

# 1974 AGM — Call to Meeting

As required by the Societies Act and BCTF By-Law 7.1, this formal notice of the 1974 Annual General Meeting is being sent to every BCTF member at his / her last known address.

This notice includes: (1) notification of the time and place of the meeting, (2) notification of 16 extraordinary resolutions (proposed changes to the by-laws) to be presented to the meeting, and (3) the audited financial statements for 1972-73.

## 1. NOTICE OF MEETING

The fifty-eighth Annual General Meeting of the British Columbia Teachers' Federation will be held at the Bayshore Inn, in Vancouver, beginning on Monday, March 25 at 9:00 a.m. and continuing to Wednesday, March 27 at 5:30 p.m.

## 2. NOTICE OF EXTRAORDINARY RESOLUTIONS

The meeting will be called upon to consider 16 extraordinary resolutions, with or without amendment, in the form of recommendations of the Executive Committee for deletions of, or amendments to, the by-laws of the British Columbia Teachers' Federation. The recommendations are:

**Recommendation 1:** That By-Law 1.1 (a) be deleted and be replaced by 'Active membership in the Federation shall be in accordance with the British Columbia Public Schools Act.'

(This recommendation is the result of the restoration of automatic membership.)

**Recommendation 2:** That By-Law 1.1 (b) be deleted and be replaced by: 'Persons not required by the Public Schools Act to be active members of the Federation may on application to the Executive Committee be granted active membership.'

(This recommendation is designed to permit BCTF membership for persons not covered by legislation.)

**Recommendation 3:** That By-Law 1.1 (d) be deleted.  
(This by-law has been rendered obsolete by legislation.)

**Recommendation 4:** That a third paragraph be added to By-Law 2, to read: 'No local association shall include in its by-laws any provision denying the right to vote at any general meeting to any member entitled under By-Law 1 to vote.'

(The present wording does not make it absolutely clear that every active member may vote at every general meeting of local associations.)

**Recommendation 5:** That By-Law 4.1 be deleted and be replaced by: 'Each active, affiliate and associate member of the Federation shall pay an annual fee. The annual fee shall consist of:

(a) an amount set by the Annual General Meeting of the Federation, payable to the Federation;

(b) for those members who are members of local associations, an amount set by a general meeting of each local association, payable to that local association.'

**Recommendation 6:** That By-Law 4.2 be deleted and be replaced by:

'The membership year shall be from July 1 and shall end on June 30 next following. The annual fee of each member is due and payable on July 1 of each membership year.

Each teacher shall be deemed to be an active member in good standing when he / she has paid or committed 10% of the set annual fee by September 30 or within 60 days of commencement of duties as a teacher.

Notwithstanding anything contained within the Constitution and By-Laws, a member shall not be deemed to be in good standing under this section unless outstanding fees and levies have been paid in full.'

(The fall 1973 amendment to the Public Schools Act refers only to the annual fee of the Federation, leaving the status of the local association fee in doubt. Moreover, much of the detail contained in present By-Law 4.2 is irrelevant now that the check-off has become a legally enforceable procedure.)

**Recommendation 7:** That By-Law 4.3 be deleted. (Supplementary fees have already been suspended by the Executive Committee.)

**Recommendation 8:** That By-Law 4.4 be deleted. (Agency fees are now contrary to the Public Schools Act.)

**Recommendation 9:** That By-Law 4.5 be renumbered 4.3.

**Recommendation 10:** That By-Law 4.6 be renumbered 4.4, and be amended to read:

'The annual fee and any levy of the Federation or any levy of a local association of the Federation are debts due to the Federation or the local association, as the case may be, and may be collected with costs of suit in the name of the Federation or local association, as the case may be, in any court of appropriate jurisdiction.'

(Local association fees are included as part of the BCTF fee in Recommendation 5, so no reference to them is required in this by-law.)

**Recommendation 11:** That By-Law 5.10 (a) be deleted.

(Automatic membership precludes the possibility of refusal of membership.)

**Recommendation 12:** That By-Laws 5.10(b), (c), and (d) be renumbered 5.10(a), (b) and (c).

**Recommendation 13:** That the following be added as By-Law 5.19: 'Except by majority vote of the Annual General Meeting, no member of the Executive Committee shall receive remuneration for services as a member of the Executive Committee, but nothing herein shall preclude the Federation from reimbursing members of the Executive Committee for expenses incurred in the business of the Federation.'

(This by-law was given as notice of motion to the 1973 Annual General Meeting at the insistence of the Registrar of Companies.)

**Recommendation 14:** That By-Law 5.8 be amended by inserting after the word 'Federation' in the eighth line, the words: 'shall designate as confidential and preserve the confidentiality of files containing information about individual members.'

**Recommendation 15:** That By-Law 17 be amended to read: 'All books, documents and other records shall be kept in the office of the Federation. With the exception of those books, documents or records containing information confidential to members or former members, these books, records, and documents may be examined by any member upon his / her giving to the General Secretary due notice in writing to that effect.'

'Nothing hereinbefore contained shall prevent the examination by a member of books, documents, and records concerning that member, that have been designated by the General Secretary under By-Law 5.8 as confidential.'

**Recommendation 42:** (a) That the words 'except Directors of Instruction' be deleted from By-Law 3.5.

(b) That By-Law 3.6 be deleted.

(c) That By-Laws 3.7, 3.8 and 3.9 be renumbered 3.6, 3.7 and 3.8 respectively.

(The Public Schools Act requires Directors of Instruction to be BCTF members, but the BCTF by-laws deny them membership in local associations. The proposed amendments in this recommendation would apply to Directors of Instruction the same BCTF and local association membership provisions as apply to all other active members.)

# Auditor's Report and Financial Statements

## Auditor's Report

We have examined the balance sheet of the British Columbia Teachers' Federation as at June 30, 1973 and the statements of income and surplus and cash flow for the year then ended. Our examination included a general review of the accounting procedures and such tests of accounting records and other supporting evidence as we considered necessary in the circumstances.

In our opinion the financial statements present fairly the financial position of the Federation as at June 30, 1973 and the results of its operations for the year then ended, in accordance with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

Vancouver, B.C.  
September 13, 1973

Rudd, Gould & Elliott  
Chartered Accountants

## Balance Sheet as at June 30, 1973

ASSETS	1973	1972
CURRENT ASSETS		
Cash on deposit		
Bank		\$ 54,574
B.C. Teachers' Credit Union	\$ 6,218	7,000
B.C. Teachers' Co-operative Association		40,000
Certificates of deposit - net		69,844
Canada Savings Bonds at cost	50,000	50,000
Accounts receivable - fees	237,833	201,300
- other	62,113	54,336
Inventories at cost	59,005	49,256
Prepaid expenses	28,069	26,371
	443,238	552,681

INVESTMENTS at cost		
Bonds (market value — 1973 \$37,645; 1972 \$38,741)	43,182	43,182
Property & equipment - note 1	188,077	188,077
	231,259	231,259
BENEVOLENT FUND LOANS		5,555
PROPERTY & EQUIPMENT - note 2	1,214,706	1,249,397
"BILL 3 ACTION FUND" - note 3		1,114,846
Approved on behalf of the Executive	\$1,889,203	\$3,153,738
Jas. D. MacFarlan		
J. Uzelac		

LIABILITIES, SPECIAL FUNDS AND SURPLUS	1973	1972
CURRENT LIABILITIES		
Bank — overdraft	\$ 74,802	
— loan	300,000	
Accounts payable	44,201	\$ 176,009
Prepaid short course and other fees	25,146	5,371
B.C.T.F. Assistance Society	29,284	
Provincial Specialist Associations	4,711	27,216
	478,144	208,596
AGREEMENTS FOR SALE payable with interest at 7½% - 8% per annum		
Sixth Avenue Properties	27,929	31,558

SPECIAL FUNDS		
Benevolent Fund		4,766
International Assistance Fund	13,257	12,408
Quality Education Fund	465	465
Charlesworth Memorial Fund	3,408	3,408
	17,130	21,047
"BILL 3 ACTION FUND" — note 3		1,114,846
SURPLUS at end of year — Exhibit II	1,591,706	1,769,431
SALARY INDEMNITY FUND IN DEFICIT — Schedule B	(225,706)	8,260
	1,366,000	1,777,691
	\$1,889,203	\$3,153,738

(continued page two)

BRITISH COLUMBIA TEACHERS' FEDERATION

newsletter

Editor  
JOHN HARDY  
Assistant  
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105 - 2235 Burrard Street, Vancouver 9, B.C.

Member

EDPRESS



## Statement of Income & Surplus for the year ended June 30, 1973

	1973	1972
REVENUE		
Membership fees	\$2,089,394	\$1,949,138
Less		
Canadian Teachers' Federation membership fees	66,991	68,511
Newfoundland Teachers' Federation		22,837
Allocation to B.C.T.F. Assistance Society	4,517	2,954
Benevolent Fund		1,713
International Assistance Fund	22,585	22,837
Salary Indemnity Fund — Schedule B	112,925	114,185
	207,018	232,937
Net membership fees	1,882,376	1,716,201
Property	24,088	20,464
Interest & miscellaneous	27,411	19,451
	1,933,875	1,756,116

EXPENSES		
Salaries — Schedule A	936,663	811,596
Travelling - Schedule A	48,530	49,195
Committees - Schedule A	140,708	102,578
Departments - Special Projects & General — Schedule A	171,916	184,648
General Administrative - Schedule A	388,383	340,068
Grants - Schedule A	103,981	92,522
Property	132,226	120,809
"The B.C. Teacher"	28,111	28,781
	1,950,418	1,730,187

EXPENSES IN EXCESS OF REVENUE BEFORE SPECIAL ITEM	16,543	(25,929)
"BILL 3 ACTION FUND" COSTS - note 3	161,182	
EXPENSES IN EXCESS OF REVENUE FOR THE YEAR	177,725	(25,929)
SURPLUS at beginning of year	1,769,431	1,743,502
SURPLUS at end of year Exhibit I	\$1,591,706	\$1,769,431

## Statement of Cash Flow for the year ended June 30, 1973

	1973	1972
SOURCE OF CASH		
Operations — Exhibit II	\$ (16,543)	\$ 25,929
Non-cash charges - depreciation	53,284	54,017
Total cash provided by operations	36,741	79,946
Redemption of bond		4,969
Net increase in special funds	1,638	
Increase in current liabilities other than cash		129,510
Proceeds from bank loan	300,000	
Total cash provided	338,379	214,425
CASH USED FOR		
"Bill 3 Action Fund"	161,182	
Furniture & equipment	18,593	53,898
Reduction in agreements for sale	3,629	1,681
Salary indemnity fund - note	233,966	124,760
Net decrease in special funds		39,514
Increase in current assets other than cash & savings bonds	55,757	63,254
Decrease in current liabilities	105,254	
Total cash used	578,381	283,107
DECREASE IN CASH	240,002	68,682
CASH at beginning of year	221,418	290,100
CASH DEFICIENCY at end of year	\$ 18,584	\$(221,418)

## Notes to Financial Statements June 30, 1973

NOTE 1 INVESTMENTS			
Property & Equipment			
1601 W. Broadway	Cost	Accumulated depreciation	Net book value
Land	\$ 56,528		\$ 56,528
Buildings	25,114	\$ 25,114	
Sixth Avenue			
Land & buildings	131,549		131,549
Total - Exhibit I	\$213,191	\$ 25,114	\$188,077

Clear title to one of the properties on West Sixth Avenue, purchased in 1968, is subject to the life tenancy of the vendor. The current market value of properties is estimated to be in excess of \$600,000.

### NOTE 2 PROPERTY & EQUIPMENT

Federation			
	Cost	Accumulated depreciation	Net book value
Land	\$ 283,496		\$ 283,496
Buildings	1,006,644	\$209,880	796,764
Furniture & equipment	320,612	189,800	130,812
Parking lot improvements	4,994	1,360	3,634
Total - Exhibit I	\$1,615,746	\$401,040	\$1,214,706

Depreciation for the year amounting to \$53,284 has been calculated as follows:

Reducing balance	
Federation buildings	2½%
Federation furniture & equipment	20%
Federation parking lot improvements	4%

Furniture & equipment was appraised on a fair value basis by George Richter and Munroe Appraisals Ltd. on September 6, 1968. The increase of \$79,533 was included in a surplus adjustment of that year and since that time has been depreciated by approximately \$59,000.

### NOTE 3 "BILL 3 ACTION"

Subsequent to May 31, 1972, those funds collected under a special levy by the B.C. Teachers' Federation for purposes of publicity and political actions, which were subject to an injunction issued on June 27, 1972 by the Supreme Court of British Columbia, were refunded in total to the individual members. The costs incurred for publicity and political action were deemed costs to the Federation and accordingly have been charged as a special item in the statement of income & surplus for the year ended June 30, 1973.

### NOTE 4 SALARIES

This heading of "Salaries" does not include the following salary and staff benefit costs which have been departmentalized:

	Salary	Staff benefits	Total
Printing	\$113,216	\$ 8,166	\$121,382
Property	13,629	6,612	20,241
Lesson Aids	25,766	972	26,738
Totals	\$152,611	\$15,750	\$168,361

### NOTE 5 PRINTING EXPENSE

Printing expense has been reduced by the revenue of \$74,940 representing charges to Provincial Specialist Associations and Lesson Aids Service.

### NOTE 6 LESSON AIDS

Lesson Aids and "The B.C. Teacher" expenses do not include related administration staff salaries or overhead expenses.

### NOTE 7 COMPARATIVE STATEMENTS

Certain of the amounts as presented in the 1972 financial statements have been reclassified for comparative purposes.

## Schedule of Expenses for the year ended June 30, 1973

SCHEDULE A	1973	1972
SALARIES — note 4		
Presidential & Vice-Presidential Administrative	\$ 45,587	\$ 42,681
Non-administrative	424,492	390,407
Staff expense — sundry	384,516	312,529
Staff benefits	19,616	17,389
	62,452	48,580
Totals — Exhibit II	\$936,663	\$811,586

### TRAVELLING EXPENSES

Staff Executive & Geographical Representatives	\$ 25,123	\$ 26,678
Totals - Exhibit II	\$ 48,530	\$ 49,195

### COMMITTEES

Agreements	\$ 27,950	\$ 24,467
Professional Development & Curriculum	5,233	6,233
Executive	15,381	13,744
Finance	1,167	641
Learning Conditions	16,203	20,994
ensions	6,372	3,317
Policies & Procedures and Constitution & By-Laws	222	80
Professional Relations	2,898	893
Representative Assembly	46,878	24,634
Teacher Education & Certification	182	482
Ad Hoc & Task Forces	16,933	6,054
Discipline Committee	1,289	1,039
Totals — Exhibit II	\$140,708	\$102,578

### DEPARTMENTS — SPECIAL PROJECTS & GENERAL

Convention & Annual General Meeting	\$ 39,696	\$ 28,131
Resource Center	18,078	19,804
Annual Summer Conference	9,353	22,096
Newsletter	23,290	22,643
Public Relations	9,616	12,400
Information Campaign	1,813	28,357
Continuing Education Program	63,791	49,091
Lesson Aids	6,279	2,126
Totals — Exhibit II	\$171,916	\$184,648

### GENERAL ADMINISTRATIVE EXPENSES

Depreciation - furniture & equipment	\$ 32,703	\$ 33,474
Legal & audit	58,104	14,370
Postage & express	34,950	33,797
Stationery & supplies	21,237	12,661
Office furniture & equipment maintenance	6,072	5,967
Telephone & telegraph	37,882	35,228
Office equipment rental	21,657	13,746
Printing (net) - note 5	119,097	142,977
Data processing services	36,091	39,507
General expense	10,044	8,341
Interest	10,546	
Totals — Exhibit II	\$388,383	\$340,068

### GRANTS

Local associations	\$ 4,785	\$ 3,455
Arbitration	23,609	12,748
District councils	11,173	15,417
Research (ERIBC)	15,000	15,000
General	1,523	4,184
Provincial Specialist Associations	26,188	27,478
Provincial Teacher Qualification Board	21,603	14,240
Totals — Exhibit II	\$103,881	\$ 92,522

## Salary & Indemnity Fund Statements for the year ended June 30, 1973

SALARY INDEMNITY FUND	1973	1972
BALANCE at beginning of year	\$ 8,260	\$133,020
Allocation of fees — Exhibit II	112,925	114,185
Expenditures	121,185	247,205
	346,891	238,945
BALANCE IN DEFICIT at end of year — Exhibit I	\$225,706	\$ (8,260)

NOTE The following measures have been taken with a view to eliminating this deficit in the near future:

- The regulations were amended to reduce the benefits from \$25 a day to \$20 a day and to introduce a waiting period of ten consecutive working days after expiration of statutory sick leave. It is estimated that 1973-74 claims will be reduced to \$225,000 as a result.
- The allocation from membership fees has been increased from \$5 a member to \$10 a member for the 1973-74 fiscal year only.
- Local associations have initiated negotiations with their school boards to arrange the transfer to the local association for sending on to the B.C. Teachers' Federation the savings in unemployment insurance premiums that result from the operation of the Salary Indemnity Fund. It is estimated that this will amount to approximately \$187,000 during the 1973-74 fiscal year.

## REPORT OF THE NOMINATING COMMITTEE

Pursuant to By-Law 5.4 and procedure statement 3.A.08, the Nominating Committee, composed of the 94 Geographical Representatives, presents the following nominations for consideration by the Annual General Meeting. Names are in alphabetical order for each office.

### For President:

Broadley, William (Victoria)  
MacFarlan, James (Burnaby)

### For First Vice-President:

Glass, Dorothy (Campbell River)  
Uzelac, John (Vancouver)  
Wilson, Robert (Lake Cowichan)

### For Second Vice-President:

Kelley, Donald (Burnaby)  
Winstanley, John (Grand Forks)

### For Member-at-Large

Note: Six positions to be filled — four two-year terms, two one-year terms.

Blakey, Allen (Vancouver)  
Boldt, Clifford (North Vancouver)  
Brady, Patrick (Prince George)  
Campbell, Neil (Cowichan)  
Joyce, Jerry (Lake Cowichan)  
Neuberger, Gale (Coquitlam)  
Rayer, Sylvia (West Vancouver)  
Roscoe, Michael (Trail)  
Tearne, Jack (Nicola Valley)  
Thomas, Benjamin (Delta)

Further nominations may be made from the floor of the Annual General Meeting.

## SCHEDULE OF EVENTS

### Monday, March 25

9 a.m. - 12:30 p.m. Annual General Meeting — first session  
10:00 - 12:00 p.m. Annual Meeting, Provincial Teachers' Medical Services Association and BCTF Assistance Society  
2:00 - 5:30 p.m. Annual General Meeting — second session  
8:00 - 10:00 p.m. President's Reception for delegates and their escorts

### Tuesday, March 26

9 a.m. - 12:30 p.m. Annual General Meeting — third session  
2:00 - 5:30 p.m. Annual General Meeting — fourth session  
7:15 - 9:15 p.m. Annual General Meeting — fifth session  
10:30 - 1:00 a.m. Delegates' Dance

### Wednesday, March 27

9 a.m. - 12:30 p.m. Annual General Meeting — sixth session  
2:00 - 5:30 p.m. Annual General Meeting — seventh session  
7:30 - 10:00 p.m. Eighth business session — only if required to complete the agenda. An announcement will be made at 9:00 a.m. Wednesday to let delegates know whether or not the session will be held.

# Report of the Task Force on Teacher Competence

One of the major issues to be discussed by the Annual General Meeting will be a detailed plan for the evaluation of a teacher's performance by his / her colleagues. The plan has been formulated by the Task Force on Teacher Competence. The report of that task force is reprinted here so that every member may have a copy.

The Task Force on Teacher Competence began its work in October 1970. The original task force set for its long-range goal the development of a plan to ensure that the BCTF will be able to identify teachers not competent in their present roles. Its intermediate goal was to define competence in terms of a set of criteria of competence.

In May 1972, the Representative Assembly adopted the seven criteria for the evaluation of teacher competence. (See page 50 of the **Members' Guide to the BCTF.**)

Following the adoption of the criteria, the Executive Committee reconstituted the committee to develop a series of procedures for using the criteria, to be used in teacher evaluation.

This reconstituted task force established for itself the long-range goal of a high standard of competency among all teachers in the public schools of B.C. The purposes of establishing this goal were:

- (1) to ensure procedures to provide remediation of a teacher's skills hindering his / her performance;
- (2) to ensure procedures to assist the teacher to redefine his / her role within the educational process so as to be more compatible with his / her competence;
- (3) to ensure procedures to exclude the proven incompetent teacher from membership in the BCTF.

The procedures the task force recommends for adoption will, in its opinion, provide the vehicle for achievement of that long-range goal.

After careful consideration of various approaches to teacher evaluation during the meetings in 1972, the task force decided in favor of a collegial model with the emphasis on peer evaluation as a means of ensuring teacher competence.

The procedures suggested constitute, first of all, an assistance program. There is provision, therefore, for the termination of the process at a number of points along the way if the teacher's performance is deemed satisfactory. In the formal process of questioning the competence of an individual, the procedures are so constructed that the person has the protection of due process.

The task force recognized that this system of teacher evaluation is so different from the present hierarchical evaluation structure that it will require some time to become completely operative. However, the task force still recommends the procedures because it believes them to be the proper direction for the future.

Because of the possibility that time for implementation of the new plan may cause some injustice to members being evaluated under the present system, the task force prepared procedures based on BCTF policy and the present provisions of the Public Schools Act and its Regulations. Compulsory application of some of these procedures would require amendments to the Public Schools Act and / or its Regulations, while compulsory application of others would require enforcement through the BCTF Code of Ethics. The task force would not wish to see action to improve present procedures of teacher evaluation taken by the Federation to the detriment of implementation of the broader more significant approach the task force is presenting to this Annual General Meeting.

It is time for the teachers of this province to accept the responsibility for the competence of their colleagues. Teachers do not accept the proposition that 'outside' evaluators can effectively, honestly and justly ensure competence among teachers. The present system has not worked. The task force believes a collegial system will.

duties assigned to teacher evaluation committees. It is desirable in small schools that the whole staff act as the committee but in many large schools where this is not practical an election by the entire staff should determine the composition of the committee.

Some of the functions of the teacher evaluation committee are:

1. to assist in the professional growth of the members of the staff,
2. to articulate the school's educational philosophy and objectives,
3. to assist teachers who are in need of assistance in maintaining their professional competence.
4. using the criteria of competence, to evaluate teachers on that staff as outlined.

- (a) all teachers who are in first-year of teaching
- (b) all teachers on a regular basis.

### The Procedure

1. The principal, or whoever may be assigned the responsibility of initial evaluation, after a visit for the expressed purpose of consulting with a teacher about his / her performance, will provide the teacher with a written anecdotal statement of his / her observations and impressions.
2. If the evaluator is concerned with the quality of performance, he / she will discuss the concern with that teacher, or if any other staff member is concerned with the quality of the performance of a teacher, he / she has the right and the responsibility to discuss his / her concerns with the colleague. If the staff member is reluctant to discuss privately his / her concern with the staff member he / she may voice the concern to an appropriate person on the teacher evaluation committee.

Teachers become concerned about other staff members' performances in various ways. Two ways that should be remembered are:

- (a) Members of the public may voice a concern with the quality of performance of a teacher;
- (b) Students may voice a concern with the quality of performance of a teacher.

3. The evaluator or the member of the staff who is concerned with a colleague's performance will then outline that concern in the form of a written report.

A copy of this report must be received by the teacher whose performance has been questioned.

The report must explain clearly the areas of the teacher's performance in which there is a concern.

If the problem is not resolved, a copy of the report shall be presented to the teacher evaluation committee.

4. The teacher evaluation committee shall call a meeting to discuss this written report and invite both the teacher who has a concern and the teacher whose performance is questioned.

The teacher evaluation committee will then decide if there is a need to proceed to evaluate the learning situation. If so, the committee may select a number of staff to constitute an evaluation sub-committee. The teacher evaluation committee will then establish the necessary procedures to evaluate the teacher's performance. To aid in the evaluation the teacher evaluation committee may:

- (a) check all reports and procedures to this point,
- (b) make classroom visitations,
- (c) examine mark books, day books and student files,
- (d) have discussions with appropriate people (other

teachers of the same grade or subject, department heads, head teachers, administrative personnel, students and parents).

5. If the teacher evaluation committee feels there is need for improvement in the teacher's performance it will: (a) propose a plan of assistance, and / or (b) propose a redefinition of role.

The proposed plan of assistance may include:

- (i) help in planning lessons, units, courses,
- (ii) help in setting goals and objectives,
- (iii) provisions for demonstrations,
- (iv) provisions for resource materials,
- (v) an offer of visitations to other classes,
- (vi) consultation in the areas of concern with any staff member or district personnel such as consultants and / or co-ordinators. (BCTF policies 1.C.01, 1.C.03, 1.C.05, and 1.C.07),
- (vii) attendance at in-service sessions, BCTF short courses, university courses in related areas of the concern,
- (viii) work with a consultant from the BCTF,
- (ix) other suggestions deemed appropriate by the committee.

The proposed redefinition of role may include a change in teaching assignment to another subject area, grade level, or function with the school.

If the teacher accepts the program of assistance as offered by the teacher evaluation committee, he / she must be given reasonable time (dependent upon the program offered) to improve his / her performance. At appropriate times during the program the teacher evaluation committee, together with the teacher, will evaluate the progress being made.

The proposed redefinition of role may include a recommendation of transfer to another school within the district. If the teacher is transferred it is the responsibility of the teacher evaluation committee in the new school to evaluate that teacher in his / her new role.

In all other cases the teacher evaluation committee will then assess the teacher's competence. A report will be written by the teacher evaluation committee and it shall conclude with a statement as to whether the teacher is competent or incompetent.

A copy of the report shall be given to the teacher concerned.

6. It is possible a teacher will refuse to participate in the program offered by the teacher evaluation committee.

If the teacher is not prepared to participate in the program offered, the teacher evaluation committee may request the aid of a BCTF mediation officer to assist in finding possible areas of agreement between the staff and the teacher.

If the mediation officer cannot effect a solution between the staff and the teacher, he / she will withdraw and the teacher evaluation committee will commence with a formal evaluation. The teacher evaluation committee will make a number of classroom visits for the expressed purpose of assessing the teacher's competence. A copy of the report shall be given to the teacher concerned. The final report shall conclude with a statement as to whether the teacher is competent or incompetent.

7. Reports by teacher evaluation committees that assess the teacher as incompetent must be forwarded to the BCTF.

Upon receipt of such a report a collegial panel will be appointed to make another formal evaluation.

The address on this news letter (see reverse side) is the one the BCTF office has on file for you. If it is incorrect in any way, please return this coupon to the office, or drop it in the box to be provided at the AGM.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



This panel shall consist of an evaluation co-ordinator and two practising teachers in the area(s) of specialization of the teacher to be evaluated.

8. The collegial panel shall then conduct its own investigation with full powers to review all procedures to date and all documents written. The panel will then write its report, which shall contain an assessment of the teacher's competence.

The panel's report shall be delivered to the teacher evaluation committee, the teacher concerned and the BCTF Executive Committee.

9. If the report indicates that the teacher is not competent, the panel shall make the recommendation that the Executive Committee:

- (a) terminate the teacher's membership in the BCTF, and
- (b) recommend to the certification-issuing body that the teacher's certification be cancelled.

Definition of Role of Personnel  
Suggested in the Procedures

1. BCTF Consultant (See Procedures for the Use of  
Criteria, Procedure 5.viii)

Selection

The Professional Development Division of the Federation shall establish a list of practising teachers throughout the province (paying particular attention to geographic areas, types of communities, types of schools, of teachers) who would be willing to serve as consultants when called upon by the Professional Development Division to do so.

When a teacher agrees with the teacher evaluation committee's proposal of assistance that includes an offer to work with a BCTF consultant, the teacher evaluation committee will contact the Professional Development Division, which in turn will name a number of teachers who may serve in that capacity.

Role

To act as a consultant to the teacher and to assist in every way possible to strengthen the teacher's performance.

2. BCTF Mediation Officer (Procedure 6)

A BCTF staff member attached to the General Secretary's Division.

Role

1. To meet with the individual in question and with the teacher evaluation committee, separately and together, in an attempt to reach consensus on the need for remediation and the form such remediation should take.

2. To recommend, if necessary, a complete reappraisal of the situation by both parties.

3. To suggest alternative solutions to those recommended by the teacher evaluation committee.

4. To report in writing to the teacher, the teacher evaluation committee, and General Secretary of the BCTF on the success or failure of the mediation attempt.

3. Members of the Collegial Panel (Procedure 7)

A. Two practising teachers in the area of specialization of the teacher to be evaluated.

The Method of Selection and Composition

1. A general appeal to local associations and PSAs, and through the BCTF Newsletter, for nominees to serve as members of a collegial evaluation panel.

2. Any teacher could be nominated by another teacher, a staff, a local association, a district council or a PSA, each nomination to be accompanied by a curriculum vitae form listing the teacher's qualifications and experience.

3. From these nominations the Executive Committee will compile a list of teachers to serve as panel members if called upon by the Executive Committee. In determining the list there shall be representatives of all areas of the province and of different sizes and types of schools.

4. With due regard to the nature of the teacher's assignment and the type and size of school community, the BCTF table officers will name two panel members to serve on a collegial evaluation panel.

Some criteria for choosing teachers to serve on the collegial panel for evaluation.

These teachers should have (1) demonstrated competence in an area of specialization, (2) the confidence of his / her

colleagues, and (3) willingness to accept the responsibility of evaluating colleagues.

Role: as outlined in Procedures 7, 8 and 9.

B. Evaluation Co-ordinator (Procedure 7)

The Method of Selection

1. A general appeal to local associations and PSAs, and through the BCTF Newsletter, for nominees to serve as evaluator or co-ordinator.

2. Any teacher could be nominated by another teacher, a staff, a local association, a district council or a PSA, each nomination to be accompanied by a curriculum vitae form listing the teacher's qualifications and experience.

3. From these nominations for a two-year term (renewable one time) the Executive Committee will compile a list of teachers who would serve as an evaluation co-ordinator if called upon by the Executive Committee. In determining the list there shall be representatives of all areas of the province and of different sizes and types of schools.

4. With due regard to the nature of the teacher's assignment and the type and size of school community, the BCTF table officers will name an evaluation co-ordinator.

Role

To act as co-ordinator of the collegial panel.

1. To plan and co-ordinate the activities of the collegial evaluation panel.

2. To co-ordinate and collate the information gathered by the panel members during classroom visitations, examination of pertinent materials (daybooks, notebooks, etc.)

3. To be responsible for the compiling of a report, containing an assessment (satisfactory or unsatisfactory) of the teacher's performance, with accompanying recommendations for action. Copies of this report to be submitted to the teacher involved, the teacher evaluation committee and the BCTF Executive Committee.

At this time the task force cannot recommend the hiring of a full-time staff member to serve as the evaluation co-ordinator on collegial panels, for it is impossible to determine how many collegial evaluations may be necessary. We do believe, however, that it would be desirable when the need arises. A person chosen to be an evaluation co-ordinator would be a teacher hired for a two-year non-renewable term thus ensuring that the person would be someone who is not 'out of touch' with the classroom.

Interim Measures

During the two years the task force has met it has become obvious that many teachers are concerned about present undesirable supervision and reporting practices. As stated in the introduction to this section of the Executive Committee's report, the task force prepared interim measures that would help redress some of the real grievances that teachers have in supervision and reporting. These procedures were adopted by the Executive Committee as an interim position on December 14, 1973.

Interim Procedures for  
Reporting on Teachers

(N.B. 'Teacher' is used in this statement to include teachers, principals and other school and district education professionals.)

Reports on the work of teachers are written for a number of purposes, the most common of which are:

— as an aspect of general administration, to provide the Department of Education and the employing school board with an assessment of the quality of service rendered;

— to provide an assessment of the quality of service when that quality is called into question;

— to meet the request of a teacher who wants a report for use in applying for some other position.

The following procedures will assist the 'evaluator' in his / her objective of following good personnel practice in this reporting function and will aid in reducing the potential for dissatisfaction on the part of the person about whom the report is written.

Procedures for Reporting

1. A report shall be written only after the 'evaluator' has undertaken personal observation extensive enough to qualify him / her to make a judgment of the service.

— In the case of a principal, this shall be through a number of supervisory visits to the classroom as well as through observation of the general work of the teacher in the school.

— In the case of a district superintendent or a director of instruction, this shall be through a number of supervisory visits to the classroom over a reasonable period of time.

2. Principals, district superintendents and directors may discuss the work of a teacher and may consider jointly what steps should be taken to correct any weaknesses observed, but formal reports of each shall be written independently.

3. A district superintendent or a director of instruction may be aware of the report of a principal but his / her report shall be based only on his / her personal observations.

4. Reports shall place emphasis on evaluation rather than on general judgments, and this evaluation shall relate directly to the criteria of teacher evaluation adopted by the BCTF.

5. In reports on classroom teachers the report shall contain an assessment of the learning situation in the teacher's classes and such recommendations for improvement therein as may be considered necessary.

6. Reports shall normally be on the teacher's assignment in his / her prime areas of expertise.

7. If a report does not cover all aspects of the assignment because all aspects have not been observed, this shall be noted in the report.

8. Reports shall reflect any discrepancies between the teacher's assignment and his / her professional training and preference of teaching subjects and grades.

9. There shall be no reporting involving any standard check-list.

10. A teacher who, by the 31st day of March, requests either the principal or district superintendent to provide a report with respect to himself / herself shall be provided with such.

11. Reports shall normally be filed by the last school day in April.

12. Before finalizing his / her report the 'evaluator' shall arrange for a discussion between himself / herself and the person being reported on of a draft copy to provide an opportunity of pointing out any errors of fact. This discussion shall be solely between the 'evaluator' and the person concerned.

13. A copy of the report by any person shall be given to the person reported on.

14. The person about whom a report is written by a principal, a district superintendent or director shall have the right to submit to the author of the report a commentary on the report, and the author of the report shall file both his / her report and the commentary jointly, or subsequently file a copy of the commentary with all parties who received a copy of the report.

15. When the reports of a principal and district superintendent and / or director provide contrary assessments, the person reported on shall have the right to an inspection and a report by a third person acceptable to himself / herself and the district superintendent.

Suggestions for New Appointees

As another interim measure the task force prepared guidelines for new teachers. These guidelines, endorsed by the Executive Committee on December 14, 1973, have been published in the newsletter. For the convenience of the Annual General Meeting delegates they are repeated here.

1. Keep a record of visits by supervisory personnel. (Dates and summary of topics discussed and suggestions made.)

2. Explain any unusual aspects of the class.

3. Discuss the visit with the supervisory person.

4. Request a written note of the visit prior to or after the discussion.

5. Request an opportunity to read a draft report before the final report is typed.

6. Make certain that unusual circumstances are accounted for in the final report.

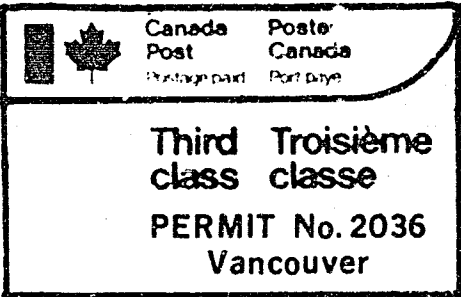
7. Request that the report reflect any discrepancy between the teaching assignment and the teacher's professional training and preference.

8. Request assistance from the BCTF if you have any difficulties along the way.

Task Force Membership

Members of the Task Force on Teacher Competence are: Lou Beduz (until recently appointed a District Superintendent of Schools), Sue Granger, Gini Shaw, Hank Hildebrand, Joe Exner and Colin McDougall, chairperson.

IF UNDELIVERED, return to 2235 Burrard St., Vancouver 9.



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