

Branch President / School Based Work Team (SBWT) Calendar

Revised September 2021

[Link to TBU Collective Agreement 2019-2022](#)

[Link to TBU Constitution](#)

September	
Branch President	<ul style="list-style-type: none"> • Introduce yourself as Federation rep to all new teachers • Try to fill any vacant Branch positions - ensure District Office has Branch executive list • Get copies of teacher allocation chart (who's where), voicemail list, staff phone numbers for yourself and District Office - send to District Office ASAP • Check if there are members not returning due to unexpected illness or other reasons - let Chief Negotiator know if necessary • Receive list of Teachers who are to have performance appraisals (TPA) this year • Remind Teachers of the helpfulness of seating plans for Occasional Teachers (OTs)
SBWT	<ul style="list-style-type: none"> • Monitor all new hires – let Chief Negotiator know if there are concerns • Check on class sizes - big/small - potential splits. If there is a disagreement about the set class size, please notify us immediately. Do not wait for the Class Size Survey in October. • Obtain Mutual Consent Forms for teaching out of subject area (Article 19.10) • Ask Principal if affected Teachers have been informed about students' Behaviour Safety Plans • Check On-call/Supervision schedule for compliance with Article 14.2 – for example, prorating for part-time teachers - send to District Office ASAP when final (Article 14) • Post On-call/supervision schedule on the OSSTF bulletin board or other area visible for OTs
Executive	<ul style="list-style-type: none"> • Review duties of the Executive (Bylaw 9) • Strike Constitution Committee (Bylaw 15) • <i>In a non-election year:</i> Strike Election Rules Committee (min 3 members) (Bylaw 16)
October	
Branch President	<ul style="list-style-type: none"> • Keep your ear to the ground about issues. Let us know if we can assist. • Check in with teachers having a TPA to support if necessary • Remind Teachers: If a violent incidents occur, they should fill out the appropriate forms, keep a copy, and provide a copy to the Health and Safety representative.
SBWT	<ul style="list-style-type: none"> • Class size count date is the 25th school day—Administer Class Size Survey and report any class size violations to the Chief Negotiator ASAP (Article 15) • Receive and review from administration the Teacher Utilization Report on Count Date to cross reference data from Class Size Surveys (Article 14.5 and Article 15) • Continue to monitor new hires, including extended occasional teacher appointments
Executive	<ul style="list-style-type: none"> • Consider developing motions for AMPA (the Annual Meeting of the Provincial Assembly – OSSTF's provincial general meeting). Final approval will have to occur at Dec meeting.
November	
Branch President	<ul style="list-style-type: none"> • Remind members of Nov 15 deadline for Sem II leaves and reduction in teaching load (Article 29) • Remind Members of retirement date of Dec 1 to retire at the end of Sem I (Article 23) • Consult teachers regarding PAR structure for potential restructure (Article 16)

SBWT	<ul style="list-style-type: none"> • Staffing for Sem II begins –ask about section vacancies for Sem II • Monitor staffing and report any concerns to Chief Negotiator
Executive	<ul style="list-style-type: none"> • Annual Meeting of Provincial Assembly (AMPA) Delegate applications due – submit application by deadline if interested (AMPA takes place Friday before March Break and first 3 days of March Break) (Bylaw 21) • Vote for AMPA Delegates at Executive meeting • Refine motions for AMPA. Final approval will have to occur at Dec meeting.
December	
Branch President	<ul style="list-style-type: none"> • Remind members of Dec 10 deadline to notify Board of new qualifications for pay purposes (Article 45) • Remind Focus Program teachers to inform Principal of intention to continue or not by Jan 15 (Article 14)
SBWT	<ul style="list-style-type: none"> • Monitor staffing and report any concerns to the Chief Negotiator • Check Exam Schedule and related supervision schedules for fairness, especially if Senior exams are being run early
Executive	<ul style="list-style-type: none"> • Submit application for AMPA Alternate by deadline if interested (District Bylaw 19) • Vote for AMPA Alternates at Executive Meeting • Approve motions which will be submitted for AMPA.
January	
Branch President	<ul style="list-style-type: none"> • Consult teachers regarding PAR structure (can do this earlier, too) (Article 16) • Remind Focus teachers to inform Principal of intent to return or not by Jan 15 (Article 14)
SBWT	<ul style="list-style-type: none"> • Monitor staffing (ex. watch for new postings and ensure that they match the vacancies)
February	
Branch President	<ul style="list-style-type: none"> • Introduce yourself as Federation rep to all new teachers • Get new teacher allocation chart (who's where), voicemail list, staff phone numbers for yourself and District Office - send into District Office ASAP • Inform members that if courses are completed to change categories then they are to notify the Board in that month.
SBWT	<ul style="list-style-type: none"> • Monitor all new hires • Check on class sizes - big/small - potential splits. If there is a disagreement about the set class size, please notify us immediately. Do not wait for the Class Size Survey in March. • Obtain Mutual Consent Forms for teaching out of subject area (Article 19.10) • On-call/supervision schedule - check for compliance with Article 14.2 – for example, prorating for part-time teachers - send to District Office ASAP when final (Article 14) • Post On-call/supervision schedule on the OSSTF bulletin board or other area visible for OTs • Schools receive PAR distribution Feb 7 - review PAR structure and negotiate changes by Feb 28 (Article 16) • Jointly present agreed to PAR structure to staff for a vote by Feb 28 or first meeting in March - send to District Office ASAP • Principal gives Teaching Preference Survey to members – Members submit it to Principal by Feb 28 – SBWT should receive a copy (Article 14.5)

March	
Branch President	<ul style="list-style-type: none"> • Receive draft seniority list – inform teachers of Apr 7 deadline for changes to list (Article 18.2) • Encourage members to check the list and complete related form • Remind Members of Voluntary Transfer List deadline of Apr 10 (Article 19.8) • Remind Members of retirement date of May 1 (Article 23) • Remind teachers of Leave Requests (including Reduction of Teaching Load) deadline of Apr 1 (Article 29) • Remind teachers of various types of Leaves (Articles 27, 28, 29, 30, 31, 32, 33, 34) • Remind teachers that Teacher-Funded Sabbatical Leave for Sem II must be applied for by Apr 1 (Article 34)
SBWT	<ul style="list-style-type: none"> • Class size count date is the 25th school day – Administer Class Size Survey and report any class size violations to the Chief Negotiator ASAP (Article 15) • Receive and review from administration the Teacher Utilization Report on Count Date to cross reference data from Class Size Surveys (Article 15) • Continue to monitor new hires, including extended occasional teacher appointments
Executive	<ul style="list-style-type: none"> • AMPA takes place Friday before March Break and first 3 days of March Break • Approve TBU budget for next Federation year (Bylaw 8) • Review the proposed PAR structures • <i>In an Election year:</i> Elections and Nominations Committee begins preparations for Elections - all BP's not running for office are on this committee (Bylaw 16)
April	
Branch President	<ul style="list-style-type: none"> • Remind members regarding Transfer List deadline Apr 10 (Article 19) • Remind members of Apr 10 deadline to notify Board of new qualifications for pay purposes for courses completed by Dec 31 (Article 46) • Obtain final seniority list by Apr 15 (Article 19) • Remind teachers of resignation/retirement date of May 1 (Article 23)
SBWT	<ul style="list-style-type: none"> • Review Preliminary Staffing Plan – Principal submits it to the Board by Apr 30 (Article 19)
Executive	<ul style="list-style-type: none"> • Nominations for District and TBU awards due • On-time motions for Annual General Meeting due 4 weeks before AGM (Bylaw 17) • Approve TBU budget at least 3 weeks prior to AGM (Bylaw 8) • Approve AGM agenda for distribution to the membership (Bylaw 8) • Review minutes from previous AGM for distribution to the membership • President distributes school allocation chart to BPs from Joint Secondary Staffing Committee • <i>In an Election year:</i> Elections and Nominations Committee meets, if necessary

May	
Branch President	<ul style="list-style-type: none"> • Prep teachers for Branch elections - call for nominations for election in June (Bylaw 9) • Prep teachers for chance of getting a letter declaring surplus at the end of May (Article 19.4) • Inform teachers that there will be a North or Not form (and rest of process) (Article 19.6) • <i>In an Election year: Organize/Run District + TBU Elections in schools the day after the AGM</i>
SBWT	<ul style="list-style-type: none"> • Review Final Staffing Plan – ensure surplus list respects seniority (Article 19) • Check Exam Schedule and related supervision schedules for fairness, especially if Senior exams are being run early
Executive	<ul style="list-style-type: none"> • Attend AGM - third week in May • Report on final school plans received by the Board by May 31 • <i>In an Election year: Elections and Nominations Committee meets to close nominations 2 weeks before AGM + prep for possible election in schools following the AGM (Bylaw 16)</i> • Choose delegates to Leadership in August – submit names by end of May
June	
Branch President	<ul style="list-style-type: none"> • Hold Branch elections (including committee reps) early in June, preferably before June 15 • Remind teachers surplus to the school to complete the North or Not form (Article 19.6) • Remind retiring teachers that deadline for applying to the Occasional Teacher Roster is July 15 for next school year (Article 47.3)
SBWT	<ul style="list-style-type: none"> • Continue to monitor staffing
Executive	<ul style="list-style-type: none"> • Inaugural meeting of TBU Exec with newly elected Executive • Select Chair of Branch Presidents at the inaugural meeting (Bylaw 8) • Strike Grievance Appeal Committee (Bylaws 8 and 13)