

Memo # 5

To: OECTA Secondary Teachers

From: Michele MacDonald

Re: Experienced TPA checklist (revised); Earned Leave Day; Young Authors

1. I have attached a new Experienced TPA checklist as the last one had links that were no longer correct. It has come to the Units attention that you may be asked to participate in a second visit to your classroom as part of the Teacher Performance Appraisal, please note that only one observation meeting is required for your evaluation. If you are being asked to participate in other "informal" observations these are not required and do not form the basis of the evaluation. You should contact the Unit office immediately if such requests are being made. Teachers who are being evaluated this year should have been provided with the Teacher Performance Appraisal manual if you were not you can download it from: www.edu.gov.on.ca/eng/teacher/pdfs/TPA_Manual_English_September2010l.pdf

2. Under the terms of the Central Agreement Teachers have the ability to earn a partial paid day (PPD) off reimbursed at the occasional teacher rate of pay and access to one voluntary unpaid day leave of absence. **No teacher will have access to PPD this school year.** The Board has calculated the average annual rate of permanent teachers' absenteeism by bargaining unit consisting of the use of paid sick leave, short-term disability leave plan, and other paid leave days excluding bereavement, jury duty, quarantine, association leave, long-term disability, and WSIB. Any teacher working less than 1.0 FTE shall be pro-rated. PPDs and unpaid days earned under this clause can be accumulated to a maximum of six (6) days. Two PPDs under this clause can be combined for a paid day off at full salary.

For the 2014-2015 school year the total number of days used to calculate the Earned Leave was 5398.13 days and the FTE was 457.34, resulting in an average of 11.8 days. According to the Earned Leave language in the Central Agreement each permanent teacher with a rate of absenteeism less than or equal to 2014-2015 board average minus one day shall be provided with a partially-paid day. **That will mean that permanent teachers will have to use less than 10.8 days this school year in order to earn a PPD day to be used in 2016-2017 or accumulated to be used in subsequent school years.** By October 15, 2016, the local unit shall be advised of the average rate of absenteeism by bargaining unit. All permanent teachers shall be advised of their own rate of absenteeism, and whether the teacher is entitled to PPD. Access to Earned Leave Days is available at any time during the school year (commencing in the 2016-2017 school year). Earned Leave Days can be used in conjunction with any other leave days.

PLEASE POST AND DISTRIBUTE TO ALL OECTA MEMBERS

Memo # 5 (page 2)

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Re: Young Authors

3. Once again OECTA is sponsoring the annual Young Authors Awards/Prix Jeunes Ecrivains for students. An information package has been sent directly to the Unit OECTA Staff Representative, please contact your rep for entry forms and the procedures for this contest. We hope that every school will participate in the contest this year, and we wish everyone good luck!

For quick reference here are a few things to note:

- No entry may exceed 3,000 words
- There are three levels of competition - School, Unit, and Provincial. First place winners at each level advance to the next level
- Two copies of each individual entry must be submitted, accompanied by an Entry Form
- Teachers must submit their entries to the OECTA Staff Representative no later than February 12, 2016
- Each school may submit one entry per category and division to the Unit level of the competition
- Winning school entries must be submitted to the Unit office no later than February 19, 2016
- Winning unit entries must be submitted to the Provincial office no later than March 24, 2016
- Provincial winners will be announced in June 2016

The categories for the competition are:

- ★ Short Story
- ★ Poem
- ★ Play
- ★ Nonfiction (essay, article or report)

The Divisions are Grades 9-10 & Grades 11-12. The divisions and categories are the same for both the French and English tracts.

I encourage all teachers to have their students participate in this wonderful opportunity and I look forward to reading the winning school entries.

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BEING EVALUATED? THE FOLLOWING CHECKLIST WILL HELP YOU WITH THE PROCESS.

NECESSARY NOTIFICATION

Date received: _____

- The Board must notify you within your first 20 teaching days of the year in which you are being evaluated.

PREPARING FOR YOUR PRE-OBSERVATION MEETING

Date scheduled: _____

- Read over the 'Teacher Appraisal Manual' supplied by the school, or at <http://bit.ly/1BMkZuc>.
- Check the OECTA 'Survival Guide for Completing your Annual Learning Plan.' <http://bit.ly/1LPnFWd>
- Know your rights under the law, the regulations, and the collective agreement.
- Prepare a draft 'Annual Learning Plan' in advance. It should have only one objective that can be met in one year and that fits your individual professional growth interests.

THE PRE-OBSERVATION MEETING

Date held: _____

- Ensure that you have been given sufficient time to prepare and have received copies of all forms. Check your collective agreement.
- The evaluator must be the Principal (assigned to your school), VP or Supervisory Officer (not a department head or colleague). Consult with the evaluator regarding your 'Annual Learning Plan.'
- This meeting is to discuss competencies to be assessed during the classroom observation. Be specific about the competencies to be observed.
- Set a firm date for classroom observation so that you can be fully prepared.
- Get a copy of the 'Pre-observation Meeting Form' for your records.

THE CLASSROOM OBSERVATION

Date scheduled: _____

Date held: _____

- The evaluator must not assign rankings to "look-fors" or require all "look-fors" to be observed.
- Only the 16 competencies are to be evaluated.
- The evaluation should only focus on what can be observed during the lesson and what was agreed upon in the pre-observation meeting.

THE POST-OBSERVATION MEETING

Date held: _____

- Register any objections with the process (i.e. insufficient time or notice given).
- Is the assessment fair and based on objective criteria from the classroom visit?
- Are all comments valid?
- Insist on seeing all parental and student input that will be considered and respond if necessary.
- Finalize your 'Annual Learning Plan.' Remember that it is YOUR plan. You are required to consult with the Principal but NOT to modify your plan just to suit the school administrators.
- You have the option to write summary comments. Do so if you have any issues or objections that were raised in the meeting. Do not submit any written comments without first seeking advice from OECTA. Do not allow negative comments to be inserted without a rebuttal. Silence is acquiescence.
- Sign the 'Post-observation Meeting Form' to acknowledge only that you have received it. If you disagree with the evaluation, indicate that you are not in agreement but are merely signing receipt of the copy. Call you local OECTA Unit Office immediately, for further directions.

SUMMATIVE REPORT FORM

Date received: _____

- Was completed after the post-observation meeting and given to you signed by the Principal with twenty (20) days after the classroom visit.
- You have the option to write comments(s) on the evaluation. Do so if you disagree with the evaluation.
- You can have a meeting with the Principal to discuss this report if so request. If you wish, have a staff rep or colleague accompany you, especially if the report was negative or unsatisfactory.

IF YOU RECEIVE AN UNSATISFACTORY RATING OR YOU ARE PUT ON REVIEW

- Ensure that you clearly understand the reason(s) for the rating, the actions you need to take and what time, help and other resources will be provided to ensure your success. Document this process.
- Call you local OECTA Unit Office or OECTA Provincial Office immediately.