

C.B.C.

2011 – 2012

COLLECTIVE BARGAINING COMMITTEE



FLYER

**Joint Board/O.E.C.T.A.
Supervision & Planning Time
Checklist**

SEPTEMBER 19, 2011

#2

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FOR DISTRIBUTION THROUGH
"OECTA C.B.C. REPS." TO ALL TEACHERS

JOINT BOARD/O.E.C.T.A.

SUPERVISION AND PLANNING TIME CHECKLIST

#1. **TERMS OF REFERENCE**

- A) You must have Principal or Vice Principal on Committee.
- B) You must have one Rep. on Committee (OECTA or C.B.C. Rep.).
- C) You must have one teacher from each division (K, P, Jr. I.).
- D) You must have one non-classroom teacher (F.S.L., S.E.R.T., etc.).
- E) You must meet at least four (4) times/year (Update after each mtg.)
 - i) September (first week) September _____, 2011
 - ii) September (last week) September _____, 2011
 - iii) January _____, 2012
 - iv) June _____, 2012

#2. **SUPERVISION SCHEDULES**

- A) Ensure every teacher is at or below 80 min./week on schedule.
- B) Ensure distribution of supervision time is equitable.
- C) Ensure inclement weather schedule (not subject to 80 min./week cap) is fair and equitable.
- D) No scheduled (a.m.) supervision more than 15 minutes prior to instructional day (bus duty exempted).
- E) Supervision after instructional day must be included in weekly cap (bus duty, Kiss & Ride).
- F) Itinerant teachers used if in your school full day (pro-rated).

- G) Part time teachers used on a pro-rated basis.**
- H) Half time teachers travelling between two schools over lunch hour not on schedule.**
- I) Half time teachers travelling between two schools over lunch hour use travel time towards their supervision cap (80 minutes/week).**
- J) You must ensure supervision log is always available to all teachers.**
- K) You must ensure, all supervision time in log book:**
 - i) Is paid back to every teacher by June 30, 2012.**
 - ii) Pay back dates and times are fair and reasonable and teacher is informed at least 48 hours in advance.**

#3. PLANNING TIME SCHEDULES/TIMETABLES

- A) Ensure every teacher gets 230 minutes planning time on their timetable/week.**
- B) Ensure teachers who get Teachers of the Arts get 200 minutes planning time on the timetable/week.**
- C) Ensure every teacher who get Teachers of the Arts, get 19 consecutive blocks x 40 minutes for this purpose.**
- D) Ensure Teachers of the Arts are scheduled:**
 - i) 19 weeks unless otherwise approved by Superintendent.**
 - ii) No more than one (1) Arts class is assigned per week.**
 - iii) Teacher of the Arts enters into a discussion at least one (1) week prior to their assignment beginning and prior to their final schedule being set.**
 - (1) Classroom teacher**
 - (2) Principal**
- E) Make sure every J.K./S.K. teacher gets two (2) recess breaks daily unless on supervision schedule.**
- F) Ensure J.K./S.K. teachers get full use of 30 minutes at the end of each morning for planning time or if less, reduce their planning time count and increase their Supervision Time count accordingly.**
- G) You must ensure Planning Time Log is always available to all teachers.**

H) You must ensure, all Planning Time in Log Book:

i) Is paid back to every teacher by June 30, 2012.

ii) Pay back date times are fair and reasonable and teacher is informed at least 48 hours in advance.

I) Ensure all teachers are aware that all planning time, if unavoidably cancelled, is banked, except for liturgical celebrations.

J) N.B. There is no such thing as positive banking or teachers paying back planning time if one or the other went on a class trip.

K) N.B. Planning Time Log Book is separate from Supervision Time Log Book.

#4.

FIRST AID PROVIDER

A) Ensure all First Aid Provider schedules are fair, equitable and reasonable.

B) Ensure your committee decides if the F.A.P. is also placed on the supervision schedule or not.

#5.

DISTRIBUTION

Please ensure a copy of this checklist is updated at each meeting and a copy sent, along with current staff list to:

A) OECTA Office (Fax: 905-335-6684)

B) Board Office (F.O.S. Superintendent)

Meeting #1 **#2** **#3** **#4**

Date: _____

Rep.: _____
(Print)

Sign: _____
(Sign)

P/V.P.: _____
(Print)

Sign: _____
(Sign)