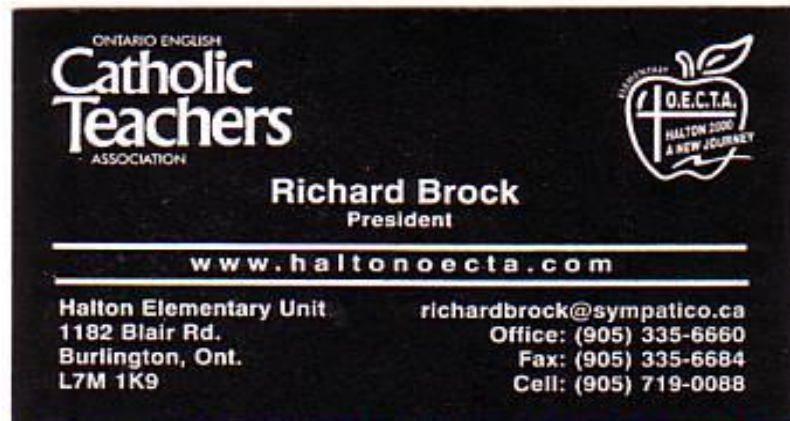


**2011 – 2012**

# News release



**ONTARIO ENGLISH**  
**Catholic**  
**Teachers**  
**ASSOCIATION**  
**HALTON ELEMENTARY UNIT**

**[www.haltonoecta.com](http://www.haltonoecta.com)**

~ Professional Development  
Committee Meeting Minutes ~

(Tuesday, October 4, 2011)

November 9, 2011

**# 5**



**OECTA ELEMENTARY**

**PROFESSIONAL DEVELOPMENT COMMITTEE MEETING**

**TUESDAY, OCTOBER 4, 2011  
1:00 PM  
DIRECTORS CONFERENCE ROOM**

**MEETING #1**

---

**MINUTES**

**Present:**

**R. Brock, President, OECTA Elementary Unit  
K. Dobbie, Principal  
J. Herman, Superintendent, Curriculum Services  
B. MacDonald, Chief Negotiator  
N. March, Vice President, OECTA Elementary Unit  
L. Naar, Superintendent of Education  
M. Tessari, Superintendent of Education, ex-officio member**

**Recording Secretary:**

**N. Brock**

---

**I. WELCOME AND PRAYER**

*L. NAAR*

L. Naar introduced herself and welcomed J. Herman to the committee. M. Tessari has joined us today to allow for a transitioning period of this committee. L. Naar opened the meeting with a prayer of reflection.

**II. Minutes were accepted as submitted.**

**III. Agenda additions:**

Review of Mandate  
Business Arising  
Summer Work  
Deployment of Curriculum Staff

**IV. Mandate of this Committee**

M. Tessari read Article 18 taken directly from the elementary collective agreement. The goals of this committee were reviewed which included assisting with Professional Development and Catholic Learning Communities, sharing best practices for the elementary teachers. The teachers ALP's drive Professional Development days.

**V. Business Arising**

R. Brock inquired about Professional Development Days for teachers. It was noted that former PD Days consisted of Professional Development as well as included a format that outlined Teacher Appreciation. M. Tessari agreed this request would tie into the FACE initiative.

Discussion took place regarding staff meetings taking up a portion of the opening PA Day in September. OECTA would not object provided this served as the only staff meeting for the month of September.

M. Tessari suggested once the School Year Calendar is submitted, this item should be brought back to this committee.

M. Tessari and J. Herman will research the reporting periods in the school year.

**VI. AQ COURSES**

*L. NAAR*

L. Naar shared the AQ courses currently being offered through York University. Reading Part I did not have enough participants, and has therefore been cancelled. The Special Education AQ course is currently being reviewed for participation. It is the hope to have a combined course this Winter.

Discussion took place regarding the topics of AQ courses being offered. R. Brock noted that AQ courses for Teachers of the Arts, Music, Drama and ELKP courses would be beneficial. It was suggested to send a survey to teachers for input on courses of interest for the Spring 2012.

All teachers receive this information through e-mail individually in their board accounts. R. Brock will be copied on all future e-mails sent directly to teachers.

**VII. CATHOLIC LEARNING COMMUNITIES**

*L. NAAR*

Positive discussion took place regarding the CLC's. L. Naar requested input on ways to best serve our teachers. It was noted that the true meaning of CLC is colleagues coming together and sharing. M. Tessari requested the committee enter discussion on determining what a CLC looks like in the schools and collect data from each school on their personal use of CLC's. It was decided L. Naar invite A. Bishop to present Catholic Learning Communities true meaning at the next meeting.

R. Brock noted that the SEF process was very productive in creating CLC's in schools by grade and division; adding it required teachers to discuss what is occurring each of their classrooms. J. Herman will follow up with this process in the schools.

**VIII. UPDATE ON PDT PORTAL**

*L. Naar*

L. Naar shared a full report on PDT Funds for elementary teachers, including sum totals of use to date as well as remaining funds. A reminder memorandum was released to all teaching staff yesterday. Discussion regarding a remainder of PDT funds will be added to February's agenda. Record of PDT funds used and balance remaining were released to R. Brock. All portals will be closed as of June 2012, with the remaining funds being released to OECTA.

**IX. REVIEW OF WHO IS ELIGIBLE/NOT ELIGIBLE FOR PDT MONEY**

*R. Brock*

R. Brock provided an overview of the past practices, including examples of teachers on mat leave, sick leave, as well as changes to FTE. R. Brock informed his members the portals will be adjusted by Thanksgiving weekend.

Discussion took place regarding teachers on LTD and their eligibility for PDT funds. It was noted that J. O'Hara stated teachers on LTD are not active and therefore are not included in this funding for the reason that they are replaced by a permanent teacher who have been given access to these PDT funds. R. Brock requested clarification. L. Naar will further investigate this issue with Human Resources.

**X. ACCESS TO PDT MONEY**

*R. Brock*

Discussion took place regarding the past practice of accessing PD funds though the Curriculum department. Teachers were informed to use their PDT funds if the PD money was not available. J. Herman announced that 125 spaces have been made available for the "When Faith Meets Pedagogy" Conference this year.

R. Brock requested copies of all system memorandums pertaining to his members. Discussion took place around including R. Brock in receiving the weekly Academic Link sent to Principals. M. Tessari will bring this request to Academic Council for approval.

**XI. Summer Work**

*R. Brock*

Discussion took place regarding the protocol of teachers rate of pay for summer work. All teachers will be paid the Continuing Education rate. It was noted that prior approval for summer work must be given by the Superintendent. R. Brock requested communication to the teachers regarding this process. J. Herman will provide this communication in early June to all board itinerants and consultants.

**XII. Deployment of Curriculum Staff**

*R. Brock*

R. Brock requested a listing of the deployment of consultants and itinerants. Discussion took place regarding these positions as Generalists, consultants for Families of Schools or both. J. Herman explained these positions always had schools and have been transitioning to be reassigned to schools in the generalist capacity.

Discussion took place regarding these positions changing and the posting process. Human Resources was included in discussion regarding these positions determining posting was not required. It was noted that any change to these positions would allow for equal opportunity through posting.

R. Brock stated Consultant positions are under a four (4) year term upon which time they are renewed. Each position posted should state Generalist upon renewal.

J. Herman will forward the list of deployment to R. Brock.

**NEXT MEETING**  
**MARCH 20, 2012**