

Steward Checklist 2019-2020

September

- Hold steward and alternate elections if they weren't done on the last day in June of the previous school year (see Steward Election Guidelines on the Local's website)
- Refer to the Collective Agreement (13.02 and Appendix B) for ISSAC requirements
- Elect the In School Staffing Advisory Committee (ISSAC)
- Complete the steward start-up package and send back to the Local
- Check the supervision schedule and sign
- Remind part-time teachers to check their schedules for correct minutes of instruction/planning time and supervision - call your VP liaison if there are questions or concerns
- Ensure the report card timelines and expectations are sent out by Sept 30th. These should include ALL reporting periods for the school year.
- TPA/NTIP notification for staff should be within the first 20 days
- Create non-board Distribution List for PETL members at your site
- Email your VP liaison with your non-board email
- Meet to get Re-org numbers at first ISSAC (Sept 9-11, 2019)
- Read the E-1 Reorganization memo
- Set up PETL/ETFO board (PETL and ETFO steward newsletter and flyers)
- Meet with Principal (recommend that this be done monthly or bi-weekly)
- Have your first monthly member meeting (it can be attached to the end of the staff meeting, once non-members leave the room)

October

- Register for Steward Training - [Oct 21](#) or [Oct 22](#), 2019, depending on superintendency
- Sign up for the General Membership Meeting and bring colleagues – [Nov 4, 2019](#)
- Update the PETL/ETFO board (PETL and ETFO flyers)
- Meet with Principal
- Monthly member meeting

November

- Check reporting timelines against list given out in September
- Attend the GMM – [Nov 4, 2019](#)
- Remind staff - 2 out of 3 blocks for reporting to parents
- [Steward/New Teacher Meeting and Dinner](#) - be sure to invite new teachers (in first two years) – Nov 19, 2019
- Update the PETL/ETFO board (PETL and ETFO flyers)
- Meet with Principal
- Monthly member meeting

December

- Watch for the G-32 staffing memo (usually the last week before the holidays)
- Update the PETL/ETFO board (PETL and ETFO flyers)
- Meet with Principal
- Monthly member meeting

January

- Review and familiarize dates for G-32 - ensure timelines are being followed (ongoing)
- Update the PETL/ETFO board (PETL and ETFO flyers)
- Register for Steward Training (Training will be on [Feb 18](#) or [Feb 19](#), 2020)
- Meet with Principal
- Monthly member meeting

February

- Sign up for the General Membership Meeting and bring colleagues - [Feb 27, 2020](#)
- Steward Training – [Feb 18](#) or [Feb 19](#), 2020, depending on superintendency
- ISSAC meeting with projected enrolment for 2020-2021 numbers
- Update the PETL/ETFO board (PETL and ETFO flyers)
- Meet with Principal
- Monthly member meeting

March

- Tentative teaching assignments go out - ensure that everything is checked on sheets - subject area(s) and grade(s), and ensure timelines are met
- Update the PETL/ETFO board (PETL and ETFO flyers)
- Meet with Principal
- Monthly member meeting

April

- Register for the Annual General Meeting and bring colleagues – [Apr 27, 2020](#)
- Update the PETL/ETFO board (PETL and ETFO flyers)
- Meet with Principal
- Monthly member meeting

May

- Update the PETL/ETFO board (PETL and ETFO flyers)
- Meet with Principal
- Monthly member meeting

June

- Steward meeting and BBQ – [June 9, 2020](#)
- Check reporting timelines against list given out in September
- Timetables due to staff by June 30, 2020
- [Steward and Alternate elections](#) for 2020-2021 school year as per Local election guidelines
- Update the PETL/ETFO board (PETL and ETFO flyers)
- Meet with Principal
- Monthly member meeting