

Phase 1 Job Action Plan

Consistent with LRB Rulings of July 26 and August 5, 2011,

As Approved by the August 19, 2011 BCTF Representative Assembly

Administration organized meetings

During Phase One job action, BCTF members will not:

- Participate in meetings or interviews with parents/guardians and/or district teaching staff outside of instructional time, or during instructional time unless coverage is provided.
- Participate in meet the teacher activities outside of instructional time, or during instructional time unless coverage is provided.
- Attend staff meetings.
- Attend staff committee meetings.
- Attend any meeting called by School District management.
- Participate in any standing or ad hoc district committees.
- Attend school based meetings called by an Administrative Officer, unless the meetings are related to an emergency.

***Teachers may meet informally with parents.**

***Teachers will attend health & safety committee meetings.**

Reporting:

During Phase One job action, BCTF members will not:

- Prepare or distribute report cards.
- Provide any student assessment data to Administrative Officers or the school office, except Grade 12 marks required for graduation, post-secondary applications and scholarship purposes.

***Teachers will continue to mark/assess work and provide feedback to students.**

Communication / Forms:

During Phase One job action, BCTF members will not:

- Provide Administrative Officers with any routine printed, written or electronic communications.
- Accept any printed, written or electronic communication from an Administrative Officer, unless it relates to an emergency.
- Prepare overviews or previews for the Administrative Officer, except when associated with a teacher evaluation process.

***Teachers will continue to complete 6A forms to report work place injuries.**

In-service/ Administration planned professional development

During Phase One job action, BCTF members will not:

- Participate in any accreditation activity.
- Participate in any school district or ministry in-service.
- Participate in any professional development that is not teacher directed.

Teacher On Call Coverage

During Phase One job action, BCTF members will not

- Provide coverage for a teacher who is absent, except for a Teacher On Call hired specifically for that purpose.

Administrative duties:

During Phase One job action BCTF members will not:

- Participate in the preparation or organization of assemblies outside of instructional time, or during instruction time unless coverage is provided.
- Participate in any school photo organization.
- Collect money from students or participate in fund raising.
- Order supplies, textbooks, etc., unless needed immediately to effectively maintain ongoing instruction.
- Assist the Administrative Officer in administrative tasks like building timetables or computer organization.
- Do inventory.
- Organize textbooks.

- Perform department head/position of responsibility duties except during allocated time in the timetable.
 - Distribute school district or administrative letters, newsletters, memos or announcements to students, unless it is health and safety related.
- *Fieldtrips may occur but teachers will not collect funds.**

Non-teaching activities:

During Phase One job action, BCTF members will not:

- Pack up classrooms to facilitate painting, renovations or maintenance.
- Answer school office phones

Testing:

During Phase One job action, BCTF members will not:

- Administer or supervise FSA or any district or ministry test.

Student Discipline:

During Phase One job action, BCTF members will not:

- Complete and submit student referral forms outside of instructional time.
- Supervise detentions before, during or after instructional time.

The LRB provided clarification with respect to the following:

Attendance:

Teachers will be required to take attendance in the normal manner and the records are to be transmitted or delivered to the school office in the normal or usual manner.

Supervision:

With respect to any before/after school, recess or noon hour supervision normally provided by the teachers, before/after school supervision related only to bus drop off and pick up, and recess and noon hour supervision will continue to be provided by teachers ***subject to the Employer utilizing management and excluded staff to the best extent possible to replace teachers for these activities.*** The utilization of management and excluded personnel will be discussed locally.

Start Up/ Class organization:

BCTF members shall participate in the normal manner in the class/program composition and formation at the beginning of the school year until September 10, 2011 for elementary students and until September 17, 2011 for secondary students. It is understood that this may include communications and meetings of teachers with the principal ***for the sole purpose of organizing the class/program composition and formation.***

BCTF members shall participate in the normal manner in activities concerning statutory class size procedures. (i. e. Bill 33 consultation meetings)

IEP meetings:

BCTF members will continue to hold IEP meetings in the usual manner; however ***administrators will only attend IEP meetings if they are providing direct service to the student under discussion at the IEP meeting.*** BCTF members will continue to communicate with administrators regarding students with special needs as necessary and in the best interests of students.

Teachers in Charge "TIC":

Where there are no Administrative Officers at a school, Teachers In Charge ("TIC") must continue their normal TIC duties as outlined in the Collective Agreement.

Discipline / Evaluation / Investigation meetings outside the school day:

The services/activities performed by teachers outside of the regularly scheduled day which will continue to be performed include teacher discipline/evaluation/investigation meetings.