

NOTEBOOK

Issue #7 February 25, 2016



What to consider when calling a TTOC

The job of a TTOC is extremely challenging as you arrive each day at a new school with different procedures and new faces. One area with which we can help our TTOC colleagues is in the area of Non-Instructional Time. If there is NIT in your schedule, the TTOC coming in for you is contractually entitled to that NIT. This is their time to complete whatever duties and activities the TTOC requires to help ensure that the day goes smoothly. TTOCs are using this time to help prep for a lesson, get oriented, review day plans and write notes to teachers. Please do not leave instructions to photocopy items for the next day, to mark work or to cover another class for a colleague. Even if you had planned to help out with something, this does not become the obligation of the TTOC.

Another way for teachers to help TTOCs prepare is to leave a voice message on the ADT system that gives the TTOC specific information about your grade or subject areas. Often the information from the ADT system is not specific or complete about what a TTOC will be teaching for the day. Also, mention any specific activities that the TTOC may need to prepare or dress specifically for such as PE or outdoor activities.

Finally, it is important to remember that most TTOCs are beginning their careers as teachers and if you see a TTOC struggling with a situation, then act as a mentor to that TTOC and provide some support or advice on how to handle the situation. The BCTF Code of Ethics #5 states, in part, that "The member directs any criticism of the teaching performance and related work of a colleague to that colleague in private..." This applies equally to TTOCs as well as all colleagues.

Our TTOCs are hard-working professionals who deserve our understanding and support. If you have any questions about this, please call Carolyn or Martin at the NVTA office or email us at either carolyn@nvta.ca or martin@nvta.ca.

NVTA ANNUAL GENERAL MEETING

Wednesday, April 27, 2016

First Call for Candidates!

The North Vancouver Teachers' Association Annual General Meeting and Social is scheduled at 4:00 p.m. on Wednesday, April 27, 2016 at St. Martin's Anglican Church (195 East Windsor Road, North Vancouver) – Refreshments at 3:30 p.m. Business meeting 4:00 – 5:30 p.m. Social 5:30 – 7:00 p.m.

Please make every effort to attend this important meeting and vote for your NVTA representatives for the 2016-2017 school year.

The following NVTA Executive Committee and Standing Committee Chair positions are available for the 2016-2017 school year. All are one-year terms, unless otherwise indicated.

Executive Committee

President, Local Representatives (2 or 3 LRs elected. The President may choose to be an LR automatically), Alternate Local Representative, First Vice President, Second Vice President, Secretary, Treasurer, Members-at-Large (two two-year term positions available).

Committee Chairpersons

Multiculturalism/Anti-Racism, Nominating & Balloting, Professional Development, and Status of Women.

Candidate Statement DEADLINE: Friday, April 15, 2016.

- **All Candidates Meeting – April 20, 2016, 6:00 p.m. after the Representative Assembly in the Sutherland Library.**

Nominations will be accepted from the floor of the AGM for Executive and Standing Committee Chair positions; however, in order to have a candidate statement included in the AGM booklet, a completed nomination form and a candidate statement must be submitted by 4 p.m. on **Friday, April 15, 2016.**

See your CSR, or contact the NVTA for a nomination form. Email completed nomination forms and candidate statements to NVTA Office Manager, Beth Triggs, at btriggs.nvta@telus.net.

North Vancouver Teachers' Association

240 – 233 West 1st Street, North Vancouver, BC V7M 1B3

Phone: 604-988-3224

Fax: 604-980-8092

Website: nvta.ca

NORTH VANCOUVER TEACHERS' ASSOCIATION TEACHER EDUCATION SCHOLARSHIP

One Five Hundred Dollar (\$500) scholarship is available for each of the following North Vancouver secondary schools: Argyle, Carson Graham, Handsworth, Mountainside, Seycove, Sutherland and Windsor.

The recipient of the NVTA Teacher Education Scholarship is chosen by the scholarship committee at each of the above schools. Students are not required to complete a special NVTA application form.

In order to be eligible, the student must be graduating from the Grade 12 program of a secondary school during the calendar year of the award. The student must also be planning to enter a teacher education program that would qualify the graduate to teach in the public schools of British Columbia.

The Teacher Education Scholarship is the only scholarship funded by the NVTA. Teacher Education Scholarship information will be sent in the milkrun from the NVTA after Spring Break to the scholarship committees and the Principals at each of the listed high schools.

LEAVES DEADLINES 2016

March 15 – Long-Service Part-Time Leave (Article G.40) p. 119

March 15 – Educational Improvement Leave – (Article G.29) p. 113 – 115

March 31 – General/Personal Leave of Absence, Self-funded Leave (Article G. 38) p. 118

March 31 – Teacher resignation/retirement planned for 2015/2016 (30 days notice for resignations, as much notice as possible for retirements to aid in staffing)

March 31 – Teachers on leave to June 30 must notify Board of their intentions for the following school year.

By March 31 – Self-funded Leave Plan (Article G.39)

May 1 – Intra-District exchange request (Article E. 23.2.b) p. 89

Before May 15 – Part-time/Increase to FTE requests (Article C. 24) p. 65

Before May 15 – Job-Share Requests (Article C. 24) p. 89 (For teachers in full time and part-time assignments, including those currently in Job Shares.

By May 31 – Committed Transfer Requests (Article E.23.2.d)

Spring Break at the NVTA Office

The NVTA office will close for
SPRING BREAK

**at 4 p.m. on Friday, March 11, 2016 and
will re-open on Tuesday, March 29, 2016
after the EASTER long weekend.**

NVTA MINI CALENDAR

April 2016

April 20

NVTA Rep Assembly

April 27

NVTA AGM & Social

May 2016

May 2

District-wide Pro D Day

May 18

NVTA Rep Assembly

May 23

Victoria Day

June 2016

June 13

Retirement Tea

June 15

NVTA Rep Assembly

June 29

Last Day of School

June 30

Administration Day