



MEMO TO: Aboriginal Education facilitators, Assessment facilitators, French Program facilitators, Health and Safety facilitators, Professional and Social Issues (PSI) facilitators, Social Justice facilitators, School Union Rep Training (SURT) facilitators, Teachers Teaching on Call (TTOC) facilitators, Women in Negotiations (WIN) facilitators

COPIES TO: Nadia Bove, Lee-Anne Clarke, Anick Dube, Kelsey Dunn, Lucie Ferrari, Alison Gignac, Toni Grewal, Ashley Gurat, Henry Lee, Miranda Light, Richard Overgaard, Todd Patrick, Sherry Payne, Grahame Rainey, Barb Ryeburn, Marion Shukin, Michele Steele, Chris Stewart, Gail Stromquist, Lynda Tierney

FROM Jenny Garrels and Michele Hope
Professional and Social Issues Division

DATE: June 24, 2020

SUBJECT: Memo 2—Facilitators’ Institute Virtual Training (FIT) 2020

Thursday, August 20 to Friday, August 21, 2020

Please join other BCTF facilitators and BCTF staff **online** for the 2020 Facilitators’ Institute Virtual Training (FIT) on Thursday, August 20 and Friday, August 21. We will be using Zoom for all of the training sessions.

1. Information for virtual training

Program

Thursday, August 20

10:00–11:30 a.m.

The basics of online facilitation, including how to maximize the features that Zoom offers to make your workshops interactive and engaging.

Please note that login information for each session will be sent to participants closer to the event date.

Session 1				
Date	Program	Title	Time	
afternoon	French program	Enseigner le français à distance : ressources et matériel (1 of 5)	1:00 to 2:30 p.m.	
	Aboriginal education	Infusing Aboriginal Content and Perspectives	1:30 to 4:30 p.m.	
	Health and Safety	Violence in the Workplace	1:30 to 4:30 p.m.	
	School and Classroom Issues	Addressing Abelism		1:30 to 4:30 p.m.
		Challenging Behaviours		
Professional Boundary Issues				

	Social Justice	Building a Stronger Union Through a Local Equity Audit	1:30 to 4:30 p.m.
		Taking Action for Climate Justice	
	SURT-PD	Role and Function of the PD Rep	1:30 to 4:30 p.m.
	SURT-Staff Rep	Effective School Staff Committees	1:30 to 3:30 p.m.
	SURT-WIN	Facilitating Virtually – Discussion and Sharing Knowledge	1:30 to 4:30 p.m.
	TTOC	New Teachers	1:30 to 4:30 p.m.
	French program	Enseigner le français à distance : ressources et matériel (2 of 5)	3:00 to 4:30 p.m.

Friday, August 21

morning	Aboriginal education	Project of Heart	9:00 a.m. to 12:00 p.m.
	Health and Safety	Role and Function of the School Site Health and Safety Rep	9:00 a.m. to 12:00 p.m.
	School and Classroom Issues	Addressing Mental Health Issues in the Classroom	9:00 a.m. to 12:00 p.m.
	Social Justice	Responding to Racism in your Workplace, Classroom, and Community	9:00 a.m. to 12:00 p.m.
	SURT-PD	Creating Opportunities for Teacher Inquiry	9:00 a.m. to 12:00 p.m.
	SURT-Staff Rep	Role and Function of Staff Reps	9:00 to 11:00 a.m.
	SURT-WIN	Know your New Collective Agreement	9:00 a.m. to 12:00 p.m.
	TTOC	Classroom Management for TTOCs	9:00 a.m. to 12:00 p.m.
	French program	Enseigner le français à distance : ressources et matériel (3 of 5)	9:30 to 11:00 a.m.
afternoon	French program	Enseigner le français à distance : ressources et matériel (4 of 5)	1:00 to 2:30 p.m.
	Aboriginal education	United Nations Declaration on the Rights of Indigenous Peoples	1:30 to 4:30 p.m.
	Health and Safety	Joint Health and Safety Committees/Worker Reps	1:30 to 4:30 p.m.
	School and Classroom Issues	Staying Well at Teaching	1:30 to 4:30 p.m.
	Social Justice	Role and Function of a Social Justice Contact	1:30 to 4:30 p.m.
	SURT-PD	Engaging Members Through Professional Issues: Unveiling the	1:30 to 4:30 p.m.

		OECD's Global Policy Agenda for BC Public	
	SURT-Staff Rep	Union Mentorship	1:30 to 3:30 p.m.
	SURT-WIN	Is it a Grievance?	1:30 to 4:30 p.m.
	French program	Enseigner le français à distance : ressources et matériel (5 of 5)	3:00 to 4:30 p.m.

2. Registration is now open

Online registration for the FIT is available at [bctf.ca](https://members.bctf.ca) through the **BCTF Members Portal**. The link is <https://members.bctf.ca/Event.axd?e=2207>.

Once you are signed into the member portal, click on **Events**, then under **Available Events**, click on the **Facilitators' Institute Training 2020** link.

Childcare

Members will be able to claim for necessary childcare during the 2020 virtual Summer Leadership Conference. The usual requirements for receipts are in place (see below).

Registration for children at summer day camps for August 20 – 21, 2020, is an allowable childcare expense.

Please note: The BCTF has reviewed the expense voucher and made the following changes that came into effect **July 1, 2019**.

Dependent care claims require the following to fulfill certain tax requirements from the Canada Revenue Agency:

- a. A receipt from the dependent care provider is required for reimbursement. Receipts written by the member will no longer be accepted. The receipt must include the number of hours, the amount paid, and the name/address of the care provider. The receipt must also be signed by the care provider.
- b. Members are asked to inform the BCTF if the care provider is a relative. Related persons to the member are considered non-arm's length from a tax perspective. Therefore, the amounts paid by the BCTF to related persons would be considered a taxable benefit to the member. Taxes will be deducted from the member's claim and reporting to Canada Revenue Agency will be required. This will be in effect once the dependent care costs reach \$500 in a calendar year and applied retroactively. Taxes will be calculated based on the payments paid to date with a calendar year.

For general inquiries regarding FIT, please contact Michele Hope by email mhope@bctf.ca.

For program inquiries, please contact Jenny Garrels by email jgarrels@bctf.ca.