

Monday Memo

Recognition of Aboriginal Territory

The STA acknowledges that we work on the traditional and unceded territories of the Kwantlen, Katzie, Semiahmoo, and Qayqayt First Nations. We thank them for allowing us to work on this territory.

Upcoming Dates

SEPTEMBER

- 18-20 [Pro-D Rep Training](#)

- 21 Deadline for Candidates for Bargaining Conference and Committee Elections Statements
Note: You can still be nominated from the floor at the meeting

- 24 Professional Development Day

- 25-27 [Pro-D Rep Training](#)

- 26 Special General Meeting
STARA Meeting

- 28 [Rookie Staff Rep Training](#)

- 30 Orange Shirt Day

OCTOBER

- 1 [Rookie Staff Rep Training](#)

- 2-4 [Staff Rep Training](#)

- 5 World Teachers' Day

Is Lost Prep Time Being Handled Properly at your School?

Clause of the week: Articles D.4.8 and D.4.9 Preparation Time

Under the Collective Agreement, all teachers are entitled to prep time. Article D.4.8 makes clear that "Non-enrolling teachers (e.g., counsellors, teacher librarians, etc.) shall receive preparation time pro-rated according to their FTE status and assignment." With classroom teachers there is a clear difference between their work when they are on prep time or are working with students. For non-enrolling teachers, however (such as counsellors, teacher librarians, career development facilitators, helping teachers, LST Teachers, Integration Support Teachers, and so on) the difference is not so clear; in fact, their work might look the same whether they are officially on prep time or not. For that reason, they might not officially schedule prep time. Our strong advice, however, is that they should schedule it.

The reason relates to lost prep time. With the continued growth of the district, and the ongoing challenges with recruiting and retaining teachers, there often are not enough TTOCs to fill absences. When there is a failure to fill, other teachers are called upon to cover classes. If those teachers are pulled from their prep, there is a mechanism to recover the lost prep. If a non-enrolling teacher is pulled from their work to cover a failure to fill, then if it is their prep, they are entitled to prep recovery just like any other teacher. If they haven't clarified when their prep is scheduled, it can't easily be claimed. This is why we advise all non-enrolling teachers to register their prep time (in consultation with administration): to ensure they recover their lost prep time.

Article D.4.9 says how lost prep time is handled:

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 Teaching 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 Teaching 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.

(emphasis added)

Note that the administration is required to keep a record of lost prep time, the teacher losing prep time should be initialing this record, and that the monthly record must be provided to a school staff rep. **Is this happening at your school or site?** If it is not, please insist that it be done. It is vital that lost prep time be recorded accurately at the time. Staff reps should confirm with staff that the records are accurate. A further precaution would be for each teacher also to maintain their own record of lost prep, which can be as simple as a note to yourself in your day book.

Please note that the Collective Agreement does not make any reference to getting paid for lost prep time. The only thing teachers are guaranteed is to recover the lost prep time. We have had agreements with the District at various times to pay out lost prep time, but those are each without prejudice. That is, we cannot force the District to do a payout. However, whether there is another payout in future, or teachers want to recover their lost prep time, it is essential that the records of prep time be accurate, and that non-enrolling teachers who have also lost prep time do not miss out.

PRO-D REP TRAINING 2018

- BCTF workshop
- Review of local Surrey PD policy and procedures
- Updated information on professional development/curriculum



SEPTEMBER 18TH • 19TH • 20TH • 25TH • 26TH • 27TH

STA Office (#201, 9030 King George Blvd) | 8:30 am - 2:30 pm | Lunch and snacks provided

REGISTER

<https://pd-rep-training-2018.eventbrite.ca>

INFORMATION FOR LEAVE OF ABSENCE

Article: G.21.7.h STA Business
Leave with pay
Cost of TTOC to be borne by the STA
Attention: June James

FEATURED BCTF WORKSHOP

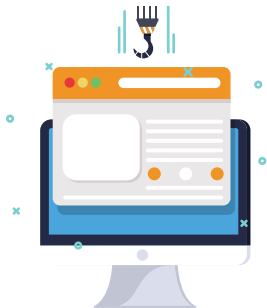
Role and Function of the PD Rep: Keep your hands off my PD

This updated workshop develops the skills and knowledge of the PD chairs as a union leader using the PD lens as a strategic tool. Strategies are explored for building member and public support for professional development, advocating for teacher-centered PD, and returning control of PD to teachers.

PRO-D FUNDS WILL BE RELEASED ONCE YOU HAVE ATTENDED A PRO-D TRAINING SESSION

Please refrain from wearing perfumes, colognes, aftershaves and other scented products at all STA events. Thank you!

New School Year, New Website!



We are very excited to announce our official launch of our new and improved [Surrey Teachers website](http://www.surreyteachers.org)! Not only is the new website more visually appealing, but we wanted to make sure that it was easier to navigate and find information and forms needed. You will have access to the latest news, all of our forms, salary and benefits information, TTOC resources, committees, Monday Memos, Advocates, and much more! As to be expected, there may be a few kinks that will need to be figured out, so please let us know if you come across anything that does not seem to be working properly so that we may fix it ASAP! You can email us at webmaster@surreyteachers.org with any comments, criticisms, and suggestions.

Do You Like Butter Chicken?

Who doesn't like butter chicken?! If you are like a lot of us, and you love butter chicken, then you should come to our Special General Meeting! It is at 4:00 pm on Wednesday, September 26 at the Bombay Banquet Hall (7475 135 St, Surrey). Not only will you get a free delicious dinner (and child care if needed – please email the STA office at sta@surreyteachers.org to let us know), but you will also get to meet our new STA president Matt Westphal, who will be giving us the latest updates on bargaining. This is confidential information that we don't distribute in print or electronically.

There will also be many opportunities to get involved with the STA during this SGM and STARA meeting to follow. Continue to read below for various opportunities:

Opportunity for Leadership: Vacant Position on STA Executive

There will be an election for a Local Representative to the BCTF (LR). LRs make up part of our Executive Committee (EC). The EC meets every second Tuesday, with additional meetings as necessary, and LRs must attend three BCTF Representative Assemblies (November 2-3, February 1-2, and May 31-June 1), the BCTF Annual General Meeting (March 16-19 in Victoria) and our STARA and SGM meetings (monthly, on Wednesdays). If this leadership opportunity sounds like something you would be interested in, please submit a candidate's statement (100 words or less) to the STA office at sta@surreyteachers.org before 4:00 pm on Friday, September 21. Elections will take place at the SGM on Wednesday, September 26.

Join a Committee!

Are you passionate about women's rights? Or helping with reconciliation? Or do you want to be part of planning the biggest annual teacher-led professional development event in BC?

No matter what your passion or area of expertise, the STA has a spot for you! Committees are a great starting point for getting involved in your local union. Meetings are typically held after work and always include snacks. [Committees](#) are a great way to have your say and make a difference for students and our colleagues.

If any of this sparks your interest, please submit your name to the STA office at sta@surreyteachers.org by 4:00 pm on Friday, September 21. Elections will take place at the STARA meeting on Wednesday, September 26. You can also nominate yourself at the meeting.

BCTF Bargaining Conference: Delegates Needed!

One of the major advantages of being part of a union is our collective bargaining power when negotiating with our employer. A lot of the items in our Collective Agreement, including our salary, benefits, employment rights, working conditions, and leaves of absence, have been bargained by teachers in the past - teachers just like us. If you would like to be part of the discussion and have a say on our bargaining objectives, plus have the opportunity to attend a special Bargaining Conference on October 26-27, then please submit a candidate's statement (100 words or less) to the STA office at sta@surreyteachers.org before 4:00 pm on Friday, September 21. Elections will take place at the SGM on Wednesday, September 26.

I am a Staff Rep!
Now What?

First of all, congratulations and welcome! While all members are welcome to call the STA office anytime, you are now another source of information and communication, which will be especially important during our year of bargaining. Don't worry, this is a good thing - people will be really interested in the information you will have.

To help you out, here is a little "to do" list for you:

1. Fill out the [school information update form](#) and send it to the STA office ASAP! This form has been couriered to all schools and can also be found on our website. We would like to receive these before the first STARA meeting on September 26.
2. Create/update your STA staff contact list and start forwarding these Monday Memos and any other communications to your STA staff list.
3. Sign up for Staff Rep Training (and Rookie Staff Rep Training if you are new to the role).
4. Attend our STARA meeting on September 26 and enjoy a free dinner on us!

Mentorship Advisory Team

The STA Executive will appoint up to 2 teachers to the joint STA/SD36 Mentorship Advisory Team. The Team will be made up of an equal number of STA and District appointees, and will work with the Mentorship Helping Teacher to design the Mentorship program, and guide its operation. Release time will be provided as needed for the committee to do its work. It is very important to have teachers who have participated in mentorship, either as a mentee or a mentor, on this committee.

If you are interested in this opportunity, please return the completed [CV form](#) to the STA office by September 30.

Please contact Christie Weigel at services@surreyteachers.org if you have any questions or need more information.



A PLAN TO MAKE STA CONVENTION 2019 THE BEST EVENT PUT ON BY TEACHERS FOR TEACHERS

Your Input and Energy Wanted!

As you know, we changed the structure of the May 4, 2018 STA Convention Day, so that we had four sites: Aboriginal, Primary, Intermediate, and Secondary. For next year's convention, we would like to continue with the four sites and we have an idea to form convention sub-committees for each site. Since the STA Convention is an event put on by teachers for teachers, creating these sub-committees (each with their own budget) would allow teachers in these particular areas to come together to plan meaningful convention experiences for their colleagues.

Aboriginal

Over the past few years, there has been a well-established group of Aboriginal strand organizers, who have worked hard at providing an immersive experience for more and more teachers every year. If you are interested in helping teachers find ways to weave aboriginal education into their curriculum, this is the sub-committee for you.

Primary

K to 3 teachers, your work is so important in setting the foundations for our youngest students to become life-long learners. Your expertise is unique and you are the perfect people to be recruiting and selecting presenters who can address your professional development needs.

Intermediate

Grades 4 -7 teachers, you build upon the work of your primary colleagues in ways that promote the academic and social growth of your students and you are the people who need to be shaping convention opportunities that are specific to the needs of your teaching cohorts.

Secondary

Since your work is very subject specific, your sub-committee would best be served by a variety of subject area teachers who can work to provide wide reaching convention opportunities for a very diverse audience in order to support your work of preparing young adults for their future.

We would like to know if members are interested in joining one of these proposed sub-committees. If you are interested, please contact **June James** at pd@surreyteachers.org, identifying which sub-committee you might like to join.

Secondary Classroom Teachers! How many students are in your classes?

According to our restored class size language, there are limits to the total number of students you can be assigned in the year. Since Surrey Schools are on a semester system (and in some cases, blended with linear and other schedules), this is complex to keep track of. If by second semester it turns out that you are over the limit, we may want to grieve then. However, to do so we would need to be able to show week by week totals throughout the year (including at the start of September!) of the maximum number of students assigned to your classes.

We are creating a tracking form, but in the meantime, please print and file the various versions of your class list as the year gets going. Please ensure that you have a record, while you still remember, of how many students you had in classes this past week, given that it is common for secondary classes to start over the size limit while course changes are processed.

Remember: Regular classes are 30 max, plus flex factor of up-to-3, but if you teach 7 blocks, you can have no more than 210 in the whole year. English classes, 25 max plus flex factor of up-to-3, but no more than 175 in the whole year. Home Ec and Tech Ed classes, 24 max, but no more than 168 in the year. Remember, composition complexities may reduce class size maximums, and may prevent use of the flex factor, so your year-long limits may be lower.



STAFF REP TRAINING 2018

ROOKIE STAFF REPS

For all **NEW** (or almost new) Staff Reps.
Please register for your first staff rep training!

Pick ONE of the following dates to attend

SEPTEMBER 28TH • OCTOBER 1ST

REGISTER

<https://rookie-training-2018.eventbrite.ca>



FEATURED WORKSHOP

Role and Function of the Staff Rep

- Learn about your role + functions
- Find out how the STA will support you
- Get familiar with our collective agreement
- Lots of time for questions and discussions

STA OFFICE (#201, 9030 KING GEORGE BLVD) • 8:30 AM - 3:00 PM • LUNCH & SNACKS PROVIDED

ALL STAFF REPS

Pick ONE of the following dates to attend

**OCTOBER 2ND • 3RD • 4TH
9TH • 10TH • 11TH**

If you registered to attend the rookie session, you should **ALSO** register and attend one of these dates.

REGISTER

<https://staffrep-training-2018.eventbrite.ca>



FEATURED WORKSHOP

Ways To Approach Conflict And Difficult Conversations At Work 101

This 5-hour workshop will examine how we can all improve our communication skills by paying attention to our conversations, and in turn help us enhance our work with colleagues, students, and parents.

- We will explore how we can change the way we talk so that we can change the way we work together.
- To enhance our collaborative work.
- To develop skills such as active listening, self regulation and reflective thinking.

Every Child Matters! #OrangeShirtDay

[Orange Shirt Day](#) is quickly approaching and we encourage everyone to come together to honour residential school survivors and their families in the spirit of reconciliation. This commemorative day was begun in 2013 by Phyllis Jack Webstad, a Stswecem'c Xgat'tem First Nation Elder in Williams Lake, and the Federal government is thinking of turning it into a statutory holiday.

While normally celebrated on September 30th, schools will be observing Orange Shirt Day this year on Friday, September 28th. One of our district helping teachers, Nadine McSpadden, put together this [booklet](#) which includes more information about the day, ideas for activities you can do with your classes. The BCTF also has many useful resources, such as the [Project of Heart eBook](#).

As with last year, the STA will be giving away 1-2 orange t-shirts for each school, depending on school size. Staff Reps, please hold a draw at your school, and forward the size(s) required to sta@surreyteachers.org. We will do our best to accommodate size requests (we have S to XXXL), but availability will depend on supplies.

Scent Awareness

Did you know that all Surrey Schools and District buildings are designated as "Scent Aware" spaces? This means that employees, staff, teachers and students should refrain from wearing scented products when at school or work. Many people have issues with scented products, ranging from mild irritation, sneezing, to headaches or full-blown allergy attacks.

Please be mindful of the scents in your life and do what you can to minimize the negative effects these products have on others. Keep in mind, that scent sensitivity goes beyond the obvious perfumes and colognes. Many products like deodorants, hair care products, lotions, laundry detergents, cleaning supplies, hand sanitizers and essential oils can be harmful to others.

Lately there has been a surge in the popularity of essential oils, and while there may be benefits to personal use, an essential oil diffuser should not be used on School District property. While it might make your classroom smell nice, there are myriad risks involved. Essential oils affect the human body quickly, especially when inhaled. Severe allergies to citrus are common; even if the person with said allergy wasn't in your classroom, they could be affected just by walking down the hall. You can't be sure that a student, colleague, CUPE member, or TTOC wouldn't have an adverse reaction to the essential oil you chose.

Please be considerate of others and keep scented products at home for personal use. If you have any questions, please contact Sue Heuman, Health and Safety Officer, at hs@surreyteachers.org or by phone at (604) 592-8391.

Shout Out!

We are so proud to be Surrey Teachers and we know there are amazing things happening around the district that others would love to hear about. In the spirit of acts of kindness, we would love for our members to send us a "shout out" about a colleague who inspires you and who you think deserves recognition, whether it is for their creativity, a great resource they shared recently, or an awesome lesson they teach.

This week's submission is by Jas Sidhu from Creekside Elementary:
"Big shout-out to my girl Nausheen!!! She joined our school last year and has been an amazing addition to our LST team. Super organized and helpful!! With a fabulous flair for fashion! So happy to work alongside you and thanks for all your hard work!"

Thank you Jas for your submission, you and Nausheen are now entered into our monthly draw for a \$25 Indigo! gift certificate. Please submit your "shout outs" to Angela at communications@surreyteachers.org to spread the kindness around our local and for your chance to win a gift card too!

PRO-D

BCTF Teacher Inquiry Program

Do you and some of your colleagues have burning questions about how to improve your teaching practice? If you do, you may want to apply to the [BCTF Teacher Inquiry Program](#). The program offers up to 18 joint BCTF/Local/District Teacher Inquiry grants each year. If you and a group of colleagues wish to apply, please submit your application to June James, Professional Development Officer, at pd@surreyteachers.org by Monday, October 1, 2018.

CONTACT US!

Reach us by phone at 604-594-5353 or via email at sta@surreyteachers.org.

Please do not hesitate to contact the STA office whenever you have a question or concern. We cannot emphasize enough the importance of getting advice from your Union on any employment related issue, even if it's only to confirm information you've received from another source.