

Memo #1

Date: September 23, 2024

Re: **Joint Prep Memo Information; Staffing; School Based Meetings; Temporary Letter of Approval/Mutual Agreement Forms; OTIP News**

Joint Preparation Time Memo

As we work through September staffing (based upon current enrolment) 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 (over 10 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 skill sets 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 – for preparation purposes. Again, these changes should be provided for all staff.

Reportable Preparation Time Requirements Per Reporting Period (for grades 1-8)

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		
Subject	Time	Number of reportable strands
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 different subject/strand is to be reported _

Kindergarten

The principal will determine, in consultation with the Kindergarten teacher and the Itinerant teacher the frame for preparation time, learning opportunities and observations. At the onset, it should be clear as to which frame(s) the planning teacher(s) are to communicate the learning within a term. It is not appropriate for the Itinerant teacher to be solely responsible for the whole frame of learning. In past practice, preparation coverage typically indicated an academic subject as the focus for planning, instruction, assessment and evaluation. However, learning is not defined by academic subjects in the Kindergarten program, therefore, selecting a focus that would **minimize disruption in the flow of the day and the assessment** in one of the four frames would be most appropriate.

Staffing

Now that students have arrived in all of our schools, Principals have provided the Board with their updated student grade-by-grade enrolment numbers. With this information the Board has determined which schools are in staffing surplus and which schools are in a staffing growth position.

We know that some schools have had to set up some new classrooms to begin the school year, while some others are seeing a decrease in enrollment.

In our Collective Agreement (19:19 Local Terms) it provides the Board to surplus teachers from one school to another, in September. A reminder that surplus means there isn't a position for the teacher at that work location, but there is a position available in the Board. OECTA SME works with the Board to ensure the process outlined in the Collective Agreement are adhered to.

Teachers declared surplus need to be placed before any teacher working in a 0.5 capacity or a teacher that was declared redundant and did not choose a permanent position can be offered the opening.

Those teachers who applied for a transfer (specific or open) are not considered for openings, because transfer applications ended on August 31st. OECTA SME have discussed with the Board about allowing those with a transfer on file to be considered for these openings, but to date they have not agreed to that suggestion.

Any new hire after September 1st, is automatically declared Interim Surplus in April – for the following school year, which means that opening will be available for a transfer, if the opening still exists – based upon April enrollment projections.

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 2024 - 2025 school year should be established and communicated to all staff.

All other meetings before or after school are strictly voluntary and no one should be disadvantaged for not attending a voluntary meeting. These voluntary meetings include school improvement meetings; weekly morning meetings; lunch meetings and any other type of scheduled meeting that takes place outside of the instructional day.

Temporary Letter of Approval and Mutual Agreement Forms

Any teacher that is working outside of their qualifications will need to have a Temporary Letter of Approval and/or a Mutual Agreement Form provided by their principal for you to sign and approve.

Temporary Letter of Approval (TLA):

A TLA is required if you are teaching in a restricted subject area (French-as-a-Second-Language or Special Education),

The Director of Education must sign the request for a TLA to certify the appointment is necessary.

The TLA is only approved for the current school year.

Mutual Agreement (MA):

A Mutual Agreement is required if you are teaching in a division (Primary, Junior or Intermediate) that you do not hold qualifications.

The principal needs to complete the form and ask the teacher to also sign the form. The MA will be sent to the school Superintendent and the Human Resources Department.

The MA is only approved for the current school year.

- The teacher does not have to sign the MA form. If they choose not to sign the MA form, they cannot be placed in that role.
- The teacher must be given the form to sign.
- A verbal agreement is not sufficient.

The Board must provide all TLA and MA forms to the Unit Office by November 15th of each school year.

OTIP News

Starting the new school year off strong and supported

Welcome back to another school year! We hope you're feeling refreshed and inspired after the summer break. Now is an ideal time to reflect on your accomplishments and plan for the future,

both personally and professionally. We want to reassure you that our team is committed to supporting your health, wellness, and financial security so you can thrive in your pivotal role within the education community. You may be most familiar with Ontario Teachers Insurance Plan (OTIP) as your group benefits provider, but did you know that we also offer personal insurance coverage?

Read on to learn more about what we're proud of at www.otip.com/article185.

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