

Memo #4

Date: September 28, 2021

To: Members

Re: **Shared Spaces; Payback of Missed Prep; Supervision; IEP and Reporting; COVID-19 School Staff Risk Assessment Tool**

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## **Shared Spaces**

Regarding preparation time, it is strongly encouraged that classroom teachers leave the classroom while the Teacher teaching an alternate subject (FSL, Social Studies, Dance, etc.) is present. We must be respectful of our colleagues that are not in a position where they have their own classroom space to deliver curriculum. As a result, they must move from classroom-to-classroom to provide instruction, which is a less than perfect scenario for many reasons.

During the time that teachers are assigned to a classroom to deliver instruction, we have to be respectful that the space becomes **theirs to use**. It is a professional courtesy to vacate the space, to allow the teacher sole use of the space with the students in their care. When classroom teachers remain in the room, students can easily become confused as to who is “in charge” at that time. It is recognized that there are times when classroom teachers might have to remain during a prep period due to perform a specific task that is restricted to the classroom space, but this should be the exception, not the rule.

In the end, we are all teachers and we need to be cognisant that when another teacher is teaching, the instructional and classroom management responsibilities clearly should be shifted to our colleague.

## **Payback of Missed Prep**

According to our Collective Agreement:

16:01 B Preparation time not fully scheduled during a particular month, June excepted, shall be scheduled during the immediately subsequent month. A preparation time period missed for reasons discussed with the Teacher and authorized by the Principal prior to the event will be made up as soon as possible.

Please review your method of organizing missed prep and ensure there is a plan to have any missed prep paid back as soon as possible.

## **Supervision**

According to our Collective Agreement:

17:01 B – The maxima of supervision minutes for Elementary Teachers will be 80 minutes per week. The minutes cannot be averaged over two weeks or a month. Furthermore, part-time teachers (0.5) are to not exceed 40 minutes per week.

Unlike missed prep time, we do not have any language to deal with the rare situations where a teacher would exceed their weekly supervision minutes.

If a principal or vice principal requires you to cover a supervision – which would then result in, you are being over your weekly maximum – you are to agree under duress and contact the Unit Office immediately.

A teacher cannot volunteer to exceed their weekly maximum number of supervision minutes, since members cannot bargain/negotiate their own contract.

When in doubt, you are asked to contact the Unit Office.

### **IEP and Reporting**

At the end of 2017, the Ministry of Education released a memo to school boards, clarifying direction about reporting and subsequent updating of an IEP in elementary schools.

Given that an IEP must be created within 30 days of the start of the school year/semester or program, teachers, in elementary schools, were meeting with parents to provide the IEP and then immediately reporting on it. There was little time to implement the IEP, prior to the fall reporting period.

The IEP, created within the first 30 instructional days of each new school year, serves as the required reviewing and updating of the first reporting period for the elementary progress report. The IEP will continue to be reviewed and updated as necessary and as a minimum, once per reporting period (January/February and June reports).

Given this revised direction, elementary teachers will only need to update the IEP in the January/February and June reporting periods, thereby reducing some duplication and unnecessary paperwork.

### **COVID-19 School Staff Risk Assessment Tool**

Attached to the email is a COVID-19 School Staff Risk Assessment Tool provided by the Simcoe Muskoka District Health Unit to principals. It does provide some direction as to how it is determined if they are a high or low risk to exposure to COVID-19 if they have come into contact with a positive case while at work.

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