

Monday Memo

Upcoming Dates

NOVEMBER

- 12-18 Multiculturalism Week

- 14 **Deadline for Variance Application to STA** 

Committee Chair Training and Committee Liaison Meeting with EC

- 15 **Deadline to transfer TTOC Experience** 

- 16 **Status of Women - Wellness Event**

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

Transgender Day of Remembrance

- 22 **Special General Meeting**

- 25 **International Day for Eradication of Violence Against Women**

- 28 **LAC Film Night**


- 28 **SPTA's The Daily 5 - An Introduction**

- 29 **Staff Committee Chair Workshop**




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. 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).

Important Reminder: Nov. 15th Deadline

ACT NOW! The deadline to apply to have your TTOC Experience transferred to your Contract Teaching experience is November 15th! Contract teachers should have their **FORM** into Payroll, no later than **November 15, 2017** in order to receive an increase (if eligible) on January 1, 2018. If there's any confusion, or you have questions, please contact Mark Keelan at grieve@surreyteachers.org.

Survey Results

A big THANK YOU to the 50 people who spent (on average) 35 seconds to complete our quick survey! We really appreciate your valuable feedback. Especially when it's contradictory! Here's an unedited glimpse into what you had to say :)

- Like the new format
- Strongly dislike the new format. From someone who regularly reads the Monday Memo, having to open an attachment makes me not want to read it sometimes.
- Love the new format and that the hyperlinks work!
- Although the new format is prettier, I found the old one where the info was all in the body of the email to be more readable. I liked having all the memos one after the other as opposed to the new one where there are two columns.
- It would be better to have the most important info in the body of the email, with additional information and longer articles in the pdf.
- I would find it interesting to read short "facts" about our contract. Something like "Did you know..."
- Please give example of members are dealing with issues in the district. Don't mention names or school. Good to read.
- Perhaps include some stimulating or innovative educational articles to read. A link could be all that is needed.
- I would use the website if it were user friendly and updated regularly. The search function being functional would also help.

I'm always happy to hear your feedback, suggestions, ideas, and comments. If you want to share a story or example send it my way (your name will be withheld!). If you read an interesting article about education, forward it to me! Please don't hesitate to reach out and send me an email! kelly@surreyteachers.org

Lost Preparation Time

With the TTOC shortage, it is common for administration to require teachers to cover classes on their prep. The collective agreement says the following about this issue:

*D.4.9 Lost Preparation Time

Where an employee loses preparation time as a result of system-imposed factors such as covering other classes when a teacher-on-call is not available or in an emergency situation (e.g., see Article D.27.4.c):

- *a. The Principal / Vice Principal will maintain a record of any such loss and the reason therefore,
- *b. The employee will initial this record,
- *c. The employee shall be entitled to compensatory preparation time at a time agreed to as convenient to the school administration and the employees concerned,
- *d. A summary of all preparation time which has been lost and which has not yet been repaid will be forwarded on the last school day of each month to the Human Resources Department, with a copy given to the school staff representative.
- *e. After the accumulated lost preparation time for a school reaches a full school day, the Principal / Vice Principal will consult the employee(s) concerned and the Human Resources Department to arrange for a teacher-on-call to be dispatched to repay the lost preparation time.
- *f. In the event that an employee has not been repaid for lost preparation time by the end of the school year, the employee will carry this credit forward into the next school year.

Please note the requirement to have employees initial records of lost prep time, and for staff reps to receive a summary of all unrecovered lost prep at the end of each month. If these practices are not being followed at your school, a staff rep should speak to admin about it.

Contrary to popular rumours, our collective agreement does not provide any right to get paid for lost prep. Although lost prep has been paid out at certain times in the past by special agreement between the STA and the District, members should not assume it will happen. The only entitlement is to prep recovery, which must happen "at time time agreed to as convenient to the school administration and the employees concerned". That means that the school cannot dictate when an employee will take their prep recovery, but also that employees cannot necessarily have it on a date of their choosing. Our advice is to request a day of prep recovery (which could be for two or more people pooling the lost prep they are owed to get a full day) through the office. Unrecovered lost prep carries over into the following school year.

Recruitment Efforts

Because of the severe shortage of TTOCs in our district (and in the whole province) the Surrey School Board human resources directors have made some changes to attract applicants, **ESPECIALLY RETIRED TEACHERS**.

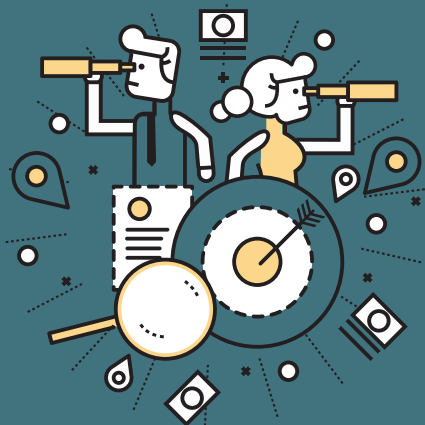
- The **DISTRICT WEBSITE** indicates that there is no longer a requirement for a recent teaching report to be able to apply
- The district is connecting with teachers who are in the process of retiring, and encouraging them to apply back to work as TTOCs
- Principals have been told to encourage retiring teachers to come back and TOC.
- The process has been simplified; in most cases a Surrey teacher retiree will not need an interview. A recommendation from their last principal will suffice.
- It is understood that a retired teacher may want to limit days per week and only go to certain schools of their choice. This offer to work is still valuable to the district.



In addition to recruiting retired teachers, this week the district hosted 70 recent graduates from SFU who turned out for a pre-hiring process. Hopefully all of them will soon be in our schools, this time working for pay! HR is also planning to host a meet and greet at SFU to attract current students to Surrey when they graduate. We here at the STA are pleased that more teachers will continue to be hired.

Members! Why not ask your retired teacher friends if they are interested in coming back to the district, even for just this year? It is much better for us and especially for our students if the district is fully staffed.

Opportunities for Members



Summer Institute for Union Women 2018

The upcoming November 15 deadline for members to apply for the BCTF sponsorships for the **SUMMER INSTITUTE ON UNION WOMEN (SIUW)**. Please fill out and submit this **ONLINE FORM**, previously sent to all BCTF members in the October 11 and October 19 editions of the BCTF News.

The BCTF delegation will include at least one member in their first five years of teaching, and at least one member who identifies as Aboriginal and/or a racialized worker.

This 37th annual western regional event will be hosted by the University of California Berkeley Labor Center, and held from July 10–14, 2018 at Sonoma State University. SIUW brings together activists from unions, worker centers, and community organizations in California, Oregon, Washington, Hawaii, British Columbia, and abroad to develop organizing and leadership skills, and to take on issues that concern women in the labour movement.



The STA is hosting a workshop for staff committee chairs on Nov. 29th at the STA office from 4:00-5:30pm.

Click [HERE](#) to register

The Important Role of Staff Committee

The staff committee has many areas of responsibility and can make recommendations to the administrative officer on a range of issues. Staff committees can impact all decisions made in a school. It is a wonderful vehicle for teachers to have real input into how their school is run! Article 17.51 states: "The school administration shall not unreasonably refuse to implement the recommendations of the staff committee or the majority decisions of a staff meeting." The failure of an administrative officer to implement recommendations can and should be grieved.

Who should be on the staff committee?

Many schools already have a constitution established, and you can ask your principal for a copy of it. The constitution might stipulate that different departments, grades, or school roles should be represented. (If it seems like it should be changed, constitutions can also be amended by your staff to better suit your school's make-up going forward!) Make sure a staff rep is one of the members. Administrators should have one vote, not a vote for each one of them. Since having a staff committee is our right established through negotiations between the Employer and the STA, CUPE workers (Secretarial staff, EAs, custodial staff, Youth care workers etc.) should not be official members with a vote on the committee, but it can be VERY helpful to have them present at meetings, especially if they have an issue to bring forward, or an issue you are discussing involves their work or expertise.

What are some tips to help things run?

Think of it as a monthly process. Here's a typical month for the chair of a staff committee.

- Plan to have your staff committee meeting a week or so before the Staff meeting. You could set up a year-long schedule for regular meetings if that works for your school. Special meetings on urgent issues can also take place.
- Mid-month, send an email to all staff to ask for agenda items. When items come in, create the agenda, and circulate the proposed agenda a few days before the planned meeting. This may generate more items, as people are reminded of the upcoming meeting! If appropriate, add the new items and circulate the adjusted agenda. It is important that all staff know what will be discussed, as items may pertain to them and they may want to come and speak on these issues.
- It is important to notify people who may be affected by an agenda item so that they may attend the meeting. For example, if an agenda item is about something happening at the library, make sure the librarian is informed about it so they can attend!
- Hold the meeting. Have someone appointed to take minutes, and to forward them to the chair as soon as possible after the meeting for distribution to the whole staff.
- Email the minutes to the whole staff, and also prepare to present the motions to the Staff meeting.
- Present any motions passed (or defeated!) at your staff committee meeting to the general staff meeting for their consideration and vote. The staff committee chair should facilitate the discussion on these items at the staff meeting.

I don't know how to chair a meeting! How do I do it?

Different schools do things different ways, and that is OK, but some formality does tend to speed up meetings, once people get the hang of it. In general, the chair will keep a speaker's list, which means maintain a list of who has indicated they want to speak (by raising their hand) and letting people speak in turn. This helps different voices be heard so all sides of an issue can be discussed. It also prevents someone from dominating or interrupting the discussion.

- Some staff committees have a discussion about an issue first, and then vote on a motion that captures the idea, and others have motions proposed first, followed by debate, discussion and then voting. The important thing is that if you have arrived at a decision, make sure it is articulated and recorded and voted upon by the members of the committee, so everyone is clear on what the committee is taking forward to the whole staff meeting.
- The chair should not also be trying to take minutes. They may want to write down the wording of motions, but it is too difficult to do both chairing and minute-taking at the same time! Ask for a member of the committee to be the regular recording secretary.

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

Conversion of TTOCs



Currently, there a lot of TTOCs in our District that have been assigned to teach in long term assignments. It is important to know that when a TTOC completes seventy-five (75) consecutive days in the same long-term assignment as this teacher will be granted a continuing contract of employment with a term specific assignment, retroactive to the date on which the teacher-on-call started the assignment. TTOCs who complete 75 days in the same assignment are no longer TTOCs, but employees with a continuing contract.

A non-instructional day, TTOCs illness or accident, or the regular day off of a part time teacher do not break the continuity of the assignment. However, if a TTOC takes an unpaid Leave of Absence, the continuity of the assignment is broken.

Social Justice + Activism



Jennifer Wadge Memorial Social Justice Scholarship Award

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.

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**

Transgender Day of Remembrance

November 20 is dedicated to remembering victims of anti-transgender hatred or prejudice. Consider booking the workshop [CREATING A GENDER-INCLUSIVE SCHOOL CULTURE](#) for a school-based or district-wide professional development day. The [BCTF LGBTQ WEBPAGES](#) contain lesson plans, books and videos to support the development of inclusive attitudes towards trans people, including the new BCTF brochure, Starting a GSA in [BC ELEMENTARY SCHOOLS](#).

November 12 to November 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](#).

To teach about inclusion, it is important for teachers to develop an understanding of unconscious, or implicit bias. For more information on unconscious bias visit the [IMPLICIT BIAS SECTION](#) of the [RAISING AWARENESS AND DELVING DEEPER PAGES](#) of the [BCTF EQUITY AND INCLUSION WEBPAGES](#).

White Ribbon Campaign

Each year, men around the world wear a white ribbon from November 25, the International Day for the Eradication of Violence Against Women, for one or two weeks. In Canada, we wear the ribbon until **December 6**, the anniversary of the 1989 massacre of 14 women in Montreal.

One of the most important things you can do to help end violence against women, is to speak out against it. Wearing a white ribbon is your personal pledge never to commit violence against women. It is a personal pledge not to condone acts of violence, not to make excuses for perpetrators of violence, and not to think that any woman "asks for it". Wearing a ribbon provokes discussion, debate and soul searching among the men around us. The ribbon is a catalyst for discussion. It is a catalyst for change. www.whiteribbon.ca

Twitter Highlights

@MovingParadigms

Feeling sadness mixed with anger that one year after our SCC win, we're still having to fight for supports for all students. <http://bit.ly/2zyaAaU> #bctf #bcd

@glenhansman

Much accomplished, still more to do one year after @BCTF's historic Supreme Court win - Media release: <http://bctf.ca/NewsReleases.aspx?id=47420> ... | #bcd #bcpoli

@bctf

We can't afford the deep poverty in our province, and its devastating impacts on the kids in #bcd schools. It is time to @RaiseTheRates!

@Keontastic

A note to counsellors, students, parents and teachers- all Gr 11 & 12 subjects matter now to gain entrance at UBC.



LAC Film Night

The Labour Affairs Committee of the STA is pleased to present another Film/Dinner Night. This Marlon Brando film explores various aspects of workers: colonization, exploitation of workers of colour, and betrayal.

Come out to enjoy a fascinating film, delicious meal & interesting discussion with other Surrey teacher colleagues & friends. Watch the trailer [HERE](#).

This event is free to STA Members. Please feel free to bring non-members as well for a charge of \$15.

Date: Tuesday, November 28, 2017, 3:30 -6:30 pm

Where: STA office, 9030 King George Blvd

[REGISTER VIA EVENTBRITE](#)

Health + Wellness

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

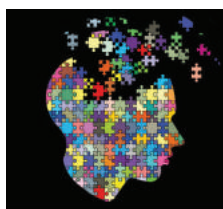
When: November 16th. Time: 3:45-6:30



Professional Development

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



"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

Joke of the Week

Q: *What do you call a computer floating in the ocean?*

A: *A Dell Rolling in the Deep.*

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. 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 and it will get directed to the appropriate person.