

# C.B.C.

2007 – 2008

COLLECTIVE BARGAINING COMMITTEE



O.E.C.T.A. HALTON ELEMENTARY TEACHERS

# FLYER

# 7

DATE: **OCTOBER 31, 2008**

**SUPERVISION**  
**PLANNING TIME SCHEDULES**  
**\*\*VERY IMPORTANT INFORMATION\*\***

# **SUPERVISION PLANNING TIME SCHEDULES**

- #1. NUMBER OF MINUTES OF INSTRUCTION/WEEK = 1,300 MINUTES
- #2. NUMBER OF MINUTES OF PLANNING TIME/WEEK = 200 MINUTES
- #3. GRAND TOTAL OF INSTRUCTIONAL TIME = 1,500 MINUTES/WEEK  
N.B. 1,300 MINUTES IS INSTRUCTION WITH STUDENTS  
N.B. 200 MINUTES IS INSTRUCTION WITHOUT STUDENTS
- #4. EVERY MINUTE ABOVE 1,500 MINUTES YOU ARE WITH STUDENTS (LESS 5 MINUTES OF A.M. ENTRY) IS SUPERVISION AND GOES TOWARDS YOUR 100 MINUTES SUPERVISION CAP. THIS IS EVERY TEACHER, INCLUDING JK/SK TEACHERS.
- #5. EVERY TEACHER SHALL HAVE 40 MINUTES ON THEIR TIMETABLE DAILY TO EAT THEIR LUNCH – CONTINUOUS AND WITHOUT STUDENTS (UNINTERRUPTED).
- #6. EVERY TEACHER SHALL HAVE (PRO-RATED FOR PART-TIME TEACHERS) 200 MINUTES OF PLANNING TIME ON THEIR TIMETABLES PER WEEK. PRINCIPALS SHOULD STRIVE FOR 40 MINUTE BLOCKS MINIMUM, HOWEVER, ANY PLANNING TIME BLOCK LESS THAN 20 MINUTES IS DEEMED UNPRODUCTIVE TIME AND MUST BE ADDRESSED IMMEDIATELY, WITH YOUR PRINCIPAL OR CALL ME!
- #7. GRADES 7 AND 8 TEACHERS, WHO TEACH THROUGH THEIR A.M. OR P.M. RECESS, GET 75 MINUTES CREDIT TOWARDS THEIR 100 MINUTES SUPERVISION CAP.
- #8. NOT ONLY MUST EVERY TEACHER BE UNDER THE 100 MINUTES SUPERVISION CAP, THERE MUST BE EQUITY IN AMOUNTS OF SUPERVISION ACROSS THE SCHOOL, IE. JR. DIVISION DOING 95 MINUTES/WEEK AND PRIMARY DIVISION DOING 65 MINUTES/WEEK IS UNACCEPTABLE.
- #9. ANY SUPERVISION, ASSIGNED BEYOND 100 MINUTES (EXCLUDING INCLEMENT WEATHER SCHEDULES) SHALL BE BANKED (SUPERVISION LOG, NOT PLANNING TIME LOG). BANKING OF SUPERVISION BEGINS JANUARY 1, 2009. THIS OCCURS WEEKLY. IF YOU ARE SCHEDULED IN EXCESS OF 100 MINUTES PER WEEK OR IF YOU ARE ASKED TO DO ADDITIONAL DUTIES DURING THE WEEK BEYOND THE 100 MINUTE CAP, FOR WHATEVER REASON (AGAIN, THIS DOES NOT INCLUDE INCLEMENT WEATHER SUPERVISION), HOWEVER, IT DOES INCLUDE IF BUSES OR TAXI'S ARRIVE LATE.
- #10. THE NEW SCHOOL TEACHER SUPERVISION ADVISORY COMMITTEE, WHEN WORKING ON SCHOOL SUPERVISION SCHEDULES, CONSULT WITH PRINCIPAL AS TO WHICH OF THE FOLLOWING ARE AVAILABLE TO ADD TO THE SCHOOL SUPERVISION SCHEDULE:
  - A) E.A.'s (SOME/ALL?)
  - B) C.Y.C.'s (ALL)
  - C) LIBRARY CLERKS (ALL)
  - D) ITINERANTS (IF AT SCHOOL > 2.5 DAYS/WEEK)
  - E) LUNCH HOUR SUPERVISORS (HIRED)

**#11. THE PARTIES RECOGNIZE THAT IN THE INTEREST OF STUDENT SAFETY, APPROPRIATE LEVELS OF SUPERVISION ARE REQUIRED AS DETERMINED BY THE PRINCIPAL.**

**THE PRINCIPAL WILL ENSURE A SUPERVISION SCHEDULE IS DEVELOPED WHICH COMPLIES WITH ARTICLE 18.02 AND 18.09. INCLEMENT WEATHER DAYS WILL NOT COUNT TOWARDS THE SUPERVISION MINUTES CALCULATION.**

**SHOULD CIRCUMSTANCES AT THE SCHOOL CHANGE, SUCH AS STAFFING SHORTAGES, HUMAN RIGHTS ACCOMMODATIONS, THE PARTIES RECOGNIZE THAT THE SUPERVISION SCHEDULE MAY NEED TO BE ADJUSTED. SUCH ADDITIONAL SUPERVISION DUTIES ASSIGNED WILL BE BANKED AND RECORDED BY THE PRINCIPAL, TO BE REIMBURSED AT A LATER DATE.**

**ANY CONCERNS THAT MAY OCCUR WITH REGARD TO THE PRACTICE OF ONGOING ELEMENTARY SUPERVISION WILL BE ADDRESSED THROUGH THE JOINT LABOUR MANAGEMENT COMMITTEE.**

**SOURCE: LETTER OF INTENT, 2008-2012 COLLECTIVE AGREEMENT**

**#12. "LOU PIOVESAN REITERATED THAT WHEN THERE IS A RELIGIOUS CELEBRATION AT A SCHOOL SITE, ALL SCHOOL TEACHING STAFF MEMBERS ARE EXPECTED TO ATTEND, AS SUPPORTED BY OECTA ELEMENTARY, AND IN ACCORDANCE WITH THE UNDERSTANDING BETWEEN OECTA AND THE BOARD, MISSED PLANNING TIME DUE TO LITURGICAL SERVICES WILL NOT BE BANKED. HE NOTED THAT ALL OTHER MISSED (CANCELLED) PLANNING TIME WITH THE EXCEPTION OF LITURGICAL SERVICES SHOULD BE BANKED, RECORDED AND PAID BACK."**

**SOURCE: LABOUR MANAGEMENT – MONDAY, APRIL 30, 2007**

**#13. USE IT OR LOSE IT!!! TIME LOGGED IN EITHER THE PLANNING TIME LOG OR THE EXCESS SUPERVISION LOG MUST BE PAID BACK DURING THIS ACADEMIC YEAR. IN CONSULTATION WITH YOUR PRINCIPAL WHEN EITHER LOG REACHES A REASONABLE MULTIPLE OF A 3<sup>RD</sup> OF A DAY (100 MINUTES) OR, ½ DAY (150 MINUTES) OR A FULL DAY (300 MINUTES) MAY BE AN IDEAL TIME TO HAVE YOUR PRINCIPAL BEGIN TO PAY BACK RATHER THAN WAITING UNTIL JUNE WHEN IT WOULD BE NEAR IMPOSSIBLE IF THE ENTIRE SYSTEM WAITS UNTIL THEM.**

**CYNTHIA TOBIN IN HUMAN RESOURCES HAS ALWAYS BEEN MORE THAN ACCOMMODATING IN PAYING BACK ANY TIME LOGGED IN THE BOOKS ONCE CONTACTED BY YOUR PRINCIPAL.**

# JK/SK TEACHERS

(PAGE 2 AND PAGE 3 APPLY TO YOU AS WELL AS BELOW)

HALTON CATHOLIC DISTRICT SCHOOL BOARD

2007 / 2008 M E M O R A N D U M

TO	:	Elementary School Principals
FROM	:	J. O'Hara, Executive Officer
DATE	:	September 17, 2007
RE	:	JK/SK Planning Time

The operational guidelines for JK and SK Planning Time were prepared to ensure that the elementary teacher's contract is followed and that the application would be equitable for all teaching staff.

The guidelines are as follows:

- 1) JK and SK teachers are to receive 200 minutes per week of planning time as per the OECTA Elementary Collective Agreement (Article 18.03(a)).
- 2) Of the 1/2 (one-half) hour available at the end of the morning session – 10 (ten) minutes can get consumed in what might be considered supervisory time (Article 18.03 (b) OECTA Elementary Collective Agreement.
- 3) Outside supervision in the JK and SK yard before the morning and afternoon sessions will be part of the school supervision schedule. The morning and afternoon recess breaks in JK and SK will also be incorporated in the school supervision schedule. It is suggested that JK and SK students have snack time during this period.
- 4) A Planning Time Teacher must provide the remaining 50 (fifty) minutes of planning time required for full time JK and SK teachers.

Should you have any questions regarding this matter, please contact your school superintendent or me.

Thank you for your attention to this matter.

cc: Superintendents of Education  
R. Brock

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**TEACHERS: OECTA AND SENIOR STAFF OF THE HALTON CATHOLIC DISTRICT SCHOOL BOARD WORKED VERY HARD TO ACHIEVE ALL IN THIS FLYER. IF YOU ARE NOT GETTING ANYTHING IN THIS DOCUMENT OR IF YOUR PRINCIPAL IMPOSES A NEW TWIST OR VARIATION NOT MENTIONED ABOVE AT YOUR SCHOOL, PLEASE CALL IMMEDIATELY! YOUR PRINCIPAL HAS RECEIVED DETAILED INSTRUCTIONS IN THESE AREAS OF PLANNING TIME AND SUPERVISION SCHEDULING, SO THERE SHOULD BE NO DISCREPANCIES OR CONTRADICTIONS TO THE ABOVE GUIDELINES.**

..... RICHARD (905) 719-0088