



Teacher Collective Agreement

ADMINISTRATION BULLETIN



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Please copy to:

- School District Teacher Issues Contacts
- Trustees
- Management Staff
- Principals and Vice Principals
- BCPSEA Board of Directors
- Management Partner Associations
- Ministry of Education
- British Columbia Teachers' Federation

By E-mail: 3 Pages

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Consent and Consultation: Discussions and Records

Further to *Teacher Collective Agreement Administration Bulletin* (TCAAB) No. 45, we have been asked by districts to provide guidelines for Principals to use when having discussions with teachers regarding a proposed class organization that:

- exceeds 30 students in a Grade 4-7 class (consent);
- exceeds 30 students in a Grade 8-12 class (consultation); and/or
- places more than 3 students with IEPs in a class (consultation).

We suggest the Principal:

1. share the proposed organization with the teacher(s)
2. ask the teacher(s) to identify any concerns and suggest alternative organizations
3. discuss all points and alternatives raised by the teacher(s)
4. discuss any alternatives that arise as a result of the discussions in #3
5. record the rationale for the organization determined after discussions have been held
5. if consent is required, ensure the teacher agrees with the organization
6. if consultation is required, share the organization with the teacher.

The above may take place in a single meeting or a series of meetings. In some schools, classes are developed in group sessions involving all the teachers in a particular grade or subject area. Regardless, it is the Principal's responsibility to ensure that voluntary consent has been given where it is required.

We advise that Principals keep brief notes of all discussions. The notes can be used to prepare the required report to the Board/DPAC/Minister as well as a memory refresher should a grievance be filed.

Grievances may take some time to work their way through to arbitration. In the meantime, memories fade and staff change. The Principal's notes of discussions with teachers, the minutes of the consultation with the School Planning Council, and the report provided to the Board/DPAC/Minister will be useful documents at arbitration hearings.

Attached is a sample form that districts may choose to utilize. If your district has developed its own form and is willing to share it with other districts, please forward an electronic copy to Nancy Hill at nancyhi@bcpsea.bc.ca.

Union Representation

As discussed in TCAAB No. 45, the *School Act* does not create a right for a teacher to have union representation at discussions regarding classroom organization. However, districts should review the right to representation language in their particular agreement as approximately 20 agreements may provide such a right.

Questions

If you have any questions with regard to Bill 33, please call Mike Hancock at 604.730.4510 or Bonda Bitzer at 604.730.4505.

Distribution of this Bulletin

Please ensure that this bulletin is circulated to all administrative staff, in both the district office and schools, who must rely on the collective agreement in the performance of their duties.