf.ca](mailto:lx41vp@bctf.ca)).*

### **Preliminary Information**

**Please refer to the *Class Size and Composition Fact Sheet* compiled by the BTA as a reference.**

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

Grade/ Level/Course Name: \_\_\_\_\_

Total # of Students Enrolled: \_\_\_\_\_

Total # of Students with Designated Special Needs in Categories A, B, C, D, G1, H: \_\_\_\_\_  
\_\_\_\_\_

# of Students Over Class Size according to Restored Language (S1): \_\_\_\_\_

# of Students Over for Class Composition according to Restored Language (S2): \_\_\_\_\_

### **Meeting Information**

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

Affected Teacher: \_\_\_\_\_

Staff Rep: \_\_\_\_\_

Admin: \_\_\_\_\_

Admin: \_\_\_\_\_

- a) Have other school or class organizations that are in compliance with the Collective Agreement been investigated? Please explain below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- b) If an alternative arrangement that is in compliance with the Collective Agreement provisions is not possible, then proceed to the remedy calculation below to calculate the number of minutes per month (per class).

$$(V) = (180 \text{ minutes}) \times (P) \times (S1 + S2)$$

V = Value of additional compensation, in minutes

P = % of full-time instructional month that the teacher teaches the class

S1 = Difference between the class size and the max class size as per the CA

S2 = The number of students with designations A, B, C, D, G1, H above two.

**Note:** Non-compliance for any portion of a calendar month triggers remedy for the entire calendar month.

- c) Please indicate which remedy has been chosen by the teacher from the list below (please circle one):
- i) Additional prep/NIS time for the affected teacher
  - ii) Additional non-enrolling staffing added to the school specifically to work with the affected teacher's class
  - iii) Additional enrolling teacher to co-teach with the affected teacher
  - iv) None of the above is feasible. Explain.

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- d) Has the type of remedy selected by the teacher above been approved by the admin? Give detail, if necessary.

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- e) Please include any notes or anecdotal comments that may be of use below.

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