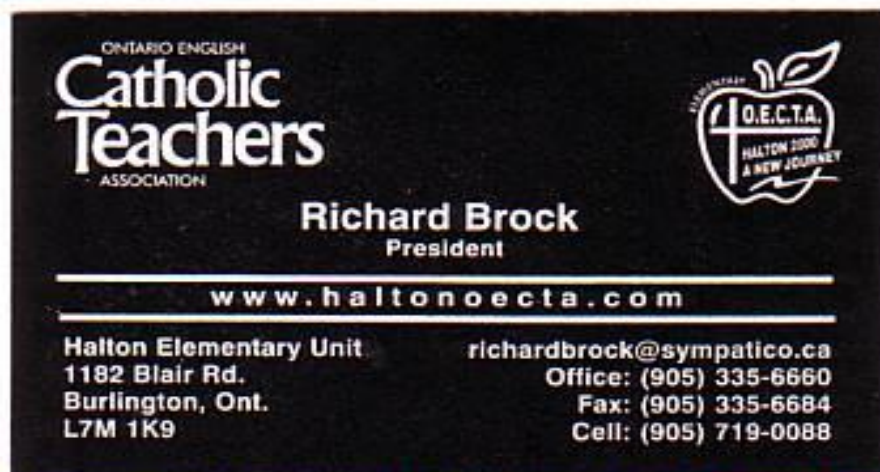


C.B.C.

2011 – 2012

COLLECTIVE BARGAINING COMMITTEE



FLYER

~LABOUR MANAGEMENT MINUTES~
(September 26, 2011)

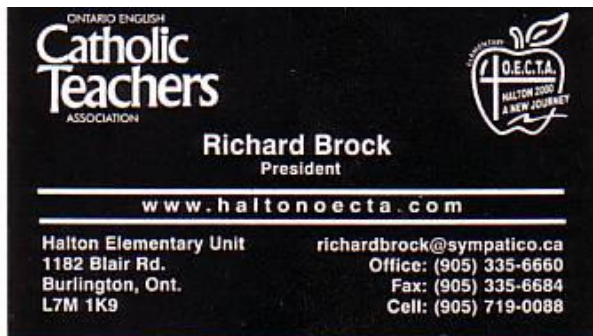
NOVEMBER 9, 2011

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LABOUR MANAGEMENT MEETING #1

**Monday, September 26, 2011
Board Office @ 3:00 p.m.**

BUSINESS ARISING FROM MAY 30, 2011:

#3.1 "Viable alternative to the "Teacher Appreciation day"?

#4.1 "Students achieve would require some technical adjustments in order to separate this mark from the other assessments. She indicated that while the option would not be feasible for this school year, staff will explore the option moving forward," with regards to grade 7 Religion Assessment reporting to parents?

NEW ITEMS

#1. REPORT CARD WRITING/PREPARATION DAYS

- Annually, two P.A. Days are designated Report Card Preparation days for teachers.
- In June 2011, on the second of the two Report Card Preparation days last year, in spite of a memo issued by Senior Staff to all School Administrators, at least three (3) School Administrators violated the P.D.T. Agreement by scheduling various meetings, etc. for all or part of their staff.
- We hope that the Director and Senior Staff will ensure that the two Report Card Preparation days in 2011-2012, for every Elementary teacher, including system teachers, are left exclusively for teachers to use in preparation of student report cards as designed in the P.D.T. Agreement.

#2. SELF DIRECTED VS. PRINCIPAL IMPOSED PLANNING TIME USAGE

- This item has been addressed at length at Labour Management under the previous Administration and was resolved.
- There was a minor flare up at the beginning of this academic year, however, it was quickly resolved.
- If timetables are set up for system teachers who make regular visits and teachers volunteer to sign up during their planning time for these interactions, then that would be an excellent use of the teacher's planning time.
- However, if School Administrators post timetables directing teachers to specifically attend activities during their planning time, the teacher's shall attend, as directed, and would then be entitled to bank their planning time.
- Will Senior Staff please ensure that all of the School Administrators, especially some of the newer ones, are made aware that teacher planning time, for the most part, is self-directed?
- As agreed, any cancellation due to a liturgical celebration is not banked.

#3. F.S.L./TEACHER OF THE ARTS TIMETABLE

- The vast majority of teacher planning time hinges on the F.S.L. program and the Teacher of the Arts program.

- If an occasion arises where there is an unavoidable cancellation of the French period and/or the Teacher of the Arts program, the French class in question, as well as the Arts class in question, are not made up at a later date.
- Teachers are used to this when it pertains to the French program and are getting use to understanding the same holds true for the lost class of the Arts.
- Will Senior Staff please ensure that Administrators are aware that if a French or an Arts class is unavoidably cancelled, even though the classes themselves are not made up, the teacher does get to bank that lost planning time following all the same rules and conditions in #2 above?

#4. SCHOOL ADVISORY COUNCIL

- Loosely attaching other titles to this committee, ie. Parent Council, in some schools, gives some parents the impression that they have a higher status than that of an advisory body.
- Will Senior Staff please ensure that our entire system, Administrators and teachers alike, consistently use the proper term when addressing the School Advisory Council?

#5. WHO IS HOME?

- There appeared to be a concerted effort on Senior Staff to ensure School Administrators were on site for the majority of the week rather than the minority.
- It appears that Fall is getting underway when teachers are turning to their Administrators and finding they are being pulled out to a variety of Board in-services and workshops, etc.
- We understand that C.L.C.'s are extremely important to Administrators, as well as they are for the teachers, however, their primary role should be to spend the majority of the week in the school, which seemed to be the intent of Senior Staff not too long ago.
- Will Senior Staff please review the rising number of days School Administrators are being removed from their schools ensuring that they are only removed when there is an absolute necessity.

#6. INTERNAL COVERAGE

- We have heard back from at least one school that School Administrators were informed at the August Principals meeting, that internal coverage would no longer be allowed.
- We are seeking clarification.
- If this is true, we fail to see the wisdom when this will force teachers, who are forced to have medical appointments during the work day as well, may have other pressing needs to leave the school, just prior to dismissal, to log in to the Smart Find System a half day absence, which will translate into a higher cost to the Board.
- We understand that situations do arise from time to time and it has long been understood that School Administrators had the ability to show compassion and permit internal coverage, when the teachers involved in these arrangements, were willing to do so.
- Again, we are only seeking clarification and if this directive was given, we are also seeking the cost effectiveness of this decision, as well as, how a Catholic Board would deem this a move that will improve interpersonal relationships, not to speak of Servant Leadership taking a giant step backwards.

#7. NON-IDENTIFIED STUDENTS WHO ARE NOT TOILET TRAINED

- With the evolution of the E.L.K.P. program, our schools are now seeing 3 year olds being registered and some of these 3 year olds will not turn 4 until the end of the calendar year of their registration.

- Unfortunately, some of these 3 year olds are coming into our system without being toilet trained.
- There is nothing in the Education Act currently about toilet training.
- Currently there is nothing in our Board Policies about toilet training.
- Day Care Centres, for the most part, do put conditions on toilet training.
- Currently and as always, identified students who require assistance with toileting, that this service has been provided by our E.A.'s.
- Now that toilet training is a real issue for non-identified students, would you please consider the following:
 1. Petitioning the Ministry of Education to address toilet training.
 2. Would you consider having toilet training included in a current Board policy or address toilet training in the creation of a new policy?
 3. Until any of the above are accomplished, can you please make it very clear through your administrative office that toileting is not a function of a teacher who holds an O.C.T. and is a member of O.E.C.T.A.?
 4. Toileting, if required with any of our non-identified students, that a plan be created and implemented as soon as possible and that all administrators and teachers be aware of same.

#8. GIFTED CLASSES

- Two of our schools have the gifted program with triple grades.
- Teaching triple grades is unconscionable at the best of times and O.E.C.T.A. is absolutely opposed to this, however there appears to be little grounds for a grievance, so therefore we have to grin and tolerate it, at this time.
- The fact that you have a single gifted teacher in a class teaching three (3) programs at any one time, it seems that the very least the Board can do is alleviate that teacher with the responsibilities of also doing the I.E.P. for each student during the instructional day.
- We trust you will address the two triple grades that we have in our system and if the Board does not find a way in terms of reducing the triple grades at the very least, we trust that the Board will immediately try to resolve the problem with the gifted teacher also having the responsibility of the I.E.P.'s for each student, or at the very least, supply additional release time for the gifted teacher so the gifted teacher would have time to work on their I.E.P.'s during the instructional day..... because they are critical to the programming.

#9. P.D. DAY PREPARATION EQUITY FOR ALL (Handout will be provided)

- September 6, 2011 was a system wide P.D. Day.
- Preparation and prep. time was required by all teachers who were involved in preparation and delivery of these sessions.
- Elementary Consultants and Itinerants, at the very least, were involved in preparation and delivery of these sessions.
- Elementary Consultants and Secondary Department Heads are viewed on par in light of their responsibility allowance.
- It appears that the Board arrived at a system wide Secondary compensation package for all Secondary Department Heads regardless of the level of their involvement, from some to none, in preparation of the September 6th P.D. Day.
- I fully anticipate that a fair and equitable package will be revealed and released shortly to all our Elementary counterparts as a result of the Secondary settlement.

Elementary Labour Management Meeting

Monday, September 26, 2011

3:00 p.m.

Director's Meeting Room
Catholic Education Centre

Chair: Michael Pautler

AGENDA

1. **Opening Prayer**

2. **Additions to Agenda**

3. **Business Arising**

- 3.1 Viable Alternative to "Teacher Appreciation Day"
- 3.2 Grade 7 Religion Assessment Reporting to Parents

4. **New Business**

- 4.1 Report Card Writing Preparation Days *R. Brock*
- 4.2 Self-Directed vs. Principal Imposed Planning Time Usage *R. Brock*
- 4.3 FSL Teacher of the Arts Timetable *R. Brock*
- 4.4 School Advisory Council *R. Brock*
- 4.5 Who is Home? *R. Brock*
- 4.6 Internal Coverage *R. Brock*
- 4.7 Non-Identified Students Who Are Not Toilet Trained *R. Brock*
- 4.8 Gifted Classes *R. Brock*
- 4.9 PD Preparation...Equity for All *R. Brock*

5. **Closing Prayer**

6. **Adjournment**

NEXT ELEMENTARY LABOUR MANAGEMENT MEETING

November 28, 2011

MINUTES of Elementary Labour Management Meeting

Monday, September 26, 2011

3:00 p.m.

Director's Meeting Room
802 Drury Lane, Burlington

For the Association:

R. Brock, Unit President
B. MacDonald, Elementary Teacher
M.A. MacDonald, Elementary Teacher
N. March, Elementary Teacher
B. McCauley, Elementary Teacher

For the Board:

J. Herman, Superintendent of Education
L. Naar, Superintendent of Education
J. O'Hara, Executive Officer, Human Resources
T. Pinelli, Superintendent of Education
S. Rossini, Superintendent of Special Education
J. Rowles, Superintendent of Education
M. Tessari, Superintendent of Education
J. Yust, Elementary Principal

Chair:

M. Pautler, Director of Education

Recording Secretary:

A. Swinden

1. OPENING PRAYER

The meeting opened with a prayer led by J. O'Hara.

2. APPROVAL OF THE AGENDA

The following items were added to the agenda:

4.10 Ministry of Labour October Inspections – J. O'Hara

4.11 OSRs – R. Brock

4.12 Overload – R. Brock

3. BUSINESS ARISING

3.1 Viable Alternative to 'Teacher Appreciation Day'

R. Brock

M. Tessari indicated that senior staff are still in the process of exploring possible alternatives to the 'Teacher Appreciation Day'. She noted that one option being considered is a formal recognition of all staff members. The Director commented that a consistent acknowledgement of all staff will ensure that no employee group is overlooked.

3.2 Grade 7 Religion Assessment Reporting to Parents

R. Brock

J. Herman indicated that the process has begun to implement some of the technical adjustments necessary to include the Grade 7 religion assessment in *Students Achieve*. She indicated that the option should be in place in time for the reporting cycle of the Grade 7 Religion Assessment.

4. NEW BUSINESS

4.1 Report Card Writing Preparation Days

R. Brock

R. Brock expressed concern that at three of the Board's elementary schools, the principals scheduled various meetings for staff on the PA Day in June 2011 that was designated exclusively for report card preparation. He noted that the PDT Agreement stipulates that two PA Days each year are to be allocated for teachers for report card preparation, and requested the assurance of senior staff that no other meetings or in-services will take place on the two designated days. M. Pautler indicated that School Services Superintendents will send out a general reminder to all elementary principals.

4.2 Self-Directed vs. Principal Imposed Planning Time Usage

R. Brock

R. Brock reiterated the Unit's expectation that teacher planning time should for the most part be self-directed. He indicated that a teacher's decision to meet with an itinerant teacher or consultant would be considered a good use of the teacher's planning time. He noted, however, that if a school administrator schedules (or directs) a teacher to meet with an Itinerant teacher or consultant during his/her planning time, the teacher should attend, as directed, but should then be entitled to bank his/her planning time. M. Tessari agreed with the Unit President, indicating that a reminder was sent out to principals.

4.3 FSL Teacher of the Arts Timetable

R. Brock

R. Brock asked that principals be reminded that when a French or Arts class must be cancelled, although the French or Arts class would not be made up, the classroom teacher would be entitled to bank the missed planning time. J. Rowles indicated that the matter was addressed with principals at the last meeting in June, and again at the Administrators' Meeting in August.

4.4 School Advisory Council

R. Brock

The Unit President addressed a concern that in some school communities the Catholic School Council is referred to as the Parent Advisory Council, or a name other than what is stipulated in the regulation. The Director responded that while Ontario Regulation 612/00 refers to the committee as the *School Council*, it is also explicit in its explanation of the role of the School Council as advisory in capacity.

4.5 Who is Home?

R. Brock

The Unit President expressed concern with the number of occasions that school administrators were required to be off-site during the month of September. M. Pautler acknowledged that September was an extraordinarily busy month and that school administrators were pulled out of schools more frequently than would typically be required or desired. He noted that while he anticipates the pace will lessen moving forward, senior staff are monitoring the frequency of the demands place on principals, and are mindful of being particularly attentive to coordinating the various demands and expectations on principals and teachers.

4.6 Internal Coverage

R. Brock

J. O'Hara provided some clarification on a matter related to internal coverage. He noted that school administrators have been asked to ensure that staff are reporting and recording all absences on *SmartFind*. The Unit President asked whether principals have the flexibility to approve that a teacher leave a little early, or conversely, come in a little later. J. O'Hara indicated that if the school is able to facilitate internal coverage, the school administrator, at his/her discretion may approve that a teacher leave a little early or arrive a little late. M. Tessari indicated that school superintendents would clarify the matter at the Family of Schools meetings.

4.7 Non-Identified Students Who Are Not Toilet Trained

R. Brock

The members of the Association requested clarification on the protocol or process in place to address the toileting of non-identified students registered in the ELKP/JK-SK programs. R. Brock expressed OECTA's position that toileting should not be a duty or responsibility of the teacher. M. Tessari agreed that a protocol should be established to address these situations. She noted that in the interim, in situations where a child who has not been identified is not yet toilet trained, the principal should establish a plan through discussions with the parent, and as appropriate, with the support of an occupational therapist.

4.8 Gifted Classes

R. Brock

R. Brock addressed a concern that at two school sites the teachers assigned to the gifted program are teaching three grades in one class. He asked for the Board's consideration in reducing the triple grades, suggesting that at the very least consideration should be given to providing some concessions to the gifted program teachers in terms of additional release time to work on the Individual Education Plans (IEPs).

S. Rossini indicated that while many self contained classes have multiple grades, at each of the two locations in question, a SERT has been assigned to alleviate some of the additional responsibility. She noted that the students enrolled in the gifted program are integrated in the regular gym and religion classes; the gifted program teacher would not be responsible for the planning of those classes. S. Rossini also noted that an in-service on project-based learning and

blended learning was provided for teachers of the self contained classes. She added that staff are looking at ways to streamline the IEPs for students in self contained gifted classes; noting that for some of the students who have already been enrolled in the gifted program, the process is simplified as there an IEP is already in place which would be adjusted as appropriate each year.

4.9 PD Preparation...Equity for All

R. Brock

R. Brock addressed a matter of concern regarding a compensation package that was provided to all secondary school department heads for work undertaken in preparation of the September 6th PA Day. J. O'Hara noted that the Board's practice has been to compensate teachers who may be required to work during summer hours by paying them at the Continuing Education rate. He assured the Unit President that this arrangement was an anomaly, and that the Board's practice moving forward will continue to be to compensate teachers at the Continuing Education rate of pay.

4.10 Ministry of Labour October Inspections

J. O'Hara

J. O'Hara indicated that the Ministry of Labour will be conducting inspections of all of the Board's schools during the month of October. He added that the focus of the inspections will be on personal protective equipment (e.g. ear plugs for music teachers), noting that there may be a possibility that the Ministry representative would ask to speak with the worker representative at the site. N. March commented that the updated Health and Safety Policy had not yet been posted at her particular school site. M. Pautler indicated that Policy I-19, Occupational Health and Safety, was reviewed and approved by the Board of Trustees at the Regular Board Meeting held on September 20, 2011. He noted that the policy had just been signed by the Chair of the Board, and would be sent out to schools later that week.

4.11 OSRs

R. Brock

In response to a question raised by the Unit President, M. Tessari indicated that typically the school's secretary or clerical staff would be responsible for setting up the OSR files based on class lists.

4.12 Overload

R. Brock

R. Brock commented that he is concerned that despite the outstanding results of the latest EQAO testing, teachers are still experiencing an inordinate amount of stress and pressure. He noted that rather than feel valued and appreciated for their efforts, teachers are feeling that their efforts are not adequate, as more demands are placed on them.

The Director agreed that it is absolutely essential to express appreciation for the exceptional efforts of our teaching staff members in this regard. He acknowledged that there are significant demands placed on teachers, noting with gratitude, that teachers respond generously to these demands. He added that the nature of targets is that they are always moving; and as goals are achieved, new targets must be set or as a school system we run the risk of becoming complacent.

Adjournment

The meeting adjourned at 4:18 p.m.

NEXT MEETING: Monday, November 28, 2011