

Memo #22

Date: May 25, 2022

To: Simcoe Muskoka Catholic Elementary Teachers

Re: Joint Prep Time Memo; Elementary Closure of Schools/Classrooms; Provincial Election Update

Joint Preparation Time Memo

Now that teachers have been notified of their 2022-23 school year assignment, it is important to outline how subjects taught by Itinerant Teachers are determined.

The Board and OECTA Simcoe Muskoka Elementary have been using the Joint Memo on Preparation Time for the last number of 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 subjects/strands 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. (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

A reminder that in order to teach subjects such as Physical Education, the Arts, Social Studies etc., you need to be qualified in the division not the subject area, or you should be offered to sign a Mutual Agreement form. For example, if you are providing Drama and Dance to grades 4 through 8, you need to be qualified in the Junior and Intermediate Division.

Elementary School Closures and Classroom Closures

The Board has shared with principals and vice-principals a process/checklist for Elementary School and Classroom Closures. School closures is not a new process; however, classroom closures are a new step.

The Board has decided that closing of some classrooms it may mitigate the stress on staff and school communities while trying to provide families with timely communication regarding class closures so that arrangements for childcare can be made if needed.

By 8:45 pm of each evening, the principal will identify any classes not covered; students in the identified class(es) will be directed to remain home and move to asynchronous through the classroom Virtual Learning Environment (VLE) the following day.

Teacher Expectations:

- If the teacher is off due to illness, personal day, serious family illness day, Earned Leave Day etc., they are to be providing day plans – assuming in-person learning.
- Teachers have been informed by the Board (since January) they need to keep their VLE updated
- Teachers off (as identified above) do not need to recreate their day plans for asynchronous activities or create new activities for their VLE
- The quantity of VLE activities is determined by the individual teacher
- There is no requirement to monitor your VLE during the day if you are absent (as identified above)

Provincial Election Update

The Provincial Election is little over a week away, and it is important that all teachers take the democratic opportunity to place their vote for an education friendly government, if they haven't already in the voted in the advance polls.

The past four years of Progressive Conservative majority have not been kind to those in Education.

- Cuts to the Education Budget of \$12.3 billion over the next decade
- Cuts to autism support
- School repair backlog is up to \$17 billion due to \$100 million cuts per year in school repairs
- Denied education affiliates access to consultation process during the pandemic
- Failed to spend \$12 billion of Federal monies dedicated to pandemic measures
- And on it goes

The time is now: Vote on June 2nd.

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