

**SAANICH TEACHERS' ASSOCIATION**

# **Teachers' Staff Committee Handbook**

Revised June 2025

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## A Year at a Glance

This is a recommended list of items that Staff Committee could consider throughout the year:

Month	Topics
September	Allocation of School Based Team/Consultation Fundings (D.2.10) Staff Meeting Agreement (D.22) Supervision Duties (D.17) Selection of Staff Committee chair and secretary, Staff Rep, Pro-D Chair, Pro-Growth rep
March/April	Early dismissal dates for the following year
May	Class compositions
June	Positions and Assignments (E.15) Allocation of Non-Instructional Days (F.14)

# Role of the Teachers' Staff Committee

A staff committee 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! For example, the Teachers' Staff Committee may study and make recommendations on:

## **School regulations, policies, and routines**

- Discipline plans and procedures,
- Assemblies,
- Attendance,
- Parent / teacher days,
- Field Trips,
- Supervision,
- Day-in-lieu for August Professional Development

## **Non-instructional days**

- Working with Pro-D committees to suggest and plan content,
- Making summer Pro-D suggestions or limits,
- Allocation of school based NIDs (Reporting days Vs. Professional Development Days)

## **School Curriculum planning and evaluation**

- Course offerings,
- Events involving the community,
- Evaluation/reporting formats and schedule,
- School calendar, etc.

## **School timetable and organisation**

- Class sizes and fairness across the school,
- Gym or other shared space schedules, limitations

## **School staffing**

- Teaching assignments,
- Utilization of EAs,
- Consideration of upcoming postings for positions within the school,
- Organization of multi-age classes or new courses, etc.

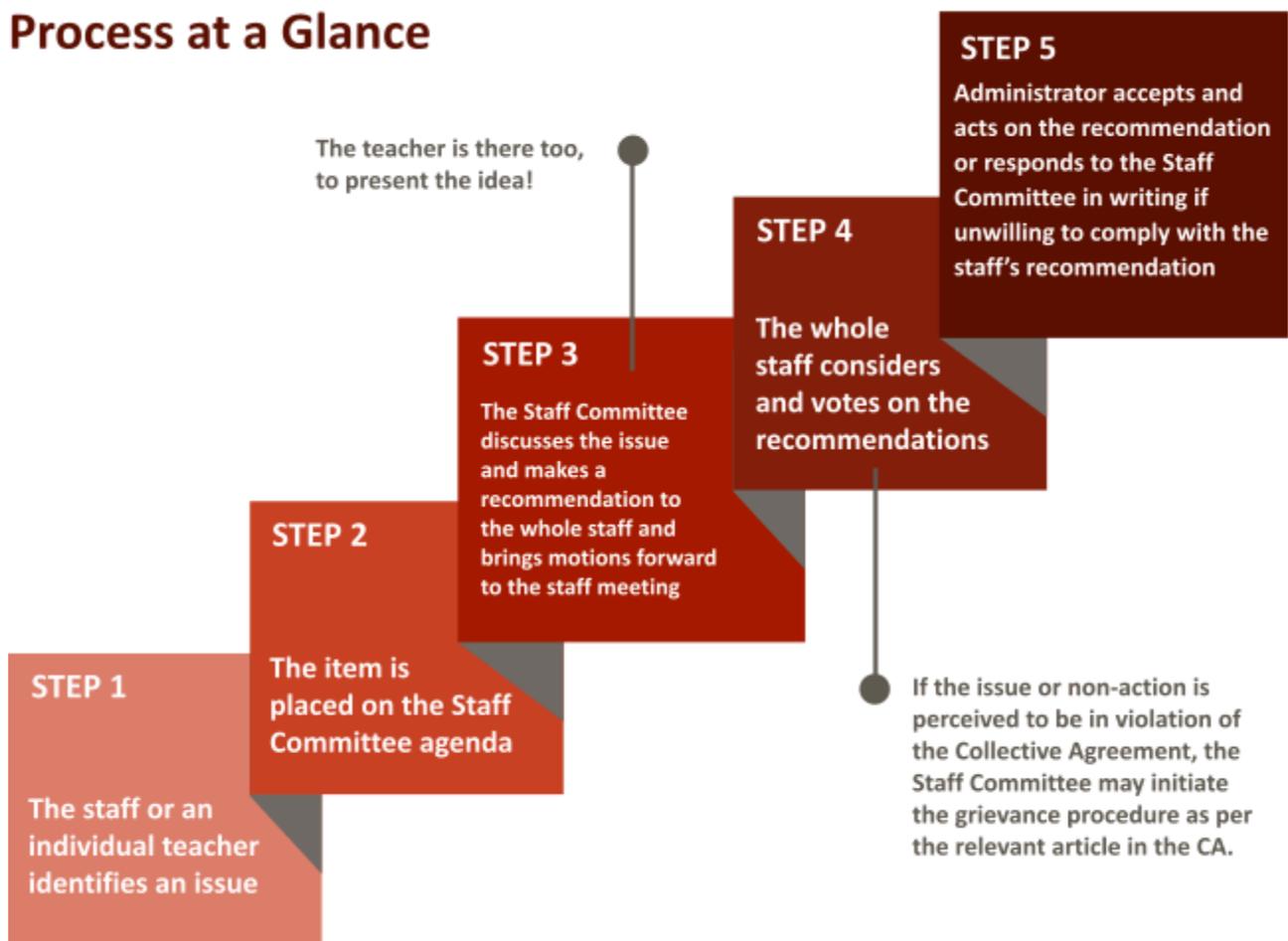
## **Any issue affecting the teaching or learning conditions within the school**

- Internal transfer of students
- Initial placement of students
- Staff - administration communication and relationship
- School climate
- Wider community or neighbourhood issues - to bring to the attention of staff and administration



# How Can I Make a Change in Policy at My School?

## Process at a Glance



# How to Run Staff Committee

## I DON'T KNOW HOW TO CHAIR A MEETING! HOW DO I DO IT?



1. *Selecting a chairperson:* The chairperson should be selected at a Staff Committee meeting. Should there be more than one person taking on the role, they could agree to be co-chairs or there could be an election to determine who would be the chair. For consistency purposes, it is recommended that the Staff Committee select a chairperson for the whole school year.

2. *Selecting a notetaker:* Some chairpersons will attempt to chair the Staff Committee and take notes at the same time. This is not recommended. There should be a member assigned specifically to take notes. Some Staff Committees will have someone take notes throughout the year, or the note taker will rotate throughout the year. What is important is that it should be known who will be taking notes in advance of the meeting.

3. Plan to have your teacher Staff Committee meeting the week before a Staff meeting. Some schools alternate days of the week to accommodate part-time teaching staff. Special meetings on urgent issues can also take place. Please see the 'Year at a Glance' section for items which should be considered annually.
4. A week before the Staff Committee meeting, email teaching staff requesting agenda items. Add items to the agenda, which should be shared with teaching staff several days before the meeting. It is important teaching staff know what will be discussed, and if an item will affect a member personally they should be notified. For example, if an agenda item is about something happening at the library, make sure the librarian is notified.
5. During the meeting, have someone other than the Staff Committee chairperson take notes. They may want to write down the wording of motions, but it is too difficult to do both chairing and minutes-taking at the same time! Ask for a member of the committee to be the regular recording secretary.
6. The chairperson should be keeping a speaker's list, which means members raise their hand to indicate they would like to speak to an issue and members 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.
7. *Making a recommendation:* If a member would like the committee to make a recommendation to administration, they must suggest a motion which is then discussed and voted upon. Following the Staff Committee meeting, the chairperson will meet with administration to debrief. This does not need to be the full minutes, but a summary of outcomes including any motions. If a formal recommendation was made to administration, they should be given time to consider the recommendation. If administration declines to implement a recommendation, a rationale must be given to the teaching staff.

# FREQUENTLY ASKED QUESTIONS

- **What's the difference between a Staff Committee chairperson and a Staff Representative?**  
Sometimes understanding the difference between these two roles can be challenging. At times, the roles can overlap. In short, the Staff Representative typically deals with issues that arise from the Collective Agreement or supporting individual members. The Staff Committee typically deals with school-based issues that do not fall under the Collective Agreement.
- **Does the STA provide any training for Staff Committee chairs?**  
Yes we do, though we do not do this every year. If the Association puts on Staff Committee training, it will typically be a full day of release and we will reach out to Staff Committee chairs to invite them to the training.
- **Is there a budget for the Staff Committee?** The Association has a small budget line that can be used to support Staff Committees or Staff Representatives. This budget is sometimes used to buy snacks to encourage members to come out to the meetings! Please reach out to the Association President to get more information on this budget line.
- **When can/should administration or other non-teaching staff be invited to Staff Committee meetings?** The idea of inviting administration is challenging and careful consideration should be given before administration is invited to a Staff Committee meeting. For example, a member may want to raise a challenging topic at the Staff Committee to get a better understanding of how the staff in general feel about the topic before having the topic raised with administration. From that discussion, the member may not want to raise the issue further. The chair should discuss with the member who brought forward the topic to see if they are comfortable with administration being present before checking with the entire Staff Committee.
- **A motion has been put forward but there are not enough members for quorum, what do we do?**  
If you do not have quorum available at the meeting, you may want to reschedule the meeting if the item is a pressing matter. If the matter is not pressing you may want to leave it for the next scheduled meeting.

If you do find that your Staff Committee meetings are struggling to get quorum, you may want to have your committee relook at your quorum level, to see if those quorum rules can be adjusted. You may also want to consider who is attending the meetings and who are not. If there is a specific demographic or groups of members not attending the meetings, this could be an indication that those groups may have concerns with how the meetings are being run, and you may want to reach out to them. After all, a Staff Committee should be representative of the staff of the school, not a specific group of staff.

- **Who can the chairperson go to for additional support?**  
The Association President is available to provide support to help chairpersons navigate challenging situations. Just email or call the office!

# Saanich Collective Agreement Language For Teachers' Staff Committee

## ARTICLE A.24 TEACHERS' Staff Committee

A.24.1 Teachers assigned to each staff may form a teachers' Staff Committee (hereafter in this article referred to as the Staff Committee).

### CLARIFICATION:

**To organize a school Staff Committee:** at the STA portion of a staff meeting, the concept, purpose, and benefits of a Staff Committee should be presented to the teaching staff by the Staff Representative. A vote would be held on whether to form a Staff Committee. If more than half of the staff vote in favour, a Staff Committee will be formed.

The composition of the Staff Committee is decided by the teaching staff of the school and is covered in the constitution adopted by the Staff Committee.

A.24.2 The size and membership of the Staff Committee shall be determined by the teaching staff. In smaller schools the staff may decide to act as a committee of the whole.

### CLARIFICATION:

#### School "A"

A school with 65 teaching staff members – this staff may decide to:

- Elect a single chair or consider co-chairs
- Invite non teacher participants on an as needs basis

#### School "B"

A school with ten teaching staff members – this staff may decide to:

- Have all members participate together and consider issues as they arise

*Collective agreement references to the terms "school staff", "teaching staff" and/or "staff" shall be interpreted to be only those members of the school staff covered under the Saanich Teachers' Association Collective Agreement.*

A.24.3 The Staff Committee will have access to public information concerning its school budget and monthly expenditure statements and information on which school level decisions may be based.

A.24.4 The Staff Committee may make recommendations to the staff and the principal on any area of concern. The Staff Committee shall provide the principal with an opportunity to meet with the Staff Committee prior to its finalizing a recommendation for the school administration.

**CLARIFICATION:**

Issues brought to the Staff Committee are discussed and a recommendation may be brought to the entire staff for discussion and/or ratification. A majority (51%) decision, of those members present, may be needed to ratify any recommendation.

If an individual is a member of both the STA and CUPE, they are entitled to attend staff committee meetings and vote on Staff Committee recommendations only if hired as a teacher at that time.

A.24.5 If the principal declines to implement a recommendation, the rationale shall be given to the teaching staff. The Staff Committee may forward a copy of the recommendation to the Superintendent when the recommendation pertains to a matter not covered by this Agreement. The Superintendent, or designate from the Administrative Executive, upon receiving the recommendation, will investigate the matter and respond in writing to the Staff Committee.

**CLARIFICATION:**

Most, if not all, issues dealt with at the staff committee will involve educational or operational decisions that may not be covered by the collective agreement. The Superintendent is involved in the process largely to ensure that the district is aware of what is taking place in particular schools, and to provide an opportunity for the superintendent to bring a district perspective to the issue, either in support of the school administration or in support of coming to an acceptable resolution that could affect other schools across the district.

It may be beneficial for the Staff Committee to send a copy of the Administrator(s) written response to the STA President. This guarantees that district level discussions are well informed.

A.24.6 The functioning of the Staff Committee shall not contravene the authority and responsibility of the principal as set out in the School Act and Regulations.

**CLARIFICATION:**

Seems pretty clear already!

A.24.7 The teaching staff shall be informed by the school administration of any activity requiring staff consultation pursuant to the collective agreement or Board Policy.

**CLARIFICATION:**

There are clauses in the collective agreement that require staff consultation, including:

- Article A.31: Education Assistants
- Article D.1.3: Development of class organization (Schedule A)
- Article D.17: Supervision Schedules
- Article D.22: Staff Meetings
- Article D.2.10: School Based Team/Consultation Funding
- Article E.15: Positions and Assignments
- Article E.20: Teacher in Charge
- Article F.14: Non Instructional Days

*(all above articles included in Appendices)*

A.24.8 When the chairperson of the Staff Committee is requested by the principal to attend a meeting during the chairperson's instructional hours to deal with Staff Committee business, the Board will pay the cost of the teacher teaching on call, when it is mutually agreed between the principal and the chairperson that a teacher teaching on call is required.

**CLARIFICATION:**

It is not common that the Staff Committee chairpersons will be meeting with administration during class time, but if they are, TTOC release should be available from administration to allow the meeting to occur.

# Staff Committee Constitution & Procedures

School:	School year:	Quorum:
Chair:	Secretary:	STA Reps:

## Statement of Purpose:

The primary function of the teachers' Staff Committee is to provide advice to the Principal/Vice-Principal in relation to the operation of the school. It is the school's only democratic body authorised by the Collective Agreement to provide advice on behalf of the staff. Specific details regarding the committee's composition and function are found in the Collective Agreement, Article A.24.

### 1. Membership

The Teachers' Staff Committee shall consist of all STA members on staff. Where relevant, non-members may be invited by the staff committee to attend meetings. Administration may attend meetings, or portions of meetings, to provide information and clarification.

### 2. Quorum

A majority of the members, with one being the chair (or chair-appointed designate), must be in attendance before a Teachers' Staff Committee meeting can commence.

### 3. Meetings

Meetings shall be held prior to the week in which a regularly scheduled staff meeting is scheduled, if there are agenda items for discussion. The Chair may call an emergency meeting if an issue must be dealt with in a timely manner.

### 4. Agenda and Minutes

Any staff member may submit agenda items by coming directly to the Chairperson. The agenda shall be shared with members before the meeting. Minutes will be shared with members following the meeting.

### 5. Duties of Chair and Secretary

The Teachers' Staff Committee Chair calls all meetings and accepts motions in accordance with the BCTF Simplified Rules of Order (1984). They are also responsible for debriefing committee activities to administration. The teachers' Staff Committee Chair Secretary will take minutes.

## 6. Procedures

- A. A staff member with a concern or issue will submit this item to the Staff Committee Chair to be added to the agenda.
- B. In order for an item to be considered, this individual - or a representative – must be present at the Staff Committee meeting.
- C. The principal shall not unreasonably refuse to implement the recommendations (decisions) of a Staff Committee or the majority vote of the staff.
- D. In the case where a Principal rejects a recommendation (decision) of the Staff Committee or a majority vote of the staff, the Principal will submit in writing the reasons for rejection to the Staff Committee.
- E. Following each meeting the Chair will meet with administration to debrief the meeting. It is the Chair's responsibility to represent the Teacher Staff Committee and they should be given adequate time to communicate with administration.
- F. The staff committee chair will report out to the staff committee after their meeting with the administration.

# Sample Staff Committee Minutes

School:		Date:
Chair:	Secretary:	Attendance:

**Present:**

**Absent:**

**Agenda Items:**

- 1.
- 2.
- 3.

**Item 1 Notes:**

**Motion:**

Moved by:  
DEFEATED

Seconded by:

CARRIED /

**Item 2 Notes:**

**Motion:**

Moved by:  
DEFEATED

Seconded by:

CARRIED /

**Item 3 Notes:**

**Motion:**

Moved by:  
DEFEATED

Seconded by:

CARRIED /

**Debrief with Administration Notes:**

**Future Agenda Items:**

- 1.
- 2.
- 3.

# Appendix A: Simplified Robert's Rules of Order

**Motion:** A main motion brings business before a meeting. A meeting can consider only one subject at a time, so a main motion can be made only when no other motion is pending. The meeting cannot consider any other business until the motion has been disposed of (or some other motion of higher precedence has been proposed, seconded, and accepted by the chair.)

**Amendment:** A motion to change, to add words to, or to omit words from, an original motion—usually to clarify or improve the wording of the original motion. (There is a long tradition of not allowing amendments that are contrary to the intent of the motion.)

**Amendment to the amendment:** A motion to change, to add words to, or to omit words from, the first amendment. (There cannot be an amendment to the amendment to the amendment.)

**Challenge the Chair:** Any ruling of the chair can be challenged, but such appeals must be made immediately after the ruling. If debate has progressed, a challenge is not in order.

**Refer:** If a motion needs to be discussed more informally or at greater length than is possible in a regular meeting, Robert's Rules allows you to refer the motion (usually to a specific committee). Both sides of the issue must have been heard for this motion to be in order.

**Table:** A motion to set aside consideration of the main motion; it has the effect of delaying or preventing action from being taken on the main motion. Rather than passing or defeating a motion, a meeting may choose to “bury” it by tabling. A motion to table is not debatable, so if someone moves to table a motion, the vote to do so (or not) takes place immediately.

**Postpone:** A motion to postpone to a certain time (or postpone indefinitely) allows for limited debate which must not go into the merits of the main question any more than is necessary to enable the meeting to determine the propriety of the postponement. It may only be amended as to the time of postponement.

## I move that we:

Adopt... (the agenda/ or the minutes from meeting dated \_\_\_\_\_)

Amend... (agenda/minutes/motion)

Recommend... (something --to another body – admin, dept, STA reps etc.)

Put the question... (i.e. vote now /stop debating)

Table the motion... (it disappears; no record of it)

Refer the motion... (to the next meeting)

**NOTE:** Remember to record in the minutes who the mover/seconded was, and if it “carried” or was “defeated.”

# Appendix B: Contract Articles Requiring Staff Consultation

## ARTICLE A.31: EDUCATION ASSISTANTS

A.31.6 The administrator of the school will consult with the School Staff Committee and other appropriate staff when assigning non-dedicated and dedicated education assistant time.

## ARTICLE D.17: SUPERVISION DUTIES

D.17.1 No teacher shall be required to perform school supervision duties during the school's regularly scheduled noon intermission.

D.17.2 In addition to D.17.1 above, no teacher shall have more than 30 minutes per week of required supervision duty.

D.17.3 In the application of D.17.2 above, **the staff of each school, including the administrative officer, shall agree on the required supervision duties** and shall ensure that such duties are assigned in an equitable manner.

## ARTICLE D.1.3

D.1.3 A **school staff including administration** will develop the class organization with best utilizes professional staff and serves the needs of students in compliance with class size limits as in D.1.1, except for D.1.8.

## ARTICLE D.2.10: SCHOOL BASED TEAM/CONSULTATION FUNDING

D.2.10 The board shall establish a district-wide fund in the total annual amount of \$30,000.00 per annum which will be increased to \$35,000 effective July, 1993, the purpose of which is to provide release time for school-based team meetings and teacher/teacher assistant consultations. **The school staff committee and the administrative officer shall jointly determine the portions of each school's allocation which will be applied for the above purposes.**

A joint committee of the Board and the Association shall review annually the methods of allocation of the district-wide fund and the level of expenditures at each school of the funds allocated to that school and shall determine how the district-wide fund will be allocated for the next school year.

## ARTICLE D.22: STAFF MEETINGS

- D.22.1. Staff Meetings held under the authority of School Act Regulation shall be in the form of monthly school staff meetings and emergent school staff meetings.
- D.22.2. **At the start of each school year, the Principal shall consult with the school staff or the school staff committee to jointly determine procedures and guidelines for monthly and emergent school staff meetings.** These procedures and guidelines shall address matters such as: agenda setting, circulation of agendas, frequency of meetings, place, duration, notice and procedures for absences from the meeting. Once determined, these matters will be outlined and copies distributed to each staff member by October 1 of each year.
- D.22.3. Regular school staff meetings which are additional to the monthly staff meetings shall be scheduled only with the agreement of the staff through the process described in clause D.22.2.
- D.22.4. With the exception of school startup at the beginning of each school year or semester change, regular school staff meetings will be limited to one and one half hours after the meeting is called to order.
- D.22.5. Summary notes of the meetings, including a list of those in attendance at the meeting, shall be written, circulated to all staff members and retained in the school.
- D.22.6. Teachers are responsible for being informed about the business of staff meetings.

## ARTICLE E.3: POSITIONS AND ASSIGNMENTS

- E.15.1 **The administrative officer in consultation with the Staff Committee or staff** shall meet prior to June 1 as part of the school planning process for the upcoming school year for the purpose of discussing the timetable and staff assignments available for the next school year and, if necessary, any new or existing teaching positions that require filling in the school.
- E.15.2 A school staff including administration will develop the class organization which best utilizes professional staff and serves the needs of students in compliance with class size limits as in D.1.1, except for D.1.9.
- E.15.3 A teacher's assignment shall be based on the qualifications, training, experience, district seniority and personal preference of the teacher.
- E.15.4 A teacher will be notified as soon as a decision is made to change his/her assignment.
- E.15.5 Assignments shall not be made or altered for arbitrary or capricious reasons.
- E.15.6 If a proposed assignment change involves an increase of 0.3 FTE or less, such an increase shall not be posted. If a proposed assignment change is greater than 0.3 FTE,

that increase constitutes a vacancy and only the increase shall be posted in accordance with Article E.13 (*Note: See also LOU#108 Staffing Process 2019-2022*)

- E.15.7 Assignments are to be arranged in such a way as to permit the creation of as many full-time positions as possible provided that:
- a. job sharing and limited part-time opportunities exist pursuant to Article C.15 (Part-time Teachers Terms and Conditions)
  - b. no teacher currently on the school staff involuntarily loses his/her teaching position in the school as a result of this arrangement.
- E.15.8 A teacher may discuss any concerns with an assignment with the administrative officer. If a concern still exists after the meeting with the administrative officer, the teacher may request a meeting with the Superintendent or designate. The teacher may be accompanied by an Association representative.
- E.15.9 Teachers returning from a leave of absence shall be placed in a position and assignment according to the terms of the clause under which they were granted the leave.
- E.15.10 All teachers granted a leave of absence prior to September 1, 1993 shall return to a position and assignment under the terms agreed to by the teacher and the Board at the time the leave was granted.
- E.15.11 Effective September 1, 1993 any teacher granted leave of absence for one year or longer than one year for which there are no return provisions stated in the collective agreement shall be placed in a position comparable to that previously held. Nothing in this article shall prevent a returning teacher from accessing the provisions of Article E.13 and E.14.
- E.15.12 If the Board grants a teacher a leave of absence which is not covered by this collective agreement, for a period of time less than one year, the vacancy shall be filled on a temporary basis according to C.12.4 and at the end of the leave of absence the teacher shall return to the same position.

## **ARTICLE E.20: TEACHER IN CHARGE**

- E.20.1 **At the start of each school year**, the Administrative Officer in each school shall select, through a posting in the school, up to three (3) teachers to serve as teacher-in-charge during that year.
- E.20.2 In the event that all administrative officers assigned to the school are absent and the administration feels it is necessary to appoint a teacher-in-charge, the appointment shall be made from among the three (3) teachers selected under Article E.20.1.
- E.20.3 When no teachers respond to the posting under Article E.20.1, or when those who respond are unavailable or unacceptable to the Administrative Officer, the

Administrative Officer may request other teachers from that school to fill the capacity. If the teachers so requested are unwilling to do so, the Administrative Officer may appoint a teacher to fill the capacity for the balance of the regular school day.

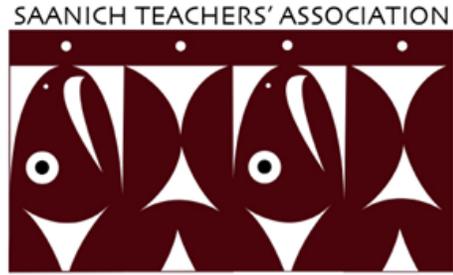
- E.20.4 Teachers-in-charge shall not work in such capacity for more than seven (7) consecutive school days on any one appointment. With the agreement of the teacher-in-charge, the appointment may be extended up to five (5) additional days.
- E.20.5 Teachers-in-charge shall assure that the safety of the students and the regular routine and security of the school are maintained. They shall deal with emergent matters, with assistance from District supervisory staff, as required. They shall maintain routine attendance recording and information reporting, as well as assuming the normal noon supervision duties of the absent administrative officer(s).
- E.20.6 Teacher-in-charge shall not perform the following ongoing management duties:
- a. long range planning,
  - b. evaluating and disciplining teachers and/or support staff,
  - c. after school committee or group parent meetings (not including routine parent contact),
  - d. formal, written, suspension of students (not including dismissing students for the balance of the day), and
  - e. decisions involving school budgets.
- E.20.7 While acting as teacher-in-charge, the teacher shall be covered by all the terms and conditions of this Agreement.
- E.20.8 When acting as a teacher-in-charge, the teacher shall be provided with a teacher-on-call for at least the same release time as allocated to the absent Administrative Officer for administration purposes. Additional release time may be granted by the Superintendent or designate when circumstances warrant.

#### **ARTICLE F.14: NON-INSTRUCTIONAL DAYS**

- F.14.1 Non-instructional days shall be available as described in Article D.14.3.
- F.14.2 Two of the five available non-instructional days as prescribed in Article D.14.3 shall be used for teacher professional development activities as approved by the Joint Professional Development Committee.
- F.14.3 Three of the five available non-instructional days as prescribed in Article D.14.3 shall be used **for staff-determined activities**.

- F.14.4 The school staff or Association or Joint Professional Development Committee shall submit to the Board before June 30 of each year requests for dates for professional development activities.
- F.14.5 If it is necessary to change the date of a non-instructional day, application for such change should be made to the Board as soon as possible.
- F.14.6 The Board will continue to consider some modification of the regular school schedule to facilitate an effective parent/teacher consultation program.
- F.14.7 All non-instructional days shall be considered as instructional days for salary purposes.

# Appendix C: Sample Templates



## Monthly and Emergent Staff Meetings

This agreement outlines the expectations of Monthly and Emergent Staff Meetings according to D.22.2 of the Collective Agreement:

- D.22.2** At the start of each school year, the Principal shall consult with the school staff or the school staff committee to jointly determine procedures and guidelines for monthly and emergent school staff meetings. These procedures and guidelines shall address matters such as: agenda setting, circulation of agendas, frequency of meetings, place, duration, notice and procedures for absences from the meeting. Once determined, these matters will be outlined and copies distributed to each staff member by October 1 of each year.

## Monthly Meetings:

1. The Agenda of the Monthly Staff Meetings will be set by: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. The Agenda of each Month Staff Meeting will include the following standing items (optional):
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
3. The Agenda of the Monthly Staff Meetings will be emailed out to staff by the \_\_\_\_\_ before the meeting.
4. The Monthly Staff Meeting will take place in: \_\_\_\_\_
5. With the exception of school startup at the beginning of each school year or semester change, Monthly Staffing Meetings will typically start at: \_\_\_\_\_ and end 1.5 hours after the meeting has been called to order (D.22.4)

6. Notice and procedures for absences from meetings will be as follows:

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7. As per D.22.6 "Teachers are responsible for being informed about the business of staff meetings."

8. Summary notes of the meeting will be emailed to the staff no later than the \_\_\_\_\_ after the meeting.

Emergent Staff Meetings:

1. Staff Meetings that deal with an emergent need may be called.
2. An Emergent Staff Meeting may be called by Administration.
3. Administrators will endeavor to provide Staff with \_\_\_\_\_ hours of notice of an Emergent Staff Meeting.
4. An Emergent Staff Meeting will not deal with issues that can reasonably be dealt with at a Monthly Staff Meeting.
5. Only teachers scheduled to work will be expected to attend an Emergent Staff Meeting,
6. As per D.22.6 "Teachers are responsible for being informed about the business of staff meetings."
7. Summary notes of the meeting will be emailed to the staff no later than the \_\_\_\_\_ after the meeting.

Cancellation of Scheduled Staff Meetings.

1. If a Staff Meeting is canceled, administration may reschedule the meeting to the following week.
2. No staff member will be required to cancel any previously scheduled obligations to attend the rescheduled meeting.

Date: \_\_\_\_\_

Signed:

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## D.2.10 School Based Team Funding Agreement Template



### D.2.10 School Based Team/Consultation Funding

The Board shall establish a district-wide fund in the total annual amount of \$35,000.00 per annum, the purpose of which is to provide release time for school-based team meetings and teacher/teacher assistant consultations. The school staff committee and the administrative officer shall jointly determine the portions of each school's allocation which will be applied for the above purposes.

A joint committee of the Board and the Association shall review annually the methods of allocation of the district-wide fund and the level of expenditures at each school of the funds allocated to that school and shall determine how the district-wide fund will be allocated for the next school year.

The school has received: \$\_\_\_\_\_ as its D.2.10 allocation

This money is to be used to provide release time for:

- a) School-based team meetings, and
- b) Teacher / Educational Assistant consultations.

"The school staff committee and the administrative officer shall jointly determine the portions of each school's allocation which will be applied for the above purposes."

This agreement documents the agreement between the school staff committee and the administrative officer on how the school's D.2.10 allocation will be applied to the above purposes.

\$\_\_\_\_\_ will be applied to School-Based Team meetings. (which includes IEP meetings and does not include Class Profiles Meeting)

\$\_\_\_\_\_ will be applied to Teacher / Educational Assistant consultations.

This agreement can be adjusted by mutual agreement between the school staff committee and the administrative officer.

**Signed:**

\_\_\_\_\_

**School Staff Committee Chair**

\_\_\_\_\_

**School Administration**

# Appendix D: BCTF Guidelines for Teachers' Staff Committee

## O. Staff Committees

### PROCEDURES

#### 3.O.02—

##### 1. Purposes

That the purposes of Staff Committees are:

- a. to promote democratic decision-making in schools.
- b. to ensure greater commitment to decisions.
- c. to enhance professionalism and the quality of education.

##### 2. Role and Responsibility

Principles governing the role and responsibility of Staff Committees:

- a. are based on principles of participatory democracy, professional practise and collegiality.
- b. are consistent with the terms of local collective agreements and Federation policy.
- c. provide an opportunity for every staff member to be directly involved in shaping the educational policies and practices of the schools.
- d. provide teachers with the authority and autonomy to reflect on their practice, share and analyze this reflection with colleagues and apply the results of this analysis to the practical, day-to-day decision and policy making at the school level.
- e. provide a forum for collegial problem-solving on matters of resource allocation, education policy and professional practice within the school.

##### 3. Scope of Function

That the function of Staff Committees is consistent with the local collective agreement, local policy, and BCTF policy.

That the function of Staff Committees be to review and make recommendations on any matters of staff concern which may include but shall not be limited to the following.

- a. Review each teacher's assignment under the following headings:
  - i. Adequate physical requirements.
  - ii. Suitable class size and composition.
  - iii. Suitable instructional assignment.
  - iv. An adequate supply of learning materials.
  - v. An adequate auxiliary staff.
  - vi. Time to plan, to organize and to work with individual students, with colleagues, and with parents.

- vii. Student evaluation (reporting on student progress).
- b. Assess the teaching and learning conditions within the school and make recommendations for improvement in the total teaching situation.
- c. Assess the need within their schools for, and the appropriate utilization of resource persons from other government ministries. (95 AGM, p. 18)
- d. Study and make recommendations on:
  - i. school regulations, policies and routines.
  - ii. school educational policy.
  - iii. non-instructional days.
  - iv. school curriculum planning and evaluation.
  - v. school timetable and organization.
  - vi. school staffing including utilization of teaching staff and auxiliary staff.
  - vii. professional development. viii. staff development. (Nov 09 RA, p. 12)
- e. Establish structures that promote effective communication and co-operation between staff and the school's parent advisory committee.
- f. Receive representations from members of the community, students and/or committees of students in such a manner as may be agreed to by the committee.
- g. Have access to and review all school level budget and financial information.
- h. Ensure that all staff are provided with the relevant information to assist the staff in making educationally sound decisions.
- i. Explore any other matters of concern to members of the school staff.
- j. Have input into defining the in-school role, function and tasks of the school's administrator(s). (95 AGM, p. 16)

### **3.0.04—**

1. That the decisions made by a school staff may be made by consensus of the whole staff, by majority vote, or by delegation to any Staff Committee or group authorized by the school staff to make decisions on its behalf; however such practices shall not serve to limit the right of teachers to involvement in the decision making process.
2. That the school staff should not concede to administrative officers the right to reject democratically determined decisions of staff.

3. That decisions made by the staff, or by any group authorized by the staff to make decisions, shall be open to review and revision by the school staff. (06 AGM, p. 17)

### **3.0.06 — Local Support for Staff Committees**

1. That policies and guidelines with respect to Staff Committees shall be consistent with the terms of the local collective agreement and with BCTF policy.
2. That where the collective agreement is silent on the matter, the locals develop policies on Staff Committees with respect to the following:
  - a. size and composition of school Staff Committees.
  - b. relationship between Staff Committees and other school based committees, non-teaching personnel, parent advisory council, and student council.
  - c. guidelines for the framing of Staff Committee constitutions that include:
    - i. voting and election procedures, including election of a chair.
    - ii. scheduling meetings.
    - iii. development of the agenda.
    - iv. reporting and circulation of minutes.
    - v. conduct of meetings.
    - vi. decision making process.
    - vii. role of the staff representative. (90 AGM, pp. 65-67) (97 AGM, p. 45)

### **3.0.08—**

That BCTF members invite all unionized non-teaching staff in our schools to attend and participate, without voting rights on contractual matters, in Staff Committee meetings, where appropriate. (June 06 RA, p. 11)

# Appendix E: Submitted Agenda Items

## **Submitted Agenda Items:**

Any member of the Staff Committee should be able to submit items for the Agenda. There are a few different ways of dealing with those submitted Agenda items. The current culture in your school or your constitution could dictate how agenda items will be dealt with. Here are two common ways:

***Chairperson introduces the topic:*** The member wishing to have the item on the agenda, will talk to the chairperson and give details about the item. The chairperson will then speak to the item during the Staff Committee meeting. This method does allow members who might be uncomfortable speaking in front of their staff or uncomfortable speaking on that particular topic, to still be able to bring the item forward. This method could, on the other hand, allow a member to give the appearance of raising challenging topics, without actually needing to speak to them

***The member introduces the topic:*** The member wishing to have the item on the agenda would notify the chairperson, but it would be the member who would discuss the item. This method allows for the topic to be discussed by the member wishing it to be discussed. This method could result in few people putting items forward if they are uncomfortable speaking on the topic.

Unless your School Staff Committee Constitution makes reference on how agenda items will be dealt with, the discretion on how they will be dealt with will be up to the chairperson. The chairperson could make it clear on one particular method throughout the year, or the chairperson could use a different method depending on a particular situation.

# Appendix F: Classroom Assignments

Classroom assignments in a school can at times be a contentious issue. This especially so when an available space is desired by multiple members on staff. The below is an example of a School Staff Committee's decision on how classrooms should be assigned in a school.

\_\_\_\_\_ School Beliefs About vacant Classrooms

We believe when classrooms become vacant, teachers who are continuing on staff at \_\_\_\_\_ will have the opportunity to express interest in the vacated rooms. Interested teachers will provide administration with a brief rationale for their desired move. Decisions about re-assigning rooms will be based on the following considerations:

- classroom/furniture size
- age/size of students
- proximity to bathrooms (kindergarten-grade 1)
- placement (location) of grade groups in the school
- the teacher's preferences
- the desire to have a sense of permanency for continuing staff

These are our beliefs about assigning teachers to vacant classrooms in the preparation of a new school year.

\_\_\_\_\_ School Staff Committee

Date: \_\_\_\_\_

# Appendix G: Remedy Policies

There are several ways for remedy to go into remedy banks that are controlled by the Staff Committee. The amount of remedy that a Staff Committee has will vary depending on the school, but if your school is one that has a larger amount of remedy, you may want to consider developing a policy or guidelines on its use. The below guidelines is one example that comes from Claremont Secondary School .

## General Understanding/Guidelines::

1. The Staff Committee has been designated to oversee the donated Remedy for Claremont.
2. The Staff Committee will vote and a majority of the voting members present at a meeting where quorum has been reached will determine the vote outcome. In the case of a tie, the motion does not pass.
3. Teachers are expected to exhaust their own Remedy before using down any Remedy provided through the Staff Committee. Co-Chairs shall have the ability to request a teacher confirm they have exhausted their own Remedy.
4. Teachers who want to request Remedy shall do so through informing a member of the Staff Committee (ideally Co-Chairs but not required), and shall put the request in writing (email acceptable).
5. Unless urgent, the request shall be placed on the next Staff Committee meeting agenda (traditionally first Thursday of the month at lunch).
6. If deemed urgent, the Staff Committee Chair/Co-Chairs shall put the motion out over email for an email vote of the Staff Committee Members. When a majority of the Staff Committee have voted and an outcome has been achieved, the Co-Chairs will announce the outcome of the vote and inform the requesting teacher and Staff Committee.
7. Teachers shall have access to the Staff Committee-controlled Remedy Bank to a maximum of 4 days at a time.
8. Generally, teachers shall only be able to apply to use Remedy once per semester or until 4 days have been used per semester.