

Memo #4

Date: October 16, 2016

To: Executive/Members

From: Kent MacDonald, President

Re: **Project Overseas; School Based Meetings; Progress Reports; Elementary Black Out**

Project Overseas

Would you like to assist teachers in a developing country? Are you interested in learning more about global education issues? Do you see yourself volunteering in Africa or the Caribbean?

Project Overseas (PO) is a joint initiative of the Canadian Teachers' Federation (CTF) and its member organizations, which includes OECTA. PO sends English and French-speaking Canadian teachers at the primary, elementary, and secondary levels to developing countries, mostly in Africa and the Caribbean, to conduct professional development in-service for their colleagues in those countries.

The deadline is quickly approaching, as applications need to be submitted by Sunday, November 1, 2016

Visit www.catholicteachers.ca for more detail and to access the application.

School Based Meetings

Staff meetings are to take place once a month, for up to one hour in duration. The Association encourages all members to attend these meetings, however, if you are unable to attend, please inform your principal in a timely manner. A schedule for all the monthly staff meetings for the 2015 - 2016 school year should now be well established.

All other meetings before or after school are strictly voluntary and no one should be disadvantaged for not attending a voluntary meeting. These voluntary meetings include: division meetings; school improvement meetings; weekly morning meetings; lunch meetings and any other type of scheduled meeting that takes place outside of the instructional day.

Progress Reports

The intent of the progress report is to comment on the progress to date, not the achievement to date. Teachers are to use their professional judgement to determine where/how a child is progressing and it is **not necessary** to comment on every subject or learning skills. Teachers are to provide an assessment using the four letter codes (E,G,S,N) for all six of the learning skills and to comment on at least **three of the six** learning skills in the adjacent comment box.

In reference to the Subject-based comments, the homeroom teacher is responsible for commenting on at least Religion & Family Life, Language and Mathematics and in the primary/junior grades French and another subject (regular prep area) will be commented on by those individual teachers. In the Intermediate grades, in addition to the Religion & Family Life, Language and Math comments, only French is to be commented on, due to the fact that students receive French instruction daily. Please remember that it is not a requirement to fill the entire comment box and point form comments are acceptable.

The additional prep subjects (40min/week) are not required to be reported on the progress report card.

Elementary Blackout Week

Letter of Understanding #14 - Report Cards states,

“In recognition of the time and care required for the completion of report cards, the Board agrees that no teacher will be required to attend Board initiated (central, regional or administrative school based) meetings/in-service in the week prior to report cards being due to the principal.”

Progress report blackout week, is October 28th – November 3rd, with the progress reports being due to the school office by Friday, November 4th.

**If you have any concerns, please contact the Unit office at 705-733-9625 or 1 800 558 4815
Thank you for sharing this information with OECTA members.**