

Memo #5

Date: October 6, 2021

Re: **Black Out Dates, Approved Diagnostic Assessment; Earned Leave Days; OTIP News**

Black Out Dates and Progress Reports

October 15th: Cut-off date for withdrawn students

October 21st to October 27th: Progress Report Blackout

- **No school or board meetings should be planned. October 22nd PA Day is not a violation of our Collective Agreement**

October 28th: Progress Reports due to the principal

November 10th: Progress Reports sent home for Grades 1 to 8 students

November 11th (evening) and November 12th (full day): Parent Teacher Conferences

Note: The dates for Progress Reporting are a week earlier than previous years. Determination of PA Days etc. rests with the Board.

Approved Diagnostic Assessment

Teachers are to use their own professional judgment to determine which of the approved diagnostic assessments to use, which students will be assessed, the frequency of use, and the appropriate timing of the use of these assessments.

Diagnostic assessments should play an important role in our classrooms and their use needs to continue to direct our teaching and planning. There shall be no arbitrary deadlines for these assessments, however your Principal can request that you share with them any assessment data that you have completed, and they can discuss with you regarding your personal diagnostic assessment plan for your classroom. This might be something to place in your Long-Range Plans.

What Principals can't do, is direct a teacher that they must perform specific assessments, for specific students, by a given date, as this would be contrary to the Diagnostic Assessment understanding in our collective agreement.

The Board approved list of diagnostic assessments for this school year is as follows:

LITERACY	NUMERACY
First Steps Writing/Reading	Numeracy Nets
CASI	Leaps and Bounds
PM Benchmarks	ONAP (Ontario Numeracy Assessment Project)
An Observation Survey for Early Literacy Achievement	Gap Closing - Mathematics Ministry Resource
Running Records	First Steps Mathematics
	MathUp
ESL/ELL/ELD	
Ministry STEP Resources	

If your school does not have any of the above resources, you should let your principal know, and they can contact the Board to provide the necessary resources.

If you are unfamiliar with any of the above resources, you should inform your principal, and appropriate training should be provided.

Earned Leave Days

For those who may still have some Earned Leave Days a reminder of the following:

Any Partially Paid Days may be used by no later than **June 30, 2022**, or if not utilized by that date shall be paid out at the occasional teacher daily rate by the board as of June 30, 2022.

Any unpaid days may be used prior to **June 30, 2023**. If not used by that date, the unpaid days shall expire and have no residual value.

All permanent teachers are able to check/monitor to the balance of Earned Leave Days.

On the Employee Connect home page: I Need To... > Change My Personal Information > login – employee number and password – number used to access pay stub > Click on Profile > Click on Compensation Tab.

Access to Earned Leave Days is available at any time during the school year. Earned Leave Days can be used in conjunction with any other leave days, **except Personal Days**.

Please note:

- **A minimum of twenty days' notice is required in order for a request to be considered.**
- **Earned Leave requests are subject to school and system requirements on a first-come, first-served basis and do not have final approval until verification from Human Resources is received.**
- **The request must be completed using ARCs. Verification is done by Human Resources, not your principal.**
- **All requests shall be processed and responded to, in writing, within 10 calendar days.**

OTIP News

5 things you can do now to prepare your home for winter

Now that fall is officially here, many Canadians are busy enjoying all that the season has to offer. Between admiring the colour-changing leaves on a cool evening stroll and baking pies made with freshly picked apples, prepping for winter may be at the bottom of your fall to-do list. However, using the last of the year's warmer weather to prepare your home for winter cold could spare you a lot of trouble once the weather starts to turn.

Here are five things you can do in the fall to get your home ready for winter.

Learn more at <https://www.otipinsurance.com/article126>.

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