



Surrey Teachers' Association

of the British Columbia Teachers' Federation

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MEMORANDUM

From: Denise Moffatt, President

To: Staff Representatives

Re: Bill 33 Consultation Meetings - New Enrolment/Semester

Date: January 18, 2010

Bill 33 Consultation Meetings – What you need to do.

Before the Meeting

- 1. Determine if you need a consultation meeting.** Review your class list. Does it exceed the legislated limits? If so, you should request a consultation meeting with your principal. Have you had a recent addition to your class which puts you over the limits? Was there an additional student added to a class already over the limits? If so, you must be consulted.
 - a. 22 Kindergarten (no exceptions for class size K – 3);
 - b. 24 Grades 1-3 (no exceptions for class size K – 3);
 - c. 30 Grades 4-7 (teacher consent required);
 - d. 30 Grades 8-12 (consultation required);
 - e. K – 12 more than 3 IEPs (consultation required)
- 2. Request that a meeting be held.** Request a consultation meeting with your principal to discuss the information that has been provided and to determine the educational soundness of your class. Meetings can take place before school, during school time, or after school. Teachers are entitled to a duty free lunch hour. The District has indicated it will not provide prep recovery for meetings taking place during preparation time. In our view attending during your prep is, therefore, optional.
- 3. Prepare for the meeting.** If your class exceeds the legislated limits, your principal must provide you with information about your students. If no information is provided or if the information is insufficient for you to participate in a discussion, please make a request for the additional information before attending a consultation meeting using **FORM 3 – Request for Additional Information**. The information must be provided two days prior to the meeting so you have sufficient time to review it.

During the Meeting

- 1. Who should be there?** If there is more than one teacher for the class, all teachers must be consulted. This will be especially important at the elementary level where prep is provided by other teachers (ie. Music, French, Library teacher). You may also request your staff rep to be present at this meeting.

- 2. What should happen at the meeting?** During the meeting you should discuss the educational needs of the students, your ability to meet the PLOs, questions you have about implementing IEPs, the resources and supports that are available etc.

Both the teacher and the principal must meaningfully participate in the meeting. Teachers should request additional resources and supports if they believe they will assist students in meeting the learning outcomes. You should raise any objections to the class size and composition at the consultation meeting. You should also provide reasons for the objection. You should provide the principal with **FORM 2 - Response to Principal** at the end of that meeting or as soon as possible after the meeting. If you need more time to consider, provide your principal with an expected timeframe. Keep a copy of the form for yourself and your staff rep. You should also complete the top portion of **FORM 1 – Report to Local Union Office**. (The rest of this form will be completed after the principal tells you the results of the consultation.)

- 3. If I am a new teacher to the school what should my principal tell me?** The principal must tell new staff about the special programs and resources that are available to assist them in meeting the needs of their students. This includes district programs, school based committees or teams, referral process etc. If this does not occur, please notify us on your **Report to the Local Union Office**.

After the meeting

- 1. After the meeting you must receive a response from your principal.** Your principal must tell you the results of the consultation process. This means she/he must tell you whether or not additional resources will be provided, students will be moved, SEA hours will be increased, or if no changes will be made.
- 2. Complete the remainder of Form 1 –Report to the Local Union Office.** At the bottom of Form 1 (Question 14) indicate if the principal has made any changes to the size or composition of your class. You can list any additional resources that were provided on the comment line. Please be sure to indicate if you agree or disagree with the final decision of the principal in Question 15. Give a copy of this form to your staff rep. Staff reps will collect all the forms from your school and submit them to the Surrey Teachers' Association office ASAP.
- 3. Keep track of what happens with your class.** Contact the Surrey Teachers' Association if you do not receive supports that were promised.
- 4. Send a letter to the chair of the Board of Education.** Arbitrator Dorsey stated that it is important for superintendents, boards of education, and parents to be aware of a teacher's opinion as to the appropriateness of the organization of the class for student learning. An optional letter has been included in this package.

Encl.

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Bill33\Jan. - Consultation Meetings