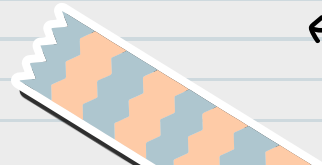
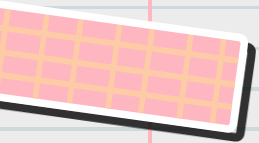
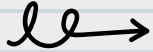
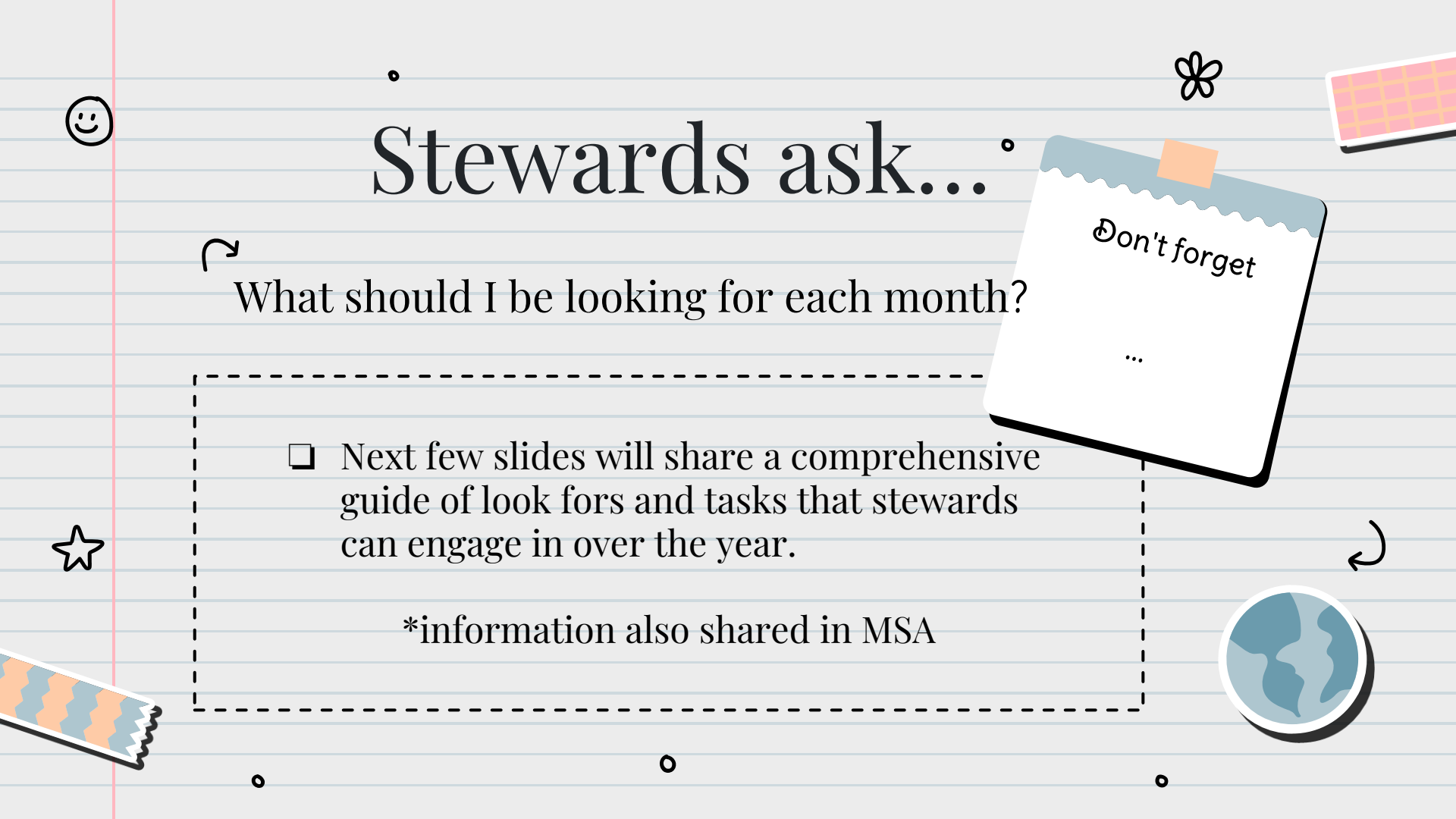


Steward's Checklist

FALL Steward Training





Stewards ask...



What should I be looking for each month?

- ☐ Next few slides will share a comprehensive guide of look fors and tasks that stewards can engage in over the year.

*information also shared in MSA



September

o Hold Steward and Alternate elections (see Steward Elections memo in the Member Secure area of the Local's website).



o Refer to the Collective Agreement (13.02 and Appendix B) for ISSAC requirements and election process. Elect the In-School Staffing Advisory Committee (ISSAC). The new term begins November 1.

o Complete the Steward Start-Up package and return to the Local.

o Review the supervision schedule and sign it once all members in the site have initialled for their minutes.

o Remind part-time teacher members to check their schedules for correct minutes of instructional time, planning time, and supervision. Reach out to an on-call Vice-President if there are questions or concerns.

o Ensure that report card timelines and expectations are sent out to all members by September 30. These should include all reporting periods for the school year and should be done after consultation with all staff.

o Ensure that staff meeting dates for the entire school year are set and sent out to all members by September 30.

September

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o TPA/NTIP notification for impacted members should be within the first 20 working days.



o Create or update non-board email Distribution List for PETL members at your site (including all full- and part-time members, and members on leave).

o Connect with your VP liaison to ensure they have your complete and updated contact information.

o Meet to get Re-org numbers at first ISSAC meeting (refer to Appendix B of the Collective Agreement for items that your admin should be sharing at this meeting).

o Read the E-1 Reorganization memo.

o Set up PETL/ETFO board (PETL and/or ETFO Steward newsletter, flyers, and other info).

o Meet with Principal (it's recommended that this be done monthly or bi-weekly, as necessary).

o Have your first monthly membership meeting (which can be attached to the end of the staff meeting once non-members leave the room).

o Hold a School Improvement Advisory Committee (SIAC) meeting to discuss, be consulted, and provide feedback on any relevant issues (as necessary).



October



- o Register for, and attend, Fall Steward Training (specific dates allocated by Superintendency; registration on the Events page of the local website).
- o Register for the Fall General Membership Meeting (registration on the Events page of the local website) and encourage co-workers to do the same.
- o Update the PETL/ETFO board (PETL and ETFO flyers and info).
- o Meet with Principal to discuss any emergent issues or questions.
- o Hold monthly membership meeting.
- o Hold a School Improvement Advisory Committee (SIAC) meeting to discuss, be consulted, and provide feedback on any relevant issues (as necessary).



November



- o Check reporting timelines against list given out in September.
- o Remind members of the past practice of working two out of three blocks for Reporting to Parents.
- o Steward/New Member Meeting/Dinner: Be sure to invite new members (in their first five years).
- o Update the PETL/ETFO board (PETL and ETFO flyers and info).
- o Meet with Principal to discuss any emergent issues or questions.
- o Hold monthly membership meeting.
- o Hold a School Improvement Advisory Committee (SIAC) meeting to discuss, be consulted, and provide feedback on any relevant issues (as necessary).



December

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o Watch for the G-32 staffing memo (usually the last week before the Winter Break).

o Update the PETL/ETFO board (PETL and ETFO flyers and info).

o Meet with Principal to discuss any emergent issues or questions.

o Hold monthly membership meeting.

o Hold a School Improvement Advisory Committee (SIAC) meeting to discuss, be consulted, and provide feedback on any relevant issues (as necessary).

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January



o Register for, and attend, Winter Steward Training (specific dates allocated by Superintendency; registration on the Events page of the local website).

o Review and be familiar with dates for the G-32 staffing process, and ensure timelines are being followed (ongoing).

o Update the PETL/ETFO board (PETL and ETFO flyers and info).

o Meet with Principal to discuss any emergent issues or questions.

o Hold monthly membership meeting.

o Hold a School Improvement Advisory Committee (SIAC) meeting to discuss, be consulted, and provide feedback on any relevant issues (as necessary).

February



o Register for, and attend, Winter Steward Training (specific dates allocated by Superintendency; registration on the Events page of the local website).

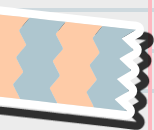


o Register for, and attend, the Winter General Membership Meeting (registration on the Events page of the local website) and encourage co-workers to do the same.



o ISSAC meeting with projected enrolment for 2025-2026.

o Tentative teaching assignments go out: Ensure that TTAs are filled out correctly (members may approach you about this) in terms of subject area(s) and grade(s), and ensure timelines are met.



o Update the PETL/ETFO board (PETL and ETFO flyers and info).

o Meet with Principal to discuss any emergent issues or questions.

o Hold monthly membership meeting.



o Hold a School Improvement Advisory Committee (SIAC) meeting to discuss, be consulted, and provide feedback on any relevant issues (as necessary).



March/April

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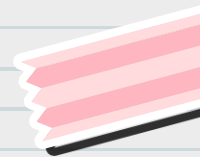


o Update the PETL/ETFO board (PETL and ETFO flyers and info).

o Meet with Principal to discuss any emergent issues or questions.

o Hold monthly membership meeting.

o Hold a School Improvement Advisory Committee (SIAC) meeting to discuss, be consulted, and provide feedback on any relevant issues (as necessary).



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May

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o Register for, and attend, the Spring Annual General Meeting (registration on the Events page of the local website) and encourage co-workers to do the same.

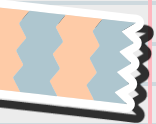


o Update the PETL/ETFO board (PETL and ETFO flyers and info).

o Meet with Principal to discuss any emergent issues or questions.

o Hold monthly membership meeting.

o Hold a School Improvement Advisory Committee (SIAC) meeting to discuss, be consulted, and provide feedback on any relevant issues (as necessary).



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June

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o Register for, and attend, the Steward and Alternate Meeting and BBQ (registration on the Events page of the local website).



o Check reporting timelines against list shared with members in September.

o Timetables for the following school year due to members by the end of the last day of school.

o Update the PETL/ETFO board (PETL and ETFO flyers and info).

o Meet with Principal to discuss any emergent issues or questions.

o Hold monthly membership meeting.

o Hold a School Improvement Advisory Committee (SIAC) meeting to discuss, be consulted, and provide feedback on any relevant issues (as necessary).

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Last reminders



Your role is crucial. Stay
connected with your VP
liaison.

