

# **Branch President / School Based Work Team (SBWT) Calendar**

*Revised September 2022*

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

[Link to TBU Constitution](#)

September	
<b>Branch President</b>	<ul style="list-style-type: none"> <li>• Introduce yourself as Federation rep to all new teachers</li> <li>• Try to fill any vacant Branch positions - ensure District Office has <a href="#">Branch roster / profile</a></li> <li>• Get copies of teacher allocation chart (who's where), voicemail list, staff phone numbers for yourself and District Office - <b>send to District Office ASAP</b></li> <li>• Check if there are members not returning due to unexpected illness or other reasons - let Chief Negotiator know if necessary</li> <li>• Receive list of Teachers who are to have performance appraisals (TPA) this year</li> <li>• Remind Teachers of the helpfulness of seating plans for Occasional Teachers (OTs)</li> </ul>
<b>SBWT</b>	<ul style="list-style-type: none"> <li>• Monitor all new hires – let Chief Negotiator know if there are concerns</li> <li>• Check on class sizes - big/small - potential splits. <b>If there is a disagreement about the set class size, please notify us immediately. Do not wait for the Class Size Survey in October.</b></li> <li>• Obtain Mutual Consent Forms for teaching out of subject area (Article 19.10)</li> <li>• Ask Principal if affected Teachers have been informed about students' Behaviour Safety Plans</li> <li>• Check On-call/Supervision schedule for compliance with Article 14.2 – for example, prorating for part-time teachers - <b>send to District Office ASAP when final</b> (Article 14)</li> <li>• Post On-call/supervision schedule on the OSSTF bulletin board or other area visible for OTs</li> </ul>
<b>Executive</b>	<ul style="list-style-type: none"> <li>• Review duties of the Executive (Bylaw 9)</li> <li>• Strike Constitution Committee (Bylaw 15)</li> <li>• <i>In a non-election year:</i> Strike Election Rules Committee (min 3 members) (Bylaw 16)</li> </ul>
October	
<b>Branch President</b>	<ul style="list-style-type: none"> <li>• Keep your ear to the ground about issues. Let us know if we can assist.</li> <li>• Check in with teachers having a TPA to support if necessary</li> <li>• 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.</li> </ul>
<b>SBWT</b>	<ul style="list-style-type: none"> <li>• 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)</li> <li>• 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)</li> <li>• Continue to monitor new hires, including extended occasional teacher appointments</li> </ul>
<b>Executive</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
November	
<b>Branch President</b>	<ul style="list-style-type: none"> <li>• Remind members of Nov 15 deadline for Sem II leaves and reduction in teaching load (Article 29)</li> <li>• Remind Members of retirement date of Dec 1 to retire at the end of Sem I (Article 23)</li> <li>• Consult teachers regarding PAR structure for potential restructure (Article 16)</li> </ul>

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

March	
<b>Branch President</b>	<ul style="list-style-type: none"> <li>• Receive draft seniority list – inform teachers of Apr 7 deadline for changes to list (Article 18.2)</li> <li>• Encourage members to check the list and complete related form</li> <li>• Remind Members of Voluntary Transfer List deadline of Apr 10 (Article 19.8)</li> <li>• Remind Members of retirement date of May 1 (Article 23)</li> <li>• Remind teachers of Leave Requests (including Reduction of Teaching Load) deadline of Apr 1 (Article 29)</li> <li>• Remind teachers of various types of Leaves (Articles 27, 28, 29, 30, 31, 32, 33, 34)</li> <li>• Remind teachers that Teacher-Funded Sabbatical Leave <b>for Sem II</b> must be applied for by Apr 1 (Article 34)</li> </ul>
<b>SBWT</b>	<ul style="list-style-type: none"> <li>• 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)</li> <li>• Receive and review from administration the Teacher Utilization Report on Count Date to cross reference data from Class Size Surveys (Article 15)</li> <li>• Continue to monitor new hires, including extended occasional teacher appointments</li> </ul>
<b>Executive</b>	<ul style="list-style-type: none"> <li>• AMPA takes place Friday before March Break and first 3 days of March Break</li> <li>• Approve TBU budget for next Federation year (Bylaw 8)</li> <li>• Review the proposed PAR structures</li> <li>• <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)</li> </ul>
April	
<b>Branch President</b>	<ul style="list-style-type: none"> <li>• Remind members regarding Transfer List deadline Apr 10 (Article 19)</li> <li>• Remind members of Apr 10 deadline to notify Board of new qualifications for pay purposes for courses completed by Dec 31 (Article 46)</li> <li>• Obtain final seniority list by Apr 15 (Article 19)</li> <li>• Remind teachers of resignation/retirement date of May 1 (Article 23)</li> </ul>
<b>SBWT</b>	<ul style="list-style-type: none"> <li>• Review Preliminary Staffing Plan – Principal submits it to the Board by Apr 30 (Article 19)</li> </ul>
<b>Executive</b>	<ul style="list-style-type: none"> <li>• Nominations for District and TBU awards due</li> <li>• On-time motions for Annual General Meeting due 4 weeks before AGM (Bylaw 17)</li> <li>• Approve TBU budget at least 3 weeks prior to AGM (Bylaw 8)</li> <li>• Approve AGM agenda for distribution to the membership (Bylaw 8)</li> <li>• Review minutes from previous AGM for distribution to the membership</li> <li>• President distributes school allocation chart to BPs from Joint Secondary Staffing Committee</li> <li>• <i>In an Election year:</i> Elections and Nominations Committee meets, if necessary</li> </ul>

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