

2009 - 2010

# O.T. INFORMATION BULLETIN




**H**ALTON  
**O**.E.C.T.A.  
**O**CCASIONAL  
**T**EACHERS



....BECAUSE WE GIVE A HOOT ABOUT KIDS.....

ONTARIO ENGLISH  
**Catholic Teachers**  
ASSOCIATION



**Richard Brock**  
President

---

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

---

Halton Elementary Unit      richardbrock@sympatico.ca  
1182 Blair Rd.      Office: (905) 335-6660  
Burlington, Ont.      Fax: (905) 335-6684  
L7M 1K9      Cell: (905) 719-0088

~ Occasional Teacher Labour  
Management Meeting Minutes ~

(October 19, 2009)

MAY 19, 2010

**#6**

....FROM THE DESK OF YOUR PRESIDENT: RICHARD BROCK...

## HALTON CATHOLIC DISTRICT SCHOOL BOARD

Minutes of **Occasional Teacher Labour Management** Meeting

Date: **October 19, 2009**

Time: **1:00 p.m.**

Location: **HR Room**

In Attendance: For the Board: **J. O'Hara, Executive Officer, Human Resource Services**  
**S. Strong, Manager, Employee Relations**  
**C. Tobin, Senior Administrator, Human Resource**

### Services

For the Union: **P. Canary, Employee Relations, Officer**  
**K. Boyd, President, OECTA Secondary**  
**R. Brock, President, OECTA Elementary**  
**C. Hosseini-Tonekaboni, 1<sup>st</sup> Vice President/Grievance**

### Officer

**F. Springer**

Recording Secretary: **S. Strong**

	Agenda Items	Summary	Action	Follow-up/Resp.
1.	<b>Opening Prayer</b>	Learn to do Good. Seek Justice	N/A	
2.	<b>Announcements</b>			
3 a)	<b>Approval of Agenda</b>	The following items were added/amended to the agenda: <ul style="list-style-type: none"> <li>• On call <i>electronic Secondary</i> tracking sheets</li> <li>• Expectations of <i>Occasional Teachers</i> in the classroom</li> <li>• <i>Employee Self Serve Portal</i></li> </ul>	Please see agenda	
3 b)	<b>Approval of Minutes of</b>	May 20, 2009		
4.	<b>Business Arising from Previous Meetings</b>	N/A		
5 a)	<b>Process for getting on the OT list</b>	<ul style="list-style-type: none"> <li>• Union constantly receives requests for information on “how to” get on the O.T. list.</li> <li>• The procedural steps are; <ul style="list-style-type: none"> <li>a) Apply to our Board on <a href="http://www.applytoeducation.com">www.applytoeducation.com</a></li> <li>b) Make sure to include as many documents as possible and add documents as they become available.</li> <li>c) If you are called for an interview, come on time, professionally dressed and prepared for the interview. You can bring any outstanding documents with you but unfortunately we don't have time to view your personal portfolios</li> <li>d) You will receive a follow up</li> </ul> </li> </ul>	N/A	

	<b>Agenda Items</b>	<b>Summary</b>	<b>Action</b>	<b>Follow-up/Resp.</b>
		<p>letter within 3 weeks from the date of interview.</p> <p>e) If you had a successful interview, you will be placed either on the OT list or the waiting list, depending on our needs</p>		
5 b)	<b>Process for obtaining a permanent position</b>	<ul style="list-style-type: none"> <li>• The procedure is; <ul style="list-style-type: none"> <li>a) The Board assesses its needs</li> <li>b) Occasional Teachers are considered</li> <li>c) New applicants are considered</li> <li>d) Decisions are made.</li> </ul> </li> </ul>		
5 c)	<b>Professional Development for O.T's</b>	<ul style="list-style-type: none"> <li>• Union raised concern with regard to PD under the PDT for O.T's, allowances made for dedicated PD days.</li> <li>• Two issues; 1) PDT; 2) the contractual day allocated in the Collective Agreement</li> <li>• The committee included; Richard, Keith, Mary Tessari, as staff development Superintendent, and Cynthia.</li> <li>• The committee will be meeting on December 3<sup>rd</sup>, 2009</li> </ul>	<ul style="list-style-type: none"> <li>• The Board would like to get back to the Union on the PDT issue</li> <li>• A committee was created to discuss and prepare the regular Professional Development Day for the O.T's.</li> </ul>	<ul style="list-style-type: none"> <li>• The committee will be meeting on December 3<sup>rd</sup>, 2009.</li> </ul>
5 d)	<b>Purging of O.T's</b>	<ul style="list-style-type: none"> <li>• Union requested information on the procedure the Board uses to purge the list.</li> <li>• There is a need to review the OT list at least, yearly. It is not in the best interest of the system to have OT names on our availability list when they in fact are not available to cover classes.</li> <li>• Reasons for purging; <ol style="list-style-type: none"> <li>1. The number of required names on our list will change from year to year depending on our needs.</li> </ol> </li> </ul>		

		<p>Last year, anyone who worked less than 10 days was removed.</p> <p>2. If an OT had accepted an extended LTO with another Board, their name was removed</p> <p>3. If at any time an OT needs a leave of absence from working for the Board, they must contact HR in writing. O.T's can always request a leave of absence and it will be considered.</p>		
5 e)	<b>Secondary on-call electronic tracking sheets</b>	<ul style="list-style-type: none"> <li>• The Union asked if this tracking could be done electronically.</li> <li>• The Union felt that the actual process of physically getting an administrator to sign off on the tracking sheet is or can be used against the Occasional Teacher.</li> <li>• The Board considered the requested and it was decided that the process will remain the same. Secondary OT's will record their on-calls and have a member of the school administration sign off.</li> <li>• Board stressed that this is not part of the hiring process.</li> </ul>		
5 f)	<b>Expectation of O.T's in the classroom</b>	<ul style="list-style-type: none"> <li>• Union requested that Principals remind their staff of the expectations to leave for O.T's when absent, lesson plans, class lists, etc.</li> <li>• All Principals and Vice Principals both elementary and secondary have been asked to please remind their teachers to leave lesson plans and a seating chart for the Occasional Teacher.</li> <li>• All Occasional Teachers are reminded that if you have a problem, to speak to school administration.</li> </ul>		
5 h)	<b>Updated OT list</b>	<ul style="list-style-type: none"> <li>• Copies of the updated supply lists were distributed to the 2 Union presidents.</li> <li>• Copies of the list of names of the OT's have been purged from our</li> </ul>		

		availability list were distributed to the 2 union presidents		
5 i)	<b>H1N1</b>	<ul style="list-style-type: none"> <li>Board provided information that was shared with all staff and students as well as Ministry of Health information</li> </ul>		
5 j)	<b>Employee Self Serve Portal</b>	<ul style="list-style-type: none"> <li>Board provided information on the portal – web based, alpha numeric log on, read access only.</li> </ul>		
5 k)	<b>Other Business</b>	<ul style="list-style-type: none"> <li>The Union presidents asked if HR would give a list of “tips” to assist the OT’s in receiving assignments. <ul style="list-style-type: none"> <li>Extend your portfolios. The more schools, the more communities equals more job opportunities</li> <li>You don’t have to be qualified in French to cover an elementary French assignment. The French teachers have been asked to leave either seat work or an assignment that can be handled by an English teacher.</li> <li>Check SmartFind at noon hour if you had a morning assignment only. Sometimes there are classes not covered for the PM.</li> </ul> </li> <li>tips” to assist the OT in receiving LTO assignments; <ul style="list-style-type: none"> <li>Demonstrate effective teaching techniques in the classroom; good class management and follow the lessons left by the classroom teacher.</li> <li>Be active and visible at the school where you are supplying.</li> <li>If you receive additional qualifications or attend workshops, send in the documentation to be added to your file.</li> </ul> </li> </ul>		

		<ul style="list-style-type: none"> <li>The OT handbook that is given to all new OT's has been revised. It is available on StaffNet.</li> </ul>		
6.	<b>Information Items</b>	N/A		
7.	<b>Meetings this Week</b>	N/A		
8.	<b>Adjournment</b>	The meeting adjourned at 2:20 p.m.		
9.	<b>Next Meeting</b>	Monday February 8, 2009 at 1:00 p.m.		