

Memo #2

Date: September 14, 2021

To: Members

Re: **School Based Meetings; Safe Schools Incident Reporting; Local Website; Annual Learning Plan (ALP); OECTA Dues and College of Teachers Fees**

School Based Meetings

We have language in our Collective Agreement that outlines guidelines around Staff 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 2021 - 2022 school year should be established this month, if not already.

All other meetings before or after school are strictly voluntary and no one should be disadvantaged for not attending a voluntary meeting. **These meetings are not to be in place of monthly Staff Meetings.** 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.**

Safe Schools Incident Reporting (SSIR)

Fill out an SSIR Form if:



If you see an act, or an attempt, of aggression, or statement or behaviour...



If you hear an act, or an attempt, of aggression, or statement or behaviour...



If you are the target of either physical or verbal aggression ...

YOU MUST COMPLETE THE SAFE SCHOOLS INCIDENT REPORT ([Link](#))

Violent Incident and Safe Schools Reports - be sure to check the box requesting a "debrief" of the event. This ensures that the principal can write a narrative about what was done to address and correct the situation. If you don't do this, they just choose generic items from a drop-down menu.

The lack of a Debrief and follow up was a deficiency noted by the Ministry of Labour.

2. If you have an injury from a violent incident, you should fill out an accident/incident report as well. This is prompted on the SSIR/VI. This is important for any possible WSIB claims.

Simcoe Muskoka Website

Our website has been up and running again with the help of our new, local provider. We are urging members to attempt to log in and update their personal information as soon as possible. Our plan is to move to sending our communications to your personal email addresses and avoid using the board email system for OECTA Unit business.

If you have not attempted to access your account, please follow these instructions:

Logging In:

1.

A) Username: yourfirstname.yourlastname

-*spaces in your last name may be an underscore (_),no space, or a hyphen (-)

-do not add @oectasm to the end!

If you can't get it, contact Shannon at the address at: elem.oectasm.vp@gmail.com

OR

B) If you entered a personal email address with our old website, you should be able to use that email address to login and access the "Forgot My Password" option (details below).

2. Then click "Forgot My Password".

3. If you had a personal email address entered before (with our old website), a 'change your password' link will be emailed to the email address *** if entered previously.

4. **If this doesn't work, please email Shannon McGlynn:** elem.oectasm.vp@gmail.com for assistance. Please be patient awaiting a reply as we have over 1800 member accounts.

5. **IMPORTANT:** Update any personal information in your profile.

We will be making the move to send all communications to your personal email address that you have entered on the site on October 1st. Please take a few minutes to update this information as soon as possible.

Annual Learning Plan (ALP)

The Annual Learning Plan is the responsibility of the teacher to complete each year in between their Teacher Performance Appraisal (TPA). Teachers are advised to keep copies of their yearly ALP and submit them each year to their principal.

According to the Central Terms it states: *The Annual Learning Plan (ALP) is a component of the performance appraisal framework for experienced teachers. Experienced teachers must complete/update their ALP in accordance with Ministry and regulatory requirements. The ALP is teacher-authored and directed and is developed in a consultative and collaborative manner with the principal or designate.*

Unfortunately, the site we used in the past (teachersalp.com) has shut down and we have not found a replacement.

OECTA Dues and College of Teachers Fee

With the beginning of the new school year, OECTA Dues (local and provincial), and the College of Teachers Fee for the 2021-22 school year will be deducted from your pay. OCT fees are based on the current fee - \$170 - and will be spread over 9 payments from September to December. Teachers on leave (Maternity, deferred leave, unpaid etc.) are responsible for payment of their own fee.

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