

# Monday Memo

## Upcoming Dates

NOVEMBER

- 5-11 Veteran's Week

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- 6 Meeting with Secondary Counsellors (STA Office)  
Bargaining Committee Meeting at 4pm (STA Office)

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- 7 Executive Committee Meeting

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- 7-8 Health + Safety SURT

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- 10 Non-Instructional Day  
To Shine a Light On It 2017

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- 12-18 Multiculturalism Week

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- 13 Statutory Holiday (Remembrance Day)

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- 14 Deadline for Variance Application to STA !

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- 15 Deadline to transfer TTOC Experience !

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- 16 Status of Women - Wellness Event

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- 20 SPTA's "Math Warm Ups" presented by Stephanie Turner

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- 22 Special General Meeting

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- 28 SPTA's The Daily 5 - An Introduction



  
**SPECIAL GENERAL MEETING**  
**November 22, 2017 • 4pm-6pm**  
**Bombay Banquet Hall**  
 7475 135 Street (Lots of parking behind!)  
**All members are invited**

The STA will be holding a Special General Meeting to consider our audited financial statements, consider proposed resolutions to the BCTF Annual General Meeting in March 2018, and other matters. The meeting package (including a detailed agenda) will be sent to school sites, and also made available electronically. Everyone is invited and encouraged to attend. A delicious dinner will be provided, along with dessert! If you require childcare during the meeting, please let Esther know ASAP ([esther@surreyteachers.org](mailto:esther@surreyteachers.org)).



STA's Aboriginal Education Committee presents  

**YUSÁY†LTHUT**  
**"To Shine a Light on it"**  
**Conference**  
 Friday, November 10th  
 8:30 am - 2:30 pm (Please arrive early to register)  
 Queen Elizabeth Secondary  
 Lunch provided!

Are you interested in learning more about how to infuse Aboriginal worldviews & perspectives into your curriculum?

Join the STA's Aboriginal Education Committee on **Friday, November 10th** at Queen Elizabeth Secondary for the "To Shine a Light on it" conference. There are over 17 workshops on offer, covering a wide variety of topics. For more information, and to register for this FREE valuable Pro-D opportunity, [CLICK HERE](#). Lunch will be provided!

## Important Reminders!

### November 14th – Deadline for Variance Applications

The deadline to submit **YOUR APPLICATION** to the STA for a variance is fast approaching. Make sure to have your paperwork in by **November 14th!**

### November 15th – Deadline for Experience Transfer



The deadline to apply to have your TTOC Experience transferred to your Contract Teaching experience is November 15th! Don't delay. Sign and send the **FORM** to the District (attn: HR/Payroll) ASAP! It might make you eligible for an incremental increase in January.

Your pay increment (step level) is based on your teaching experience. Contract teachers move up one step on the pay scale after 10 months of full-time experience. Incremental increases take place automatically on September 1 and January 1 each year.

TTOCs are also eligible to move up the pay scale based on their experience: 17 days of TTOC experience equals one month of contract experience. If you have received a contract this year, and have previously accumulated TTOC experience, you can complete a form asking Payroll to convert TTOC experience to contract experience, because the combination of the two might make you eligible for an incremental increase on January 1. Payroll will not do this unless you request that your TTOC days and contract months are merged.

If you are a part-time contract teacher AND you work occasionally as a TTOC, you are also eligible to convert your accumulated TTOC experience to contract experience.

*For example: Taylor Smith teaches three days per week at an elementary school in a contract assignment. On Thursdays and Fridays, they TTOC. Taylor has 70 days of TTOC experience accrued in their TTOC experience bank. They also have 7 months of contract teacher experience accrued. In November, 2017, Taylor applied to have their TTOC experience transferred to their contract teacher bank. The 70 days Taylor has accrued will be converted to months by dividing by 17. 70 divided by 17 is 4 whole months with 2 days remaining. The four months will be transferred to Taylor's contract teacher bank and the 2 days will remain in their TTOC bank. Taylor will now have 11 months in their contract teacher experience bank. This means that on January 1, 2018, Taylor will move from Step 0 on the salary grid to Step 1. Taylor will be able to transfer their TTOC experience twice per year.*

The next incremental increase will be January 1, 2018. Contract teachers should have **THEIR FORM** into Payroll, no later than **November 15, 2017** in order to receive an increase on January 1, 2018. If there's any confusion, or you have questions, please contact Mark Keelan at the [grieve@surreyteachers.org](mailto:grieve@surreyteachers.org).

## Jennifer Wadge Memorial Social Justice Scholarship Award



Members! Did your son or daughter graduate last June? Were they involved in Social Justice endeavours during high school? Please note we have a **new extended deadline** for the 2016-17 Jennifer Wadge Memorial Social Justice Award!

**APPLY TO THE STA** by **December 1, 2017**

The STA is proud to remember our past president Jennifer Wadge with **two awards of \$2,000 each**, open to children of STA members, who graduated in June 2017, from any public high school.

Some of the most important criteria for these awards are the applicant's involvement in social justice work in the school and community, and their written statement on social justice issues.

## Absences & Day Plans



A friendly reminder that it is a requirement of the job to leave a detailed day plan when you're going to be away. Whether a TTOC is dispatched to replace you, or a colleague has to provide coverage, lesson plans are essential! Also, TTOCs (or covering teachers) should be leaving a day plan for the following day. There's no guarantee that an absent classroom teacher will be returning the next day, so in addition to leaving (or emailing) notes about what was covered, a day plan should also be prepared.

We are all colleagues; a teacher is a teacher is a teacher. As such, we have a Code of Ethics to follow. If a TTOC is unhappy with a day plan, or lack of dayplan, they must contact the teacher directly. Conversely, if a teacher is unhappy with how a TTOC followed a day plan, or didn't follow a day plan, they must contact the TTOC directly.

# Grievance Report: Help Us, Help You!

## Special Education Classes (BASES/Social Development)

With the restoration of the Collective Agreement Language, the Special Education class size and composition limits are back! These limits apply to the BASES programs, and programs for students with Severe Behaviour Designations. The class size and composition language is as follows:

**1 FTE per 12 students:** students with MID designations and MID/MOD combination 1

**1 FTE per 8 students:** Social Development

**1 FTE per 8 students:** students with MOD designations

**1 FTE per 7 students:** multicategory - MOD, MID, ASD, Severe Profound designations or a combination of designations

**1 FTE per 7 students:** multicategory - ASD, Severe Profound, Dependent

So far, the District has applied a 10.5 student average per 1 full time teacher to assign staffing; however, in some cases this might mean that programs have been understaffed. Please, ensure that you have received appropriate staffing for your classes. If you are unsure how to figure the calculations, or think that you have not received appropriate FTEs, contact Joanna Cerazy, Grievance Officer: [grv-spt@surreyteachers.org](mailto:grv-spt@surreyteachers.org)

## Social Justice

### Veteran's Week



This week is Veterans' Week! The [BCTF PEACE AND GLOBAL EDUCATION WEB PAGES](#) provide suggestions for strategies to incorporate peace into the Remembrance Day activities in your classroom.

## BC Multiculturalism Week

Next week, November 12–18, is BC Multiculturalism week! This provides an opportunity for teachers to go beyond a superficial examination of cultural differences by supporting the development of inclusive attitudes. Resources and lesson plans to address inclusion in your classroom can be found on the [BCTF ANTIRACISM WEB PAGES](#). The [MULTICULTURALISM ACT](#) provides a point of departure for discussion with older students around British Columbia's multiculturalism policy.

To teach about inclusion, it is important for teachers to develop an understanding of unconscious, or implicit bias. For more information on unconscious bias, ask the members of your local executive about what they learned at the recent fall zone meeting and visit the [IMPLICIT BIAS SECTION](#) of the Raising Awareness and [DELVING DEEPER](#) pages of the BCTF Equity and [INCLUSION WEBPAGES](#).

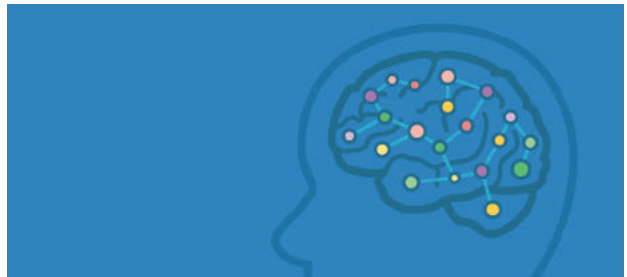
## Health + Wellness

### November 7th and 8th – SURT Health and Safety Training

For the first time in years, the STA is excited to offer SURT (School Union Rep Training) for Health & Safety Reps. All STA members elected to site-based Joint Occupational Health and Safety committees and all Worker Representatives at smaller sites (sites with between 9 and 20 workers) are invited to attend.

This training is offered in addition to, or instead of, school district health and safety training sessions. The workshops will be presented by a BCTF Health & Safety Facilitator over 3 dates in November at the STA offices. The topics are Violence in the Workplace and Incident Reporting. [REGISTER ASAP FOR YOUR PREFERRED DATE!](#)

## Mental Fitness Challenge for TTOCs



The BCTF, together with [STARLING MINDS](#), has tailored a 4-week mental fitness challenge specifically for TTOCs. The aim of the challenge is to develop mental fitness skills into lifelong healthy habits. TTOCs can anonymously join their colleagues across the province to learn new cognitive behavioural therapy skills and improve their mental fitness and resilience. The challenge starts on Monday, November 6 and ends Friday, December 1.

Sign in to your Starling Minds account or [REGISTER](#) for the first time to participate. This service is free to BCTF members. For further information on Starling Minds and the TTOC Mental Fitness Challenge, [WATCH THIS VIDEO](#).

## An Evening of Wellness + Relaxation



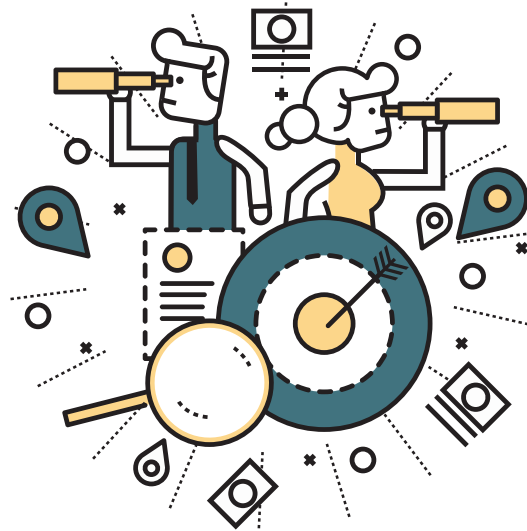
The Status of Women Committee invites you to join in an evening dedicated to wellness + relaxation. Everyone is welcome to participate in a calming yoga session (no experience necessary), have a nutritious dinner, and hear about the variety of wellness initiatives offered through District/Union programs. [SIGN UP VIA EVENTBRITE](#)

**Where:** Fraser Heights Secondary, Community Room  
**When:** November 16th. Time: 3:45-6:30

## Professional Development

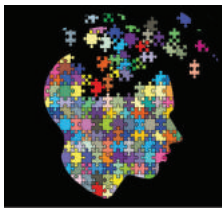
### Mental Health - Massive Open Online Course

Launching this week, a **MASSIVE OPEN ONLINE COURSE (MOOC)** will be available from **UBC'S TEACHER EDUCATION OFFICE** to anyone interested in developing mental health literacy. The course will help educators understand how to obtain and maintain good mental health, understand mental disorders and their treatments, decrease stigma, and increase help-seeking efficacy. Equipped with a complete set of resources, classroom activities, personal exercises, and other evidence-based interventions, educators can develop a better understanding about all aspects of mental health literacy for application not only to the classroom but to aspects of their own circumstances. This MOOC may be started any time from November 1 onwards.



## Workshops for Primary Teachers

Surrey Primary Teachers' Association is holding two workshops during the month of November. Details and registration information can be found at: [www.spta36.weebly.com](http://www.spta36.weebly.com)



**"Math Warm Ups"**  
**Monday, November 20th**  
**3:45 - 5:00 p.m.**  
**Hazelgrove Elementary**



**The Daily 5 - An Introduction**  
**Tuesday, November 28th**  
**3:45 - 5:00 p.m.**  
**at Hillcrest Elementary**

## Opportunities for Members

### Ministry of Education's Inclusive Education Policy Manual Review

The BCTF is seeking approximately 15 teachers and 4 alternates, both with and without an Inclusive Education (Special Education) background, willing to participate as BCTF representatives to the Ministry of Education's Inclusive Education Policy Manual Review.

### Inclusive education resource development Trustees

The BCTF is seeking approximately 17 teachers, plus 5 alternates, both with and without an Inclusive Education (Special Education) background, willing to participate as BCTF representatives to contribute to the development of the Ministry of Education's resource to support inclusive access to the modernized curriculum.

Learn more about both opportunities and the application process [ONLINE](#).

## Joke of the Week



**Knock knock**  
 Who's there?  
**Broken pencil**  
 Broken pencil who?  
**Never mind,**  
**it's pointless!**



Thanks to Nikki H for this week's joke!

If you have a short, clean, (but not necessarily education-related) joke, please send forward it to [hello@surreyteachers.org](mailto:hello@surreyteachers.org). When your joke is drawn for publication, you will be entered into the monthly prize draw.

## Contact Us!

The STA is YOUR union. We're here to help and to support YOU!

We want to hear from you. Not sure who to contact? Send your message to [sta@surreyteachers.org](mailto:sta@surreyteachers.org) and it will get directed to the appropriate person.