

Elementary Labour Management Meeting

Monday, June 2, 2008

3:00 p.m.

*in the Director's Meeting Room  
of the Catholic Education Centre*

Chair: Lou Piovesan

AGENDA

1. Opening Prayer

2. Additions to Agenda

3. Business Arising

- a) Board's "State of the System" Survey

4. New Business

- a) Teachers Directed to Work During Summer Months *R. Brock*
- b) Itinerants Scheduled Into Classrooms *R. Brock*
- c) 0.5 Teachers Making Own P.D. Day Choices *R. Brock*
- d) Acting Principals *R. Brock*
- e) Criminal Reference Check *R. Brock*

Adjournment

NEXT ELEMENTARY LABOUR MANAGEMENT MEETING

TBD

# LABOUR MANAGEMENT MEETING #5

Monday, June 2, 2008

3:00 p.m.

Board Office

## A G E N D A/BACKGROUND

### **BUSINESS ARISING FROM MEETING ON JANUARY 28, 2008**

#### **#1. BOARD'S: "STATE OF THE SYSTEM" SURVEY**

- "The Unit President requested the anticipated timeline for release of the results of the State of the System Survey.
- The Director indicated that Dr. E. van Roosmalen, Chief Officer of Research Services, is in the process of compiling and analyzing the data, and will be presenting a report on the results of the State of the System Survey to the Internal Audit Committee (IAC) in mid-February.
- The IAC will then develop a plan of action for disseminating the results system-wide."
- When will the results be released?

\*\*\*\*\*  
\*

#### **#1. TEACHERS DIRECTED TO WORK DURING SUMMER MONTHS**

- It has come to our attention that at least at one school, teachers were told, "teachers will meet with identified students the last week of August, prior to the beginning of the 2008-2009 school year."
- Rather than file a grievance at this point, if this is absolutely necessary and for the benefit of the students, we fully expect each and every one of these teachers to be compensated (lieu day or remuneration) for the days they have been brought in, if and only if, they are willing to come in.

#### **#2. ITINERANTS SCHEDULED INTO CLASSROOMS**

- Itinerant teachers visit the school on a scheduled, pre-determined time table or upon the request of a Principal or individual teacher.
- Among other things, one of their main duties is to support the School Improvement Plan, especially in the areas of Literacy and Numeracy.
- Principals in consultation with teachers, can and do arrange visits from Itinerants to classrooms for guidance, support etc. but the appearance

-2-

of the Itinerant should not be a surprise or unannounced if the consultation has taken place.

- It is O.E.C.T.A.'s position that Itinerants and even Consultants should only come into a classroom and observe a teacher upon invitation from the teacher.
- We take this position because if not invited the Itinerant and/or Consultant would have no one to report to because if they report back to the Administrator who directed them into the classroom, they will be violating the Teaching

Profession Act thus the College of Teachers Act, as well as, they would be perceived as participating in components of T.P.A or N.T.I.P. which they have no moral or legal right to be doing.

- In short, a teacher invitation will only work for all parties concerned and accomplish what our Administrators need accomplished, as well as our members.

#3. **0.5 TEACHERS MAKING OWN P.D. DAY CHOICES**

- 0.5 teachers attend and are paid for only half a day.
- It ought to be up to the 0.5 teacher which half of the day they wish to attend on a Professional Development day that runs the entire day.
- O.E.C.T.A. has always taken the position that Professional Development is self directed.

#4. **ACTING PRINCIPALS**

- Principal designates are only compensated in schools that do not have Vice Principals.
- There are growing concerns throughout this entire year with the frequency of Principals being out of their schools, which is over taxing the designate when supply teachers are rarely called in.
- Also, designates have been called into action in schools with Vice Principals, with no compensation, because both Principals and Vice Principals are out of the schools at the same time at an increasing rate.
- This growing concern must be addressed.

#5. **CRIMINAL REFERENCE CHECK**

- Yes, it is the teacher's responsibility to complete their declaration.
- Let's assume a teacher completes it in May 2008.
- Come September 3, 2008, they get told by their Principal they cannot enter the classroom because the declaration was not completed.
- A conflict of opinions ensues.
- Can teachers get a receipt after completing their declaration?
- Can Human Resources notify our teachers individually that their declaration was/was not completed prior to "D" day?
- Are there safeguards in place to avoid differing opinions come September when the "machine/computer" is potentially incorrect?

# MINUTES of Elementary Labour/Management Meeting Monday, June 2, 2008 3:00 p.m.

Director's Meeting Room  
802 Drury Lane, Burlington

For the Association:

R. Brock  
R. DiValentino  
I. Erickson  
A. Kirkwood  
M. MacDonald  
A. Nunn

For the Board:

J. Langill  
R. MacDonald  
J. O'Hara  
J. Rowles  
J. Susi  
M. Tessari  
C. Tobin

Chair:

L. Piovesan

Recording Secretary:

A. Swinden

---

## 1. OPENING PRAYER

The meeting opened with a prayer led by R. Brock.

## 2. APPROVAL OF THE AGENDA

*The agenda was accepted as amended.*

## 3. BUSINESS ARISING

### a) Board's "State of the System" Survey

R. Brock

In response to the Association's request for an update regarding the status of the Board's State of the System Survey, the Director provided the Committee members with a report entitled, *State of the System Survey Results 2007-2008*, which will be presented to the Board of Trustees at its Regular Meeting on June 3, 2008.

***L. Piovesan noted that page 15 of the report outlines recommendations reviewed and submitted by the Internal Audit Committee in response to the survey findings. He briefly highlighted key sections within the report, noting that Table 11 (page 13) provided a comparison of the 1999-2000 and the 2007-2008 survey results (both surveys contained questions that were very similar in nature). He also noted that the survey indicated significant improvement overall in most of the five areas measured (Leadership & Accountability; Work Environment; Organizational Integrity & Efficiency; Professional Growth & Development; and Communication).***

***R. Brock expressed his gratitude to the Director for sharing the report with the Committee. He questioned the accuracy in the reported improvements between 2007 and 1999 and expressed disappointment with the results, noting that approximately 3 in 10 (30%) of staff that responded to the survey do not feel that their supervisor provides effective leadership. He indicated a need to address this deficiency. He also expressed concern with the findings for trustees.***

*J. O'Hara noted that data received by the Employee Assistance Program (EAP) Committee would indicate that a staff member's day to day interactions with peers are one of the main stressors of staff, and not his/her interactions with supervisors. J. Rowles added that the Board's Mentoring Program has provided sessions for principals on team building and conflict resolution. These sessions will also be provided to vice principals and department heads next school year (2008-2009).*

*The Director indicated that the State of the System Survey Results 2007-2008 will be released to all staff and system stakeholders through the office of the Director following the presentation to the Board of Trustees. The results of the 360 Leadership Inventory Assessment are expected to be released prior to the end of June 2008.*

#### 4. NEW BUSINESS

a) *Teachers Directed to Work During Summer Months* R. Brock

*In response to a concern raised by the Unit President regarding a situation whereby teachers at a particular school site have been informed that they must meet with identified students during the last week of August, the Director clarified that it is at the discretion of a teacher to volunteer to undertake any work prior to September; a principal does not have the authority to direct a teacher to begin work prior to September. R. Brock was asked to contact the appropriate school superintendent with the specifics of the situation.*

b) *Itinerants Scheduled into Classrooms* R. Brock

*R. Brock expressed the Unit's position that appropriate consultation must take place before an itinerant teacher attends a classroom to assist a classroom teacher. He expressed concern that in some situations the information has not been communicated to the classroom teacher, and the itinerant's sudden appearance in the classroom is causing a great deal of discomfort on all sides. He also noted that at no point should an itinerant teacher and/or consultant be expected to report on a particular classroom teacher's performance.*

*R. MacDonald clarified that at times an itinerant teacher may be attending a particular classroom because the classroom teacher invited him/her to do so; at other times the principal may have asked the itinerant teacher to attend a particular classroom(s) in order to heighten awareness on a particular matter or to assist a teacher to improve his/her skill set. He stressed that there is no component of reporting in this process. R. MacDonald agreed that there should be some prior knowledge and discussion prior to the itinerant teacher's visit so that the classroom teacher is in fact aware that the visit will take place.*

c) *0.5 Teachers Making Own PD Day Choices* R. Brock

*The Unit President suggested that whenever a PD Day consists of a half-day speaker presentation, and a half-day in-school session, that half-time (0.5 FTE) teachers should be permitted to choose which half-day session they would prefer to attend. He noted that for a principal to direct the teacher to attend the in-school session would deny that teacher of the opportunity for professional development. The Director responded that the decision in regards to which session a half-time teacher should attend should be done in consultation with the school principal. He added that at times it may be more appropriate to recommend that a half-time teacher attend the in-school session (e.g. If a school staff as a whole has decided that they will address a particular matter as a component of their School Improvement Plan).*

d) *Acting Principals* R. Brock

*R. Brock noted that of late there seems to be an increase in the number of situations when both the principal and the vice principal are called out of a school (to attend in-service sessions, family of school meetings, etc.). He expressed concern that often there is no provision for a supply teacher on these occasions, which is proving problematic for the acting principal who must continue to supervise students in his/her classroom while attending to matters that may arise that require the attention of the school administrator. J. Langill indicated that School Services would review the matter to see how best to address these situations.*

e) *Criminal Offence Declarations*

R. Brock

*In response to R. Brock's suggestion, J. O'Hara indicated that he would review with I.T. Services the possibility of an automatic receipt to be provided to staff responding to the Board's on-line Criminal Offence Declaration. He noted that reminders were sent out to staff to complete the on-line declaration; the next step would be to send out letters to staff who have not complied. In the event that non-compliance should persist in a particular situation, then J. O'Hara would be contacting the Unit President to discuss the matter.*

*Adjournment*

*The meeting adjourned at 3:49 p.m.*

**NEXT ELEMENTARY LABOUR MANAGEMENT MEETING**

**September 29, 2008**