



# CTA Consent / Consultation Form (2007-08)

## Bill 33: Class Size (Grades 4-12) & Composition (Grades K-12)

***Read these instructions first.***

Every CTA member who falls into one of the following categories **MUST** fill out this form:

- a) Member is requested by the principal to consent to exceeding individual class size limits of 30 in grades 4 to 7; OR
- b) Member is consulted with regard to exceeding individual class size limits of 30 in grades 8 to 12; OR
- c) Member is consulted with regard to exceeding the class composition limits of three (3) per class in grades K to 12.

Completed forms:

- a) The teacher and Staff Rep should retain separate copies.
- b) The original must be submitted by the Staff Rep to the CTA office as soon as possible.

Other noteworthy points:

- No consultation meeting should take place without the Staff Rep present.
- No class size violations can occur in grades 4 to 7 unless the teacher consents to exceeding the limits; the teacher therefore has the power to veto the request.
- The “consultation” process operative for grades 8 to 12 class size violations AND grades K to 12 class composition violations does not provide the teacher with the power to actually veto the request. Nonetheless, consultation must be meaningful AND the teacher still has the power to disagree with the request.
- Under no circumstance should a member provide consent or approval to exceed BOTH the class size limit and the class composition limit for the same class.
- Prior to agreeing to a requested class size or class composition violation, the teacher should consider the negative ramifications of consent. If teachers agree too readily to exceed limits, the BCTF / CTA will never succeed in regaining firm and attainable limits.

### ***“Consultation” Meeting Information***

Name of teacher: \_\_\_\_\_

Grade(s) / Subject area & grade: \_\_\_\_\_

School: \_\_\_\_\_ Principal: \_\_\_\_\_

**Details on “Consent/Consult” Meeting with Principal/Vice-Principal:**

*Note: In order for a consultation meeting to occur, a Staff Rep MUST be present. BCTF procedures dictate that “no member shall enter the consent/consult process under Bill 33 unless a Staff Rep is present.”*

Date of meeting: \_\_\_\_\_

A Staff Rep was present: YES \_\_\_\_\_ NO \_\_\_\_\_

Attendees at meeting (including Staff Rep): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### ***Request by the Principal to Exceed Class Size Limits (grades 4 to 12)***

Reminder: Exceeding class size limits in grades 4 to 7 requires teacher **CONSENT**. Exceeding class size limits in grades 8 to 12 requires that the principal **CONSULT** with the teacher (see above instructions). BCTF procedures dictate that a member “not provide consent or approval to exceed the limits of class size unless:

- a) The teacher is of the belief that the learning situation is educationally sound; AND
- b) Additional resources have been requested by the teacher and provided.”

If the proposed class size exceeds the limits, please tick what additional assistance the teacher has requested:

- Additional prep time
- Additional teaching staff
- Additional non-enrolling support
- Other support (provide details) \_\_\_\_\_

Indicate whether the limit of students with special needs is already exceeded (if this is the case, consent or approval cannot occur).

YES \_\_\_\_\_ NO \_\_\_\_\_

## ***Request by the Principal to Exceed Class Composition Limits (grades K to 12)***

**Reminder:** *Exceeding the number of special needs students in a class over three (3) requires that the principal CONSULT with the teacher (see above instructions).*

If the proposed class configuration exceeds the limit of special needs students, please tick what additional assistance the teacher has requested:

- Additional prep time
- Additional collaboration time with other staff
- Additional teaching staff
- Additional non-enrolling support
- Other support (provide details) \_\_\_\_\_

Indicate whether the class size limit is already exceeded (if this is the case, consent or approval cannot occur)

YES \_\_\_\_\_ NO \_\_\_\_\_

## ***Principal's Rationale for Violating Class Size or Class Composition Limits*** (please summarize)

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## ***Signatures***

Please indicate consent/approval OR lack thereof in the applicable category:

### **Class Size Violation (grades 4 to 7)**

Pursuant to section 76.1 (2.1) of the School Act, I (name of teacher) \_\_\_\_\_:

- DO agree to the proposed class size organization on the basis that, in my opinion, it is educationally sound.
- DO NOT agree to the proposed class size organization.

### **Class Size Violation (grades 8 to 12)**

Pursuant to section 76.1 (2.2) of the School Act, I (name of teacher) \_\_\_\_\_:

- DO agree to the proposed class size organization on the basis that, in my opinion, it is educationally sound.
- DO NOT agree to the proposed class size organization.

### **Class Composition Violation (grades K to 12)**

Pursuant to section 75.1 (2.3) of the School act, I (name of teacher) \_\_\_\_\_:

- DO agree with the proposed class composition organization on the basis that, in my opinion, it is educationally sound
- DO NOT agree to the proposed class composition organization.

Signed: \_\_\_\_\_ (Teacher's signature)

Witnessed by: \_\_\_\_\_ (Staff Rep)

\_\_\_\_\_ (Principal)

Date: \_\_\_\_\_

cc: Kathleen Thomson, President, Coquitlam Teachers' Association

**Staff Reps: Send original to CTA Office through district mail ASAP. Thank you.**