

# C.B.C.

2007 – 2008

COLLECTIVE BARGAINING COMMITTEE



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

# FLYER

# 8

DATE: **January 19, 2009**

**Labour Management Meeting – December 1/08**

**MINUTES of Elementary Labour/Management Meeting**

Monday, December 1, 2008

3:00 p.m.

Director's Meeting Room  
802 Drury Lane, Burlington

**For the Association:**

R. Brock  
B. MacDonald  
M. Mahler  
N. March  
R. Oliver  
V. Volak-McLaughlin

**For the Board:**

L. Clifford  
J. Langill  
R. MacDonald  
J. O'Hara  
J. Rowles  
S. Rossini  
J. Susi  
C. Tobin

**Chair:**

M. Pautler

**Recording Secretary:**

A. Swinden

---

**1. OPENING PRAYER**

The meeting opened with a prayer led by Richard Brock.

**2. APPROVAL OF THE AGENDA**

The following item was added to the agenda:

4. h) *Information regarding School Year Calendar 2009-2010* – M. Pautler

The agenda was accepted as amended.

**3. BUSINESS ARISING**

**a) P.D. for Principals/Vice Principals**

*R. Brock*

R. Brock initiated discussions on the role of Itinerant Teachers and that of the Curriculum Service Consultants. R. MacDonald clarified that often consultants receive in-services from the Ministry of Education, and are charged with the responsibility to disseminate the information to the system. He indicated that while principals receive professional development to assist with the various initiatives, he would expect that all staff members are involved in the process.

The Director added that the nature of the work of educators entails a collaborative approach. He noted that while a principal is expected to be proficient in all areas, the reality is that there will be specific expertise of some staff that will exceed that of the principal; however, this does not diminish a principal's ability to lead the process.

**b) System Support for Ministry of Education Initiatives**

*R. Brock*

In response to a request from R. Brock, L. Clifford provided clarification regarding the role of the Itinerant teacher assigned to St. James School, and the program currently being provided at St. Elizabeth Seton School.

**c) Teacher Response to Labour Management #1...One Teacher's Perspective**

*R. Brock*

R. Brock provided a letter for the committee's information.

#### 4. NEW BUSINESS

a) **Teacher Personal Information**

R. Brock

In response to a concern raised by the Unit President, J. Langill agreed that it is inappropriate for principals to provide parents with a teacher's personal contact information (i.e. cell phone number, home phone number, and/or e-mail address). He noted that while it is true that parents can easily acquire a teacher's Board e-mail address, it should not be provided to parents by anyone except the teacher in question. He read aloud a communication that was sent to principals on October 27<sup>th</sup> to remind them of this expectation, and to indicate that the preferred methods of parent-teacher communication are telephone discussions, in-person meetings, or written communication. He expressed his view that e-mail will eventually replace the other methods as the preferred form of communication between parents and teachers.

b) **Woman Abuse Affects Children**

R. Brock/V. Volak

V. Volak provided the committee members with information related to *Woman Abuse Affects Our Children*, an educational resource designed to address the effects of woman abuse on children in the classroom. R. Brock suggested the collaboration of the Board, the Halton OECTA Unit, and OECTA Provincial in arranging the provision of workshops for Halton elementary teachers. R. MacDonald was provided with the facilitator's manual (*An Educator's Guide*) for his review and consideration.

*POST NOTE: Subsequent to the December 1, 2008 meeting, R. MacDonald reviewed the manual and has made initial contact with the individual(s) identified within the document. Senior staff are exploring the possibility of collaborating with OECTA in the provision of these workshops for teachers at some point in the future.*

c) **LTO Assignments**

R. Brock

J. O'Hara confirmed that while occasional teachers fall under the jurisdiction of the Occasional Teachers' collective agreement, for the duration of an LTO assignment, occasional teachers are governed by the working conditions that pertain to the regular classroom teacher they are replacing (e.g. supervision, planning time, travel time, etc) as stipulated in the regular teacher collective agreement.

d) **Teachers on Board Business**

R. Brock

The members of the Elementary Unit requested senior staff's consideration in providing a supply teacher to relieve teachers attending to Board business (i.e. Board committees such as Labour Management; PD Day Committee; Board Improvement Plan Committee). R. Brock noted that teacher representatives on Board committees are a valuable resource to the committee; however it is not always possible to make internal arrangements at the various school sites to accommodate the coverage. M. Pautler indicated that he would expect that principals will continue to make every effort to facilitate such arrangements.

e) **Coordination of Information**

R. Brock

R. Brock noted that there are areas in which it would benefit both the Board and OECTA to coordinate information sent out to staff to ensure a consistent message. J. Langill agreed with the concept of coordinating messages to the system whenever possible. J. O'Hara indicated that while he agrees that it may be beneficial for OECTA and the Board to disseminate a common message to staff, the option is not always feasible in light of time constraints and other considerations.

f) **Supervision Schedules**

R. Brock

R. Brock expressed the Unit's hope that supervision will be distributed equally and equitably amongst all staff at each school site. J. Langill indicated that while principals will strive to allocate supervision in a fair and equitable manner, the requirements of a particular school population will sometimes generate some minor disparity. As noted in the Provincial Discussion Table (PDT) Agreement between OCSTA and OECTA, all school-based staff have a role to play in elementary school supervision which is essential to maintaining a safe school environment. J. O'Hara noted that it is not his expectation that all staff will get the same amount of supervision; in fact, while there is some flexibility, some staff may, by virtue of their particular assignment, get a disproportionate share of the supervision. The structure of the school supervision committee provides advice to the principal to assist in ensuring fairness and equity in the development of the supervision schedule.

g) **Benefits After a Leave Period**

J. O'Hara

J. O'Hara addressed a change in the current practice regarding the re-enrolment of staff on a benefits plan upon return to work from a leave of absence. He noted that the current practice entails that a staff member on a leave of absence who decides to discontinue his/her benefits is required to sign up again for benefits upon return to

work. Staff members returning from leave will now be automatically re-enrolled for the same benefits options which they had previous to their leave. The onus, however, will be on the staff member to inform Human Resources Services if there is a change to any of the information related to their benefits.

h) **School Year Calendar 2009-2010**

*M. Pautler*

The Director addressed the school year calendar for 2009-2010, indicating that in light of the fact that Labour Day will occur later than usual in 2009 (September 8), the School Year Calendar Committee will be reviewing options to accommodate the required 194 annual instructional days within the calendar. He noted that one of the options would be to have teachers return to work a couple of days prior to Labour Day; another option would be to shorten the length of the Christmas Break. M. Tessari indicated that the committee will meet in January to review the matter.

**Adjournment**

In closing, the Director reminded the Unit President that the intent of the Elementary Labour Management meetings is to address broad issues; matters that are isolated are best handled by contacting the appropriate superintendent directly.

The meeting adjourned at 4:27 p.m.

**NEXT ELEMENTARY LABOUR MANAGEMENT MEETING – February 10, 2009**

Elementary Labour Management Meeting

Monday, December 1, 2008

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

- a) P.D. for Principals/Vice Principals *R. Brock*
- b) System Support for Ministry of Education Initiatives *R. Brock*
- c) Teacher Response to Labour Management #1...One Teacher's Perspective *R. Brock*

4. New Business

- a) Teacher Personal Information *R. Brock*
- b) Woman Abuse Affects Children *R. Brock*
- c) L.T.O. Assignments *R. Brock*
- d) Teachers on Board Business *R. Brock*
- e) Coordination of Information *R. Brock*
- f) Supervision Schedules *R. Brock*
- g) Benefits After a Leave Period *J. O'Hara*

5. Closing Prayer

6. Adjournment

NEXT ELEMENTARY LABOUR MANAGEMENT MEETING

January 26, 2009

# **LABOUR MANAGEMENT MEETING #2**

Monday, December 1, 2008

3:00 p.m.

Board Office

## **A G E N D A**

### **BUSINESS ARISING FROM LABOUR MANAGEMENT MTG. #1 ON SEPTEMBER 29, 2008**

#### **#4. (b) P.D. FOR PRINCIPALS/VICE PRINCIPALS**

(Q): “Larry Clifford explained that Principals have received in-servicing through School Effectiveness; and Principals and teachers are well supported by Curriculum Service Consultants and Itinerant teachers.”

..... This is not the role of Consultants and Itinerants to “support” Principals???

..... Please re-define source(s) of Principals/Vice Principals in-servicing.

(Q): “J. Susi noted that while Principals should be the curriculum leaders in their respective schools, to a great degree they must rely on the expertise of staff.”

..... “Should be”, further indicates that Principals/Vice Principals may be thirsting for more P.D.

..... “Must rely on the expertise of staff”

..... Please define what is meant by “staff.”

#### **#4. (c) SYSTEM SUPPORT FOR MINISTRY OF EDUCATION INITIATIVES**

(Q): “L. Clifford ..... one full-time site-based Itinerant has been assigned to St. James.”

..... Can you explain why this same Itinerant is now offering a ‘program’ at St. Elizabeth Seton?

..... What is the program being offered at St. Elizabeth Seton?

..... What is the role of the Itinerant currently assigned at St. Elizabeth Seton?

#### **#4. (c) TEACHER RESPONSE TO LABOUR MANAGEMENT #1 .... ONE TEACHER’S PERSPECTIVE**

(Q). “R. MacDonald responded that while he agrees that increasing the number of Itinerant teachers would be of great benefit to providing additional support for students, budgetary considerations would not make this option feasible at this point.”

..... Hand out only to be read.

### **NEW ITEMS**

#### **#1. TEACHER PERSONAL INFORMATION**

- It has come to our attention that at least on one occasion this Fall, a Principal released a teacher’s e-mail to a parent.
- At this point in time, O.E.C.T.A. will only chalk this up as an accidental error however we would encourage the School Superintendents to strongly advise their Principals and Vice Principals not to release personal teacher information to the parents and that would include, but not limited to, e-mail addresses, cell phone numbers as well as at home telephone numbers and home addresses.

#### **#2. WOMAN ABUSE AFFECTS CHILDREN - Attachment**

- On November 25 & 26, 2008, two of our Executive members, Vendy Volak-McLaughlin and Dana Hanson, as well as myself, attended a conference sponsored by, “The Ontario Women’s Directorate” entitled, “Woman Abuse Affects our Children Regional Conference.”
- The purpose of this conference was not only to profile this issue about our students, but to also instruct our two Executive members on putting on a local workshop.
- To that end, we are requesting that the Board permit one teacher per school to attend a whole day workshop as part of the Board’s Professional Development.
- 15 kits will be sent to every school this January 2009.
- We hope to have a ‘lead teacher’ at each school to assist all our teachers with this kit.
- O.E.C.T.A. will provide food/beverages for the workshop.

- O.E.C.T.A. will also attempt to secure Dr. Linda Baker as a guest speaker.

#3. **L.T.O. ASSIGNMENTS**

- Even though L.T.O. issues are specifically covered in the Occasional Teacher Labour Management meetings, I would like to bring this item forward because it pertains specifically to the L.T.O.'s relationship with the Collective Agreement of the regular teachers and in short, the Teacher Labour Management minutes receive wider circulation in a shorter period of time.
- The issue is, that when an L.T.O. is on an assignment, they are governed almost extensively by the Regular Teacher Collective Agreement and this will include the various components of the P.D.T. language, ie. supervision caps, planning time, etc. will be in place for the L.T.O. also.
- A second item under this topic, but not as frequent an issue, is that if we have a teacher who is under ½ time contract for ½ day and the other ½ day is under an L.T.O. contract, that their working conditions would also be as if they were a full-time teacher, ie. lunch, travel time, planning time, etc.

#4. **TEACHERS ON BOARD BUSINESS**

- Can we be assured that a supply teacher will be called when teachers are on Board related business, ie. Labour Management, B.I.P. etc.?
- Internal coverage causes chaos at some sites.

#5. **COORDINATION OF INFORMATION**

- There are certain areas where information is flowing to the Principals from Senior staff and to the teachers from O.E.C.T.A. on the identical topics.
- Further, O.E.C.T.A. always shares its information that it gives its teachers, with not only senior staff, but with every principal in every school.
- To that end, would the Board consider having joint releases (as we do with press releases) in areas that are of equal importance to your Principals and our teachers, ie. supervision schedules/information; planning time schedules/information; attendance management, to name but a few?
- Again, with duplication we run the risk of either teacher or Principal misinterpreting even further the messages we are trying to get across if they continue to come from two sources as we strive to be transparent and collaborative.

#6. **SUPERVISION SCHEDULES**

- Come January 1, 2009 the new 2008-2012 Collective Agreement, as it pertains to the supervision cap, will be fully implemented.
- To that end, the new In-School Scheduling Advisory Committee will be in full effect.
- Would the Board consider a 'joint release' stressing the formation and launch of this committee as soon as possible as January 1, 2009 is fast approaching?