

Memo #27

Date: May 11, 2021

To: Simcoe Muskoka Catholic Elementary Teachers

Re: Remote Learning: Paper Copies vs CIP; Teacher Notification of Assignment; Joint Prep Memo;

Johnson Insurance Information

Remote Learning: Providing Paper Copies vs Correspondence in Print

The issue of providing students paper copies of the work posted to the online classroom continues to be a topic of discussion at schools. However, the position of the Board and OECTA has not changed. Students who have moved to remote learning **do not have the option to move to the Correspondence in Print option.**

If a student was attending face-to-face, and with the movement to remote learning, are now attending remotely, the expectation is they are to obtain their work and instructions through the teacher and the online classroom.

There is no obligation or responsibility to provide paper copies, just because a parent has requested you to provide them. Furthermore, if your principal is requesting you to provide paper copies to these students, please inform the principal of the Board direction, and contact the unit office.

In unique situations, where a family may have extenuating circumstances, then it may be an option, but a discussion needs to occur, and who would be responsible for providing such work needs to be part of the discussion. It may simply be printing the posted work and making it available for pick up. Again, this should be a rare occurrence.

Teacher Notification of Assignment:

A reminder of new language place in our Collective Agreement (local terms) during our last round of negotiations:

19:02 B.

Teachers will be notified of their teaching assignment for the next school year on or before the Friday before the Victoria Day Holiday. It is recognized that this assignment may change in response to staffing or enrollment changes.

Notification can be done via email, however in person discussions are preferable, but unlikely due to our current teaching situation.

Please note that you should be placed based on your **current qualifications** (not qualifications as of September). If you are placed in a division (this includes teachers who are working in an itinerant role – FSL, Arts, Gym etc.) for which you do not hold qualifications, you should be provided the option to complete the Mutual Agreement Form (MA). If you choose not to complete the form, you must be placed based on your qualifications.

If you are placed in a “protected” subject area (Special Education or FSL), you **MUST** complete the Temporary Letter of Approval (TLA). Without signing the TLA, you should not be teaching in that area.

These two options (TLA and/or MA) need to be offered by your principal as soon as possible after being notified of your assignment for September.

Joint Preparation Time Memo:

The Board and OECTA Simcoe Muskoka Elementary have been using the Joint Memo on Preparation Time for the last number of years (at least 6 years), and its role is to outline a process for the school to determine which subjects/strands will be provided by Itinerant Teachers, and how many need to be covered per term.

The important part is the consultation process: where the principal discusses with the classroom teachers and the Itinerant teachers what subjects/strands work best in their school. Part of the discussion is to review individual skillsets and preferences. In the end, after the consultation, the principal will make the decision and provide notification to all involved.

After the discussion, the principal should be informing all teachers of the expectations for September to January, and then again for February to June.

Teachers should be notified of what potential subjects they are covering, or not required to cover before the end of this school year – for preparation purposes. As we know, things may change in September due to enrollment, as a result some adjustments may be necessary. Again, these changes should be provided for all staff.

Reportable Preparation Time Requirements Per Reporting Period

Grade 1 - 6		
<i>Subject</i>	<i>Time</i>	<i>Number of reportable strands</i>
FSL	100 minutes/week	Grade 1-3 ~ report on Speaking and Listening only per term, Grade 4-8 ~ report on all four strands (Speaking, Listening, Reading and Writing)
Itinerant	100 minutes/week	2 strands to be reported September to February 2 strands to be reported February to June
Itinerant	40 minutes/week	1 strand to be reported September to February 1 strand to be reported February to June
Grade 7-8		
<i>Subject</i>	<i>Time</i>	<i>Number of reportable strands</i>
FSL	200 minutes/week	4 strands (Speaking, Listening, Reading and Writing) per term
Itinerant	40 minutes/week	1 strand to be reported September to February 1 strand to be reported February to June

Johnson Insurance Information

Johnson Insurance is very excited to announce their new Educator Contest which started May 1st. Anyone who calls in for a quote will be entered for **“A Chance to Win 1 of 3 Home Improvement Packages worth \$5,000 Each”**.

To further support our affinity partners during these challenging times, Johnson recently received approval for further auto rate reductions – there is no better time for your members to call for a quote?

Please see attached pdf for more information.

If you have any concerns, please contact the Unit office at 705-733-9625 or 1 800 558 4815