

# **TORONTO SECONDARY UNIT ANNUAL GENERAL MEETING**

**Wednesday, May 16, 2018  
4:00 PM  
Toronto Secondary Unit  
18 Wynford Drive, Suite #216**

**Bargaining Unit**

**COMMITTEE**

**REPORTS**

# **Grievance**

## **Committee Annual Report**

### **Committee Members:**

Pete McKay (TSU Executive Liaison), Christina Nisan (Chair), Davide Trabona, Andrea Saunders, Milver Bravo

### **Meetings:** Bi-Monthly meetings

The committee met to review and apply its mandate.

### **Terms of Reference:** Grievance Committee

- a) to function in accordance with the collective agreement;
- b) to aid members by counseling and to assist members in grievance procedures;
- c) to conduct surveys and request input from members regarding contract observance in order to monitor the collective agreement;
- d) to hold in-services for TSU Teacher Representatives and/or other interested TSU members concerning the administration of the collective agreement.
- e) to meet as needed;
- f) to assist the President and the Grievance Officer with the research required in preparing for a grievance;
- g) to report to the membership by means of a newsletter, the number, status and contractual issues of ongoing grievances and where possible, a summary of all settlements in accordance with the follow principles:
  - (i) that all grievances be undertaken with the understanding of the "preferred option" of publishing the details for the benefit of the membership.
  - (ii) that with the initiation of a grievance, a summary of the substantive issues of the grievance be published in a newsletter with the understanding that the summary may be generic, partially generic or specific according to the professional discretion of the Grievance Committee.
  - (iii) that the committee publish in a newsletter, a statistical summary of all grievances outstanding, initiated, dropped, resolved and arbitrated as of September of the current school year.

(iv) that in the case of grievances which have been arbitrated or otherwise resolved, that the Grievance Committee publish a summary of the judgment in the next edition of a newsletter and that it be understood that this summary may be generic, partially generic or specific according to the professional discretion of the Grievance Officers Committee

**Activities:**

This year, the grievance committee comprised of totally new members. No overlap from last year. AS a result, the first few meetings were to allow for all the members of the committee to better understand the grievance process, terminology etc. This process was invaluable to the members as many are beginning teachers.

In March, the grievance committee met and prepared a short presentation to help inform new teachers about what grievances are and what the grievance process is. We, with the leadership of Pete, presented the information at the April 4<sup>th</sup> Beginning Teachers info night.

**Goals:**

Our goal this year was to educate teachers about the grievance process. Many teachers, new and seasoned are not very clear what qualifies as a grievance and as a result may not come forward with a complaint. We thought we would start with educating new teachers. We did this by presenting during the April session of the Beginning Teachers info night.

**Recommendations:**

That members of next year's grievance committee have the opportunity to attend the OECTA Grievance Officers' Seminar.

That members of the Grievance Committee be given the opportunity to attend the Leadership Program held by OECTA.

Continue to educate and compile and communicate data on the status of Grievances to the membership.

Further engage the committee in grievance research on policy grievance.

Prepared by: Christina Nisan

# Local Health & Safety Committee Annual Report

**Prepared by:** Franco Santarossa

**Committee Members:** Franco Santarossa (TSU Office/DWM - Chair), Angela Tersigni (TSU – Executive Liaison), Steven Watson (TSU Office/DWM), Marion Duarte (Jean Vanier).

**Terms of Reference:**

- To review and make recommendations concerning issues and members' concerns arising from the Joint Occupational Health and Safety Committee (JOHSC).
- To hold in-services for TSU teacher reps and other interested TSU members.
- To educate and report to members.
- To build solidarity with other units within OECTA and other educational unions.

**Meetings:** The committee met Sept. 28, Nov. 15 and Feb. 20; another meeting is scheduled before summer break.

**Goals for 2017-2018:**

- to work collaboratively with and support the efforts of the JHSC.
- to help educate the membership on the subject of Health and Safety in their workplaces.
- to build solidarity with other committees and within OECTA.

**This year's accomplishments:**

- The committee prepared one health & safety related article for the TS\*YOU.
- One member of the committee in-serviced TSU School Reps at one of their meetings.
- The committee was able to recruit a H&S Rep. at Bishop Marrocco/T.M.
- Two members attended the Horseshoe Health & Safety Conference in November and May.
- The committee identified areas of health & safety that need to be reviewed and worked on for next year.

**General Report:**

Discussions among members of the committee included:

- The necessity of holding in-services for TSU reps.
- How to increase member H&S advocacy through education and participation.
- Attempts to work closer with TECT, CUPE and other groups.
- The need to seek to fill the School OECTA Committee health & safety positions.

**Suggested Goals for 2018-2019**

- Moving forward in training more members in their Right to Know about Health & Safety in their workplace.
- Continued efforts to work more closely with TECT, CUPE and other groups.
- Continue efforts to ensure that all schools OECTA Councils have a health & safety representative that can support the Designated Worker Members s and JOHSC.
- Others TBD.

## Joint Deferred Salary Committee Annual Report

**Prepared by:** C. Steven Watson

**Members:** Pete McKay, Executive Liaison  
C. Steven Watson, Chair

**Activities:** The committee met to review activities for the year. A new flyer to promote the plan was developed and distributed with the assistance of the Teacher Representatives and electronic reminders were also sent to members.  
The committee recommended that a link be added on the TSU website for deferred salary. This would include the updated flyer with links to forms and article 21 from the collective agreement. Members that applied were approved for 2017-2018 deferred salary.

**Recommendations:** Continue to promote the deferred salary plan to members.

## **JOINT HEALTH AND SAFETY COMMITTEE ANNUAL REPORT**

**Prepared By:** Rene' Jansen in de Wal, Worker Co-Chair (SJPII)

### **TSU Committee Members:**

Maureen Riggan (Loretto Abbey), Piera O'Brien (St. Joseph Morrow Park); Michael Nicolaidis (Fraser), Gillian Vivona (TSU President – *ex officio*)

### **Designated Worker Member Health and Safety Inspectors:**

Steve Watson (Senator O'Connor/Seconded to TSU Office);  
Franco Santarossa (Msgr. Percy Johnson CSS, Seconded to TSU office)  
Angelo Picamilho (Bishop Marrocco Thomas Merton/Seconded to TSU office)

### **Progress through Arbitration/Grievance/Negotiation**

- A third DWM has been added for inspection
- A DWM handbook is in place and training for DWM will now be provided
- Accident Reports are now being provided to JHSC (although there are format issues)
- There is more reporting of testing results
- Reporting of violence will be simplified and required to be online next year so the Joint Health and Safety committee (workers) will have access while respecting privacy
- PD day time has been negotiated provincially and this year there was Joint preparation for a presentation
- Development of a training Matrix has been agreed between OECTA and OCSTA. TSU is working to have the TCDSB consult on this important project.
- Terms of Reference are being put in place consistent with OHSA and as per Arbitration
- Development of accurate list of workplaces as per OHSA based on Arbitration
- There are ongoing Health and Safety arbitrations and upcoming meeting dates with the Board, TSU and the Mediator/Arbitrator.
- [Safer Schools for All Addressing Violence and Harassment](#) Report by OECTA is worth review for all members. Members are thanked for their input.

### **RECOMMENDATIONS:**

- Seek to ensure awareness of the three fundamental Rights of Health and Safety:
  - Right to Know,
  - Right to Participate, and
  - Right to Refuse unsafe work
- The committee is pleased to see more information sharing and full and proper disclosure should continue to be pursued. Special emphasis needs to be maintained on proper reporting of violence.
- Recognition of the Designated Worker Member (DWM) role to be supported
- Work together with the employer to improve the Internal Responsibility System (IRS) as defined in the OHSA, including Health and Safety Information Management - include audit of IRS
- JHSC was pleased to partner in the first jointly prepared and delivered Health and Safety PD for presentations the last two years. Continue to work to deliver PD each year.
- A PD plan to meet legislated obligations needs to be developed with the Board

- To ensure the Board policy of H&S PD at staff meetings is followed. This would include H&S PD delivery when staff meet in PLC time if those are the only staff meetings.
- Seek to have the employer recognize more effectively mental health and poisoned work environment issues in the work place.
- Violence in Schools is not being reported in a consistent manner and teachers are being denied necessary information for their safety in the workplace
- There has not been effective training on Violence Policy and procedures including the Right to Refuse unsafe work
- Seek training to be more effective in ensuring psychological safety in the workplace
- Seek commitments from the employer for Annual Policy Review which has not taken place as per OHSA – this would include policy, program and procedures
- Prepare a multiyear training plan for JHSC
- Hazard forms are still not shared with JHSC (please send copies to TSU)
  - Seek greater support for employees reporting hazards
  - Seek effective follow up on hazards reported by employees
- Identify trends in hazard reports, summarize and target specific problem areas
- Seek WHMIS training for ALL secondary teachers, who may be in proximity to chemicals especially in art, science and technical education classrooms during on calls.
- Seek notice and reporting of all testing as required under OHSA and the Collective Agreement.
- Seek notice of Ministry of Labour visits as per OHSA
- Seek proper completion and responses on Inspection Reporting forms
- Continue to monitor the process for filing and returning of inspection reports by schools to the employer, hazard and hazard investigation reports, accident reports and WSIB reporting.
- Recommend all principals have Level 1 certification and WHMIS training.
- Emergency Evacuation plans are not shared with JHSC

#### **Activities / Meetings:**

A Policy Review meeting date is to be set for June 2018. As well a Joint meeting of worker group JHSCs is to be set for June 2018.

TSU continues to advance grievances and is at arbitration on many matters. There has been some progress with the employer. More information sharing is occurring, a third DWM has been hired, A DWM Handbook has been created and training is to be provided, and the JHSC have had Terms of Reference ordered through arbitration which were developed through a Multi Employee Group dialogue on Health and Safety over several years.

The Association won a ruling against the TCDSB on teachers Right to Refuse unsafe work including for students with a history of violence for whom there is a reasonable concern for the threat of violence if proper disclosure and plans are not in place. This right must ensure students are protected from imminent danger and members with such concerns should contact the DWM or TSU for guidance.

## **Summary:**

The worker members of the JOHSC continue to press for more effective implementation and in-service of Bill 168 Workplace Violence, Policies and Procedures. **Risk Assessment Surveys** for workplaces continue to be reviewed and questioned. Administration should be inviting you to complete this survey personally. The Board has refused to work collaboratively with TSU on this and it has been grieved.

The distinctions between **Bill 157 Safe Schools, Bill 168 Workplace Violence and Harassment**, and "Respectful Workplace Policies" (Board Policy HM 14) are poorly understood. Policy and programme are inconsistently applied and are often ineffective.

When the Ministry of Labour visits a worksite, the Field Visit reports and any order **MUST** be posted in hard copy for ALL workers who may be on site.

**ALWAYS report hazards to the competent supervisor** (usually the Principal), **even** in the case of accidents/injuries and workplace violence threats/incidents. Complete a **Hazard Reporting Form** (copied to TSU). Complete EXPOSURE (WSIB PIER Form) reports for possible exposures to moulds, asbestos, contagions etc..

There continue to be many **trip, slips and falls**, especially in winter; Report snow and ice hazards and accidents on the Hazard Reporting forms. Provide copies to TSU directly as well.

TSU is not be informed of all testing, despite having a right to be present. If you have any suspected mould or other **Indoor Air Quality (IAQ)** concerns, contact TSU for assistance.

**Asbestos** remains an issue in our aging infrastructure. It is evident that not all workers and managers are familiar with obligations under the OHSA. To many school have asbestos and the staff are not aware. All workers should receive a full asbestos in service annually at any school that has asbestos. TSU has requested a review of the management plan under Reg 278. An asbestos protocol with effective training must be reviewed.

Follow-up of hazards and inspection reports is an ongoing issue. Work site inspection reports have been submitted by many schools and sites; many are outstanding.

## **Structure:**

The committee is comprised of 4 TSU members (workers) and 4 members from TCDSB (employer). The DWM are not members of the committee itself, but serve as valuable resources and advisors to the committee in receiving information, making recommendations and pursuing complaints to the Ministry of Labour, attending Industrial Hygiene testing and other investigations, in addition to their duties in inspecting the worksites where bargaining unit members are assigned. They support workers in maintaining a safe workplace.

The current list of members must be posted on the Health and Safety board in accordance with the Occupational Health and Safety Act (OHSA). Members should feel free to contact any one from this list at any time, although hazards should be reported first to the site supervisor (generally your Principal) under the Internal Responsibility System.



## Joint Educational Leadership and Wellness

### Committee Annual Report

**Committee Name:** Joint Leadership and Wellness

**Prepared by:** Sheila Gatensby, Co Chair

**Structure:** Michelle Blais (Cardinal Carter), René Jansen in de Wal (St John Paul II),  
Adrian Della Morra (Co Chair), Mike Wetzel (St John Paul II) and Doug Yack (S/O)

#### **Terms of Reference:**

The parties agree to meet to develop a leadership model for the duration of a teacher's and administrator's career based on the principles of:

1. Building healthy relationships and developing people;
2. Meaningful consultation and partnership;
3. Professional learning opportunities for Catholic School leadership formation;
4. Development of problem solving capacity; and
5. Succession Planning

**Activities:** The committee devised and distributed a flyer outlining the three-year framework for the committee:  
**LEADERSHIP AND WELLNESS FLYER 2017 18.pdf**

**Year 1:** Civility & Respect.

**Year 2:** Complaint Handling.

**Year 3:** Conflict Resolution.

#### **Year 1**

1. The Committee designed and implemented a *Civility and Respect in the Workplace* survey that was distributed to all members. The results of this survey were presented at each school by the OECTA staff representative and/or administrators in the October or December PD Days.
2. The committee designed and implemented a leadership experiences survey that was distributed to all teachers and administrators. The feedback from this survey will inform the committee's objective to share leadership narratives in the TCDSB, these narratives will help coalesce and enliven the leadership opportunities list that is prescribed in Appendix P. of the Collective Agreement

#### **Recommendations/Goals:**

1. To proceed with joint presentations to administrators and staff reps
2. To continue dialogue and feedback with administrators and staff reps
3. To continue to seek and welcome ideas and feedback from teachers and administrators interested in leadership
4. To continue to make more explicit the leadership practices of all teachers and administrators and to emphasize leadership as action based rather than position
5. To continue to make recommendations for PD opportunities for all of those teachers and administrators exercising or interested in leadership
6. To continue to promote reflection and dialogue on the collaborative culture of leadership we would like to build

7. To distribute the annual report of Appendix P Educational Leadership and wellness to all TSU members and senior staff as per the terms of reference.
8. Implement three phase PD plan related to committee work
9. Produce next phase of PD incorporating and seeking further feedback

**Terms of Reference: (Cont.)**

The objectives are: to enhance opportunities for Catholic School leadership formation for secondary teachers, to support succession planning and to support wellness in the workplace. The functions of the Committee shall be to:

- (i) identify and communicate leadership opportunities for secondary teachers in schools/workplaces that serve to enhance leadership;
- (ii) identify and address needs and concerns through processes informed by relevant statistical data, surveys and feedback;
- (iii) identify the impact of leadership initiatives on wellness in school communities and workplaces;
- (iv) recommend professional development activities and training to the Joint Professional Development Committee and the Board Leadership Development Strategy Committee in relation to key leadership competencies including interpersonal, communication and conflict management skills;
- (v) promote the delivery and evaluation of the initiatives, professional development activities and training programs;
- (vi) conduct an annual audit on the effectiveness of program development and make recommendations for the next year; and annually review and update a list of leadership skills and opportunities that support wellness

We would like to express gratitude for the number of teachers and administrators that have joined this dialogue and for the open and professional depth with which it has been engaged. This year the Annual report in June will be only the second report; we recommend members watch for it and join in the conversation. Feedback is always welcome.

## **Joint Medical & Physical Procedures**

### **Committee Annual Report**

**Prepared by:** Therese MacNeil, Chair

**Committee Members:** Therese MacNeil (Chair, St. Basil-The-Great), Maria Cina (Madonna), Paul Di Prospero (Executive Liaison) and Brian Stather (Msgr. Fraser)

**Committee Structure:** The committee is comprised of equal numbers appointed by the Teachers and the Board.

**Terms of Reference:**

1. Review and monitor procedures related to the medical and/or physical needs of students identified with such needs.
2. Establish a Joint Meeting with Teachers and the Board, at the request of either party, to consider and to report to the Teachers, and to the Board, on medical and/or physical procedures to be used in schools where there are pupils with identified needs requiring medical and/or physical supports.

**Executive Summary of Joint Meetings:**

The committee met on **four** occasions with the Board during 2017-2018: October, November, February and April 2018.

**Topics discussed included:**

1. Continued review and discussions regarding: (i) the development of a (Board wide) standard emergency fire/evacuation template for school use; (ii) the needs of our DHH population during fire/evacuation procedures; (iii) the need to further explore the purchase and use of Evac Chairs on a board-wide level; (iv) the urgent need to jointly develop Guidelines around the use of 'Calming Down' rooms especially in DDME programs; (v) Revision to the current communication of vital health care information to reflect the urgent nature of students/staff with anaphylaxis; (vi) the review of the Boards (Draft) Use of Service Animals in Schools Document; (vii) changes to the Exchange of Information Forms to reflect the proper communication of the Health Care needs of students transferring to secondary schools and the importance of secondary schools being provided with copies of student Behaviour Support/Safety Plans prior to registration in a secondary school; (viii) the sharing of Transition Planning information from elementary to secondary schools for high needs students; (ix) Procedures for the proper handling of oxygen tanks in schools; (x) Preliminary review of the Board's Draft Health Care Plan Document (still requiring further input/review).

4. Requesting an additional Joint Medical Physical Procedures Committee Meeting with the Board to discuss (i) the Board's proposed (Draft) Health Care Plan Document prior to its being reviewed at the Board's Governance Committee; (ii) to have an opportunity to provide input into the Board's newly revised AODA Document.

**Recommendations:**

1. Teachers to continue regular dialogue with the Board regarding the: (i) progress of the Action Items; (ii) development of procedures, guides and best practices related to medical/physical procedures (iii) development of P.D. and annual in-services as needed.

**Joint Professional Development  
Committee Annual Report**

**TSU Committee Members:** Michael Lehman, Chair, CEC Gillian Vivona President  
Veronica Tuzi, Executive Liaison, Francis Libermann,  
Theresa Oakley, Msgr. Fraser College, Teresa Placha, Madonna  
**Report prepared by:** Michael Lehman

**Terms of Reference:** From the Collective Agreement:

**19.01 (a) The Parties agree:**

- (i) that Professional Development is job-embedded, informed by research, done in partnership with colleagues.*
- (ii) that Professional Development needs to be addressed at the system level through the establishment of a Joint Committee.*
- (iii) that professional activities for teachers during Professional Activity days shall be consistent with the learning goals identified in the Teachers' Annual Learning Plans.*
- (b) There shall be established a Joint Professional Development Committee composed of three (3) representatives of the Teachers appointed by the Unit Executive and three (3) representatives of the Board. The representatives of the Teachers and of the Board shall each nominate one of their number as a Co-Chairperson.*
- (c) The Committee shall meet at least four (4) times per year.*
- (d) The terms of reference for the Committee shall be:*
  - (i) to oversee professional activities for teachers during Professional Activity days and at other times during the school year consistent with the learning goals identified in the Teachers' Annual Learning Plans;*
  - (ii) to promote best practices and sustain successful Catholic Professional Learning Communities (CPLC) and monitor their implementation;*
  - (iii) to promote a focus on learning, collegiality, respect for professionalism, a commitment to continuous learning, collective inquiry into best practice, innovation and experimentation to improve teaching and student learning;*
  - (iv) to recommend on the allocation of funds available to teachers for convention and meeting expenses; and*
  - (v) to recommend to the Board in a timely manner regarding the scheduling of appropriate professional activities for the subsequent school year.*

**19.02**

- (a) Teachers may apply to use funds for attendance at professional conferences, seminars and other professional activities within the Province. Funding may include all or part of the cost of registration fees, transportation costs, books and lodging. Teachers shall make application for funding to their superintendent or designate who will forward such decision to the Joint Committee.*
- (b) Teachers shall submit to their superintendent or designate receipts attached to the appropriate form.*
- (c) Provision of occasional teachers to replace teachers attending approved professional activities, shall be at the discretion of the appropriate superintendent of education.*
- (d) The Board shall endeavour to provide an occasional teacher for any teacher who, under direction from the Board, is required to be absent from the school for one or more full school.*

**Activities:**

- 1. Health & Safety Professional Development Day** - As part of the negotiated Central Terms of our new Collective Agreement, an additional PA day (with a focus on Health and Safety) is planned and developed annually in consultation with the Joint Professional Development Committee. The Ministry recognizes the importance of health and safety training and realizes that school Boards have not been meeting their legislative requirements in training employees. Again this year, the committee engaged in a consultative planning for the PA day which resulted in an informative and engaging professional development ½ day.
- 2. Annual Professional Development Day - Leaders of Your Own Learning (LOYOL)** - The Joint Professional Development Committee facilitated another successful PD Day. As part of the originally assigned six (6) PD days the Ministry allocates to school boards for teacher professional development, TSU had advocated for over five years that one of these days be used for teachers to participate in professional learning opportunities of their choice. On February 16th, 2018, our secondary teachers were able to exercise their professional autonomy and participate in a professional development day that reflected professional learning needs identified on their Annual Learning Plans.
- 3. Locally Developed PD Day** - As part of the PD days the Ministry allocates to school boards for teacher professional development, TSU has advocated that teachers in local school communities be provided with the opportunity to develop a PD day based on the needs of teachers and specific to each school. The Board has agreed to implement this day in our secondary schools and LSSACs are being asked to schedule a local PD day by the end of June for the

2017/18 school year. A resource guide is available for schools that outlines the process by which local school communities may survey their staff and develop a PD day based on a consultative process.

4. **Annual Learning Plans:** TSU has long advocated for teachers to be able to use part of a professional development day to complete their ALPs. A TCDSB approved ALP Resource Guide (developed by TSU) can be used as a resource for teachers in school communities.
5. **Self-Directed Professional Learning (SDPL):** In its inaugural launch five years ago, these PD funds were used to provide occasional teacher coverage for TSU members released 1 -2 school days for their own professional learning. We continue to advocate that the Board should provide money for Code 93 Days. In its review of code day usage, TSU found that code days are not fully utilized by every school and it is TSU's opinion that they would be best utilized for individual teacher professional development.
6. **School Effectiveness Framework (SEF):** In its eighth year of implementation, the SEF is a Ministry mandated directive that asks schools to engage in a dialogue every five years that may help them understand the future goals they wish to collectively work towards. TSU has continued to work with the Board in creating a 4 step process for school effectiveness reviews to be conducted in as meaningful, engaging and affirming way as possible for the teachers and their communities. The SEF process is not meant to be evaluatory nor should it be in any way linked to a teacher's Performance Appraisal. For more information, please see the SEF Fact Sheet available on the TSU website.
7. **School and Board Learning Improvement Plans (SLIP/BLIP):** TSU continues to advocate for a grass roots based paradigm that would have Board learning improvement plans be based on input from school communities. In turn, teacher voices are to be directly reflected in the school learning improvement plan - plans that teachers can identify themselves in.
8. **Joint PD In-Service:** On-going PD training proposed annually by TSU is meant to address common challenges in the workplace that may create or encourage conflicts with administrators, colleagues and parents. As part of this mandate, the Board and TSU continue to collaborate in the creation of such workshops.
9. **Disclosure on Budget/Consultation on Teacher PD Funding:** TSU continues to work towards enabling the Board to provide full and timely disclosure on all Ministry monies related to teacher professional development and learning and provide input on how these funds would best serve our teachers' PD needs. TSU continues to meet with employees of the TCDSB Finance Department bi-annually to review all sources of Ministry of Education funding that could be used to fund teacher professional learning, including GSN Funds and other special grants that are provided annually by the Ministry. We still seek meaningful consultation before decisions are made.
10. **School Year Calendar -** TSU jointly developed a Joint PD Calendar that reflects the Board's annual submission dates and timelines, as defined by the Ministry, for proposed teacher professional development and professional learning program planning each year. TSU endeavors to assist the Board in providing meaningful consultation and timely recommendations that will ultimately reflect teachers' professional voices on every possible aspect of professional development, including ministry/ board/school community learning goals, as well as individual teacher professional learning goals and needs.
11. **Consultation and Review of Code Days/Usage:** TSU continues to work towards ensuring that code days provided for PD related training and programming are allocated on a fair and equitable way to teachers from all schools, departments and grade levels, that they do not incur a substantial increase in teacher work load, and that they are pre-planned in consultation with TSU.
12. **E-learning Initiatives & 21<sup>st</sup> C Learning:** The Board has made it part of their mandate and multi-year strategic plan to familiarize more teachers with technology. TSU has reminded the Board that on-going PD training considered essential to delivering day school credits should be "job-embedded" and taking place during the school day. Additionally, it is TSU's belief that teacher engagement in technology should naturally lead to a teacher computer budget line which the Board has never had.

**Recommendations:** The Joint PD Committee welcomes suggestions and information, which would benefit our members as well as providing feedback on the various PD the Board provides.

## **METRO CATHOLIC TEACHERS' LONG TERM DISABILITY PLAN BOARD OF TRUSTEES REPORT TO THE 2018 UNIT GENERAL MEETINGS**

### **Terms of Reference**

1. To administer the Metro Catholic Teachers' Long Term Disability Plan.
2. To adhere to the LTD Plan's Terms of Administration as approved by the Joint Executives.

### **Specific Tasks/Activities**

As of March 1, 2016, MCT LTD now operates within the provincial LTD Plan. The Ontario Teachers' Insurance Plan (OTIP) provides one long term disability (LTD) plan for all OECTA members.

MCT LTD, TECT, TSU, OTIP and Provincial OECTA have worked collaboratively to create a structure whereby our members can benefit from the greater cost certainty of being part of a provincial plan, while continuing to benefit from the supports that are distinctive to MCT LTD. Specifically, our members will continue to benefit from access to the MCT LTD Office, and our members will also have access to CAREpath™ and FeelingBetterNow®.

As part of the Provincial LTD Plan former MCTLTD Chair Anthony Bellissimo is serving as a voting member of the Provincial LTD Committee.

**Communications:** To enhance communications, a revised newsletter continues to be produced three times a year and the website (mctltd.ca) reflects the Provincial LTD Plan.

**MCT LTD General Membership Meeting:** In accordance with the amended Terms of Administration a General Membership Meeting was held on February 27, 2018. Members were provided with current information regarding the LTD Plan and provided with financial information regarding MCT LTD. Special thanks to Keren Higgins from OTIP for her continued support of our members and the Board of Trustees.

**Joint Executive:** A Joint Executive session was held on February 27, 2018. Executive members were provided with current information as well as some training by Keren Higgins regarding the OTIP benefits and LTD plans. This was followed by a question and answer period.

**Opt Out Provisions:** The MCT LTD Board made a commitment to ensure that members who have satisfied the opt-out criteria were aware that they were paying for services for which they were no longer entitled and were advised to contact our office regarding next steps. The changes made by the Provincial LTD Board of Trustees include a reduction from 66% (33 years) to 60% (30 years) with an 85 factor for unreduced pension. Notice on this change, which affects Opt-Out, was sent through TECT and TSU newsletters and direct emails. If you have questions contact the MCTLTD office and we will assist you with these matters.

**2018 Premium Rate:** The Provincial Plan changes determined by the Provincial LTD Board of Trustees, includes a premium rate of 1.58% of gross salary (PST included) as of March 1, 2018.

**Early Intervention Programme:** As part of the Provincial LTD Plan, members are required to participate in the Early Intervention (EI) Program. The purpose of the program is to enable members to return to work as soon as it is practical to do so. After the initial contact from OTIP, a member may choose not to participate in the EI program and this decision will not have a detrimental impact on any future LTD claim. Please be assured that any medical or personal information related to a member's particular situation will be held in the strictest confidence and will not be shared with the TCDSB nor the unit office.

<b>Current Claims as of April 23, 2018</b>		
<b>Manulife</b>	<b>Great West Life</b>	<b>OTIP</b>
<b>Active (5)</b>	<b>Active (86)</b>	<b>Active (31) Pending (21)</b>

## **General Report**

The MCTLTD has continued to build the service with OTIP as our Provincial LTD plan partner. Members now have access to Feeling Better Now and CarePath. Feeling Better Now is a mental health support which all members will find helpful. Like physical fitness paying attention to our mental health helps keep us in better shape and helps us be more resilient. CarePath is a support program to assist members with the challenging journey that comes with a cancer diagnosis. These have both been well received by members who have used them. Links can be found on our website at [www.mctltd.ca](http://www.mctltd.ca).

The MCT LTD Board actively and diligently administers the LTD Plan on behalf of the membership. In this respect, we maintain a full-time office with a full-time Chairperson, and an Administrative Assistant. Ongoing activities involve daily communication with both the members and the insurance company. The office is your advocate for LTD related issues. We work on individual cases and concerns as well as policy and procedures in collaboration with the TECT and TSU unit offices.

MCT LTD is actively involved with the rehabilitation services offered to members and works closely with Angela Tersigni (TSU) and Julie Altomare-Di Nunzio (TECT) who assist members in their return to work.

As I complete my first year as Chairperson, I would like to thank and acknowledge the efforts of the MCT LTD Board of Trustees. They are an informed and committed group who show keen interest in the members. Their questions, ideas, and commitment do serve the members well.

Special thanks to our Administrative Assistant Diane Docherty. Her genuine concern, depth of knowledge and attention to detail are recognized by members as she assists them to understand and move effectively through the many complex layers in LTD. She is personal and professional and guides the work of the office very effectively in all its detail. She is a true advocate who has served our members for over 30 years. I am thankful for her work and personal support.

## **Recommendations**

1. That the Metro Catholic Teachers' Long Term Disability Plan Board of Trustees (the MCT LTD Board), in conjunction with TECT, TSU, Provincial OECTA and OTIP, advocate and take the necessary actions to:
  - (i) Continue to review and refine policy and procedures with TECT/TSU, the Board and with our Provincial LTD Partner OTIP to ensure the best service for members.
  - (ii) ensure that the needs of the membership are being addressed through this Plan at the local and provincial level.
  - (iii) continue to review member needs to consider ways to improve service or advocacy.
2. That the MCT LTD Board prepare and implement, as per the Terms of Administration, a General Membership meeting, and a Joint Executive meeting in each year.

Respectfully submitted,



René Jansen in de Wal  
Chairperson, MCT LTD Board of Trustees

### **2017-18 MCT LTD BOARD OF TRUSTEES**

Anthony Bellissimo	Co-Chair, TECT Office	Patricia Minnan-Wong	TECT Office
Julie Altomare-Di Nunzio	TECT Office	Ellen Mary O'Sullivan	Dante Alighieri
Rob Bauer	St. Dorothy	Helena Suite	St. Michael's Choir
Louisa De Ciantis	St. Alphonsus	Gillian Vivona	TSU Office
Deborah Karam	St. Kevin		



## **Political Advisory/Labour Liaison Committee Annual Report**

### **Members:**

Gillian Vivona (President); Maria-Marta James (TSU, Exec Liaison);  
Milver Bravo (Blessed Cardinal Newman); Christina Nisan (Senator O'Connor);  
Chris Premdas, (St. John Paul II); Christina Nisan (Senator O'Connor);  
Andrea Saunders (St. Joseph-Morrow Park), James Mackasey, (Msgr. Fraser, Chair)

### **Terms of Reference:**

#### **Bargaining Unit By Laws**

1. By-Laws, July 1, 2017, Article II, Section 6, page 12:

#### **1.2.6.9 Political Advisory:**

- a) To study and make recommendations re: OECTA political issues
- b) To act as a liaison between the Provincial Advisory Committee and Unit Executive;
- c) To educate with regards to issues of concern:
  - i) Its members
  - ii) Parents
  - iii) Board
  - iv) Local MPPs
  - v) General Public
  - vi) The Media

#### **Committee Activities: 2017-2018**

##### **1). Meetings:**

The committee met at the TSU Office at 18 Wynford Drive and the Ontario Federation of Labour Building at 15 Gervais Drive to fulfill its mandate on the following dates:

September 7 (Labour Liaison);

September 14, 2017(Political Action Committee);

October 4, 2017 (LL);

November 2, 2017 (PAC/LL);

November 19-25, 2017(Individual PAC/LL members represented TSU at the Ontario Federation of Labour throughout their Biennial AGM at the Sheraton Centre in Toronto);

December 7, 2017 (LL);

February 1, 2018 (PAC/LL);

March 1, 2018 (LL);

April 5, 2018 (LC\LL);

April 6, 2018 (Release Day Election Strategy Workshop PAC/LL)

April 30-May 4, 2018 (Individual Release Days for PAC/LL members to develop strategies to elect education friendly candidates in several key City of Toronto Ridings for the upcoming June 7, 2018 Ontario Provincial Election)

May 3, 2018 (LC)

June 7, 2018 (LC)

## **2). Member Education/Awareness and Political Action:**

Monitoring the political scene 2017-2018; the mandate of PAC and Labour Liaison were similar and the members were the same a motion was carried out to create on committee. Members had to educate the committee around the new provincial fundraising act which started in 2017 which would severely limit political fundraising and campaign donations. Continue to lobby MPPs and attend fundraisers before in new law takes effect in the new year.

## **3). Attendance at Protests/Rallies/Political events:**

Members attended Labour Day parade; the Annual General Meeting of the Ontario Federation of Labour November 19-25, 2017; The Day of Mourning for Workers on April 28, 2018 and attended various union and Provincial Liberal and New Democrat Party events.

## **4). Recommendations:**

To continue to advocate for education friendly government and policy. Continue to actively lobby all political parties; encourage member participation in political activities. Educate PAC/LL members and executive on the new provincial fundraiser legislation.

Prepared by: James Mackasey (Monsignor Fraser College-Isabella), Chair

**Special Education  
Committee Annual Report**

**Members:**

Angela Tersigni (Executive), Lucia Taddio (Executive) Maria Cina (Chair), Therese MacNeil, Alex Melatti-Zanette, Maria Zangrilli

**Terms of Reference:**

(See TSU By-Laws and Procedures, June 2016, Article II, Section 6, p.12)

1.2.6.10 Special Education

- a) to gather classroom and Special Education teacher input on trends and concerns in Special Education
- b) to outline developing trends, patterns and issues/concerns from TSU members in the field;
- c) to determine implication for classroom and special education teachers of Ministry direction and policy in Special Education;
- d) to determine implication for classroom and special education teachers of TCDSB direction and policy in Special Education.

**Committee Activities and Meetings:**

The committee met at the TSU office to fulfill its mandate on the following dates:

October 2 2017, February 12, 2018, March 23, 2018, April 27 2018 final meeting will be held in May (date to be determined)

- 1) Continuing issue of monitoring over Resource periods as double duty
- 2) Guiding Principles-goal to complete in 2 release days
- 3) DDME integration issue
- 4) Special Education teachers providing resource assistance/support in classrooms
- 5) Transportation of SEA
- 6) N/A IEP-change of placements to indirect

**Recommendation:**

Better communication of directives

Define roles especially as defined by the Ministry re: spec ed teacher

Prepared by: Maria Cina

# **Related Work Experience Committee Annual Report**

**Committee Name: Related Work Experience**

**Prepared By: C. Steven Watson**

**Committee Members:**

- **Angela Tersigni , TSU Second Vice President**
- **C. Steven Watson, Chair, DWM**
- **Avi Karunakar, Executive Liaison St. Mother Teresa**
- **Antonella Di Carlo, Msgr. Fraser College**

## **Terms of Reference:**

**From the TSUBU by-laws:**

**1.2.6.7 a) to review all applications for work related experience credit and present them to the Board's Human Resources Department.**

**Activities: Committee members have met to discuss the 65 applications in preparation to meet with the Board to discuss the same, and informed members of results.**

**The committee will meet in May with the board to discuss applications and grant experience for those who qualify.**

**Goals: To continue discussions with Board personnel with respect to summary forms and to ensure the continuation of the committee. Seek improved language in bargaining.**

# JOINT SAFE SCHOOLS COMMITTEE ANNUAL REPORT

**Prepared By:** Bianka Hudec, Chair (St. Mary Academy)  
**Committee Members:** Bianca Hudec, Chair, St. Mary Academy  
Pete McKay, Executive Liaison, TSU 1-st Vice-President  
Gillian Vivona, ex officio TSU President  
Angelo Picamilho, Bishop Marrocco/Thomas Merton  
Maureen Riffin, Loretto Abbey

## **Terms of Reference for the Joint Safe Schools Committee**

- 1) To review the TCDSB *Code of Conduct* and Safe Schools policies under Bill 212
- 2) To review existing education and training programs in current Safe Schools legislation
- 3) To facilitate professional development activities in relation to Safe Schools legislation
- 4) To make recommendations to the Safe Schools Advisory Committee with regards to Safe School issues as they may affect secondary school teachers.
- 5) To obtain relevant Safe Schools data as required and permissible

## **ACTIVITIES:**

### **1) Police/School Board Protocol**

TCDSB had launched a revision of the *Police/School Board Protocol*. The Police and the School Board started to work on this during the duration of the 2016-2017 school year. There were several delays during the current school year 2017-2018 caused by a disagreement between the Police and the Board on certain issues such as clarification on "Child Abuse Protocol" and the "joint investigation" piece. However the training for the Principals was done in November already.

The Board plans to finalize the protocol before the end of the school year. The new poster on "Threat to Schools Safety" was already developed and will be distributed to all schools to all classrooms to replace the old poster. A video will be subsequently presented to administration and later to staff at schools upon a request.

### **2) Safe Schools Statistical Data Review**

TSU continues to request all and any information that impacts on the health and safety of our TSU members. This information is required under both the statutory requirements of the Ontario Health and Safety Act (Bill 168) as well as the Education Act (which covers Safe Schools under Bill 157 legislative requirements).

TSU and the Board continue to review Safe Schools data on a quarterly basis in an effort to ensure that school communities receive the necessary resources, staffing and support to adequately address Safe Schools issues and proactively prevent them. This data review includes a review of suspension and expulsions in our secondary schools, and fresh starts. This data is being regularly reviewed in order to analyze trends and patterns in schools and districts, and to make recommendations to the Board for safer schools.

### **3) On Call Teachers information on Fresh Started Students Pilot**

TSU continues to request that the Board follows its jointly developed Fresh Start Protocol in order to abide by legislative requirements as outlined in Memorandum 144/145. TSU and the Board have developed a guide for administrators and teachers when accepting a fresh started student with a history of violence into a school. All teachers in a school have the right to be informed about students with a history of violence, as they are likely to come into contact with students in a variety of ways throughout a regular school day.

Last year the Board and TSU developed a protocol to inform Occasional/On Call Teachers about fresh started students in classrooms that they would cover in schools. This pilot project was introduced at one selected school at the beginning of this school year.

#### **4) Delegation of Authority Update**

The jointly developed protocol in the *Letter of Understanding* regarding the *Delegation of Authority* as mandated by Bill 157 has been in effect for four years. Two year ago the JSS committee developed a poster that was distributed to all schools and should be posted on TSU Board. This poster outlines the roles, limits and responsibilities of a teacher who may be delegated the authority of a Vice-Principal under special and/or urgent circumstances. It also specifies the details of a jointly delivered professional development workshop that potential teacher delegates must participate in, should they volunteer for this duty within an understanding of it offering a useful piece in a larger leadership development model. TSU and the Board are committed to continuing with the annual PD in-service in June for members to receive teacher delegate training. The Committee has also been monitoring delegation reports as assigned per school in order to ensure that delegation only occurs under very specific circumstances as agreed upon by both TSU and the Board. These circumstances include the stipulation that the delegate be properly in-serviced, that any and every delegation be formal and properly assigned, and that the staff and TSU be properly notified whenever such a delegation should occur.

#### **5) Joint Professional Development In-Services**

TSU continues to work with the Board to develop joint in-services to members that adequately address Safe Schools professional development on protocols and procedures, as well as challenges and concerns of our members in our school communities. TSU applauds the Board for its on-going commitment to offering engaging and informative Safe Schools workshops, and encourages the Board to offer such workshops within schools, rather than just to individuals.

Teachers are encouraged to check available SS workshops on the Board SS website and sign for these on PAL. This year printed copies of all available SS workshops were sent to all school through Association's Representatives and were to be posted on TSU bulletin boards.

The Board continues to offer an annual Safe Schools Professional Development Day for TSU Association Representatives. The feedback from the Reps on the PD was very positive, and all the Reps reported that they found the information most useful. This year's session was being held on December 5<sup>th</sup> at the Safe Schools Department site. The date was changed from previous years from April to December after teachers indicated that this was a preferred time of the year to get SS in-service.

#### **Considered Plans for 2018/2019:**

- Continuing the education and communication to our Association Reps and members, as well as our administrators, on Safe Schools related issues, including Bill 157 and 168, with respect to violence and harassment in the workplace.
- Continue to work closely with the Joint Health and Safety Committee, Joint Special Education Committee and the Board, to ensure that the TCDSB is taking the essential steps to fulfill their obligations in following Safe Schools policies as well as developing and implementing effective workplace violence and harassment policies, programs and procedures.
- To pursue the Board to offer wide in-service of all members on all of the above.

**Recommendations:** The committee welcomes suggestions and information, which would benefit our members.

## **Joint Special Education Committee Annual Report**

**Prepared by:** Therese MacNeil, Chair

**Committee Members:** Therese MacNeil (Chair, St. Basil-The-Great), Maria Cina (Madonna), Lucia Taddio (Marshall McLuhan), Angela Tersigni (Executive Liaison)

**Committee Structure:** The committee is comprised of equal numbers appointed by the Teachers and the Board.

**Terms of Reference:**

**Duties of the Committee:**

1. **(a) to discuss and make recommendations regarding the delivery models of Special Education programming based on current practices of Special Education in Ontario;**
2. **(b) to receive and discuss intended Board Policy and procedure changes and the implementation of new Special Education program initiatives;**
3. **(c) to discuss and resolve caseload matters;**
4. **(d) to receive financial disclosure of all secondary Special Education budgetary allocations and expenditures;**
5. **(e) to consult on classroom and non-classroom staffing for Special Education;**
6. **(f) to discuss implications of Ministry direction and policy in Special Education for classrooms and Special Education teachers;**
7. **(g) to discuss implications of TCDSB direction and policy in Special Education for classrooms and Special Education teachers; and**
8. **(h) to consult on job-embedded professional development, that is both current and relevant, for secondary teachers.**

**Executive Summary of Joint Meetings:**

The committee met on three occasions with the Board during 2017-2018: October, January, and April 2018. A final meeting has been scheduled for May 2018.

**Ongoing Action Items Requiring further consultation with the Board include:**

- (i) DD/ME Program Concerns (CPI Training, Requesting a Guideline on the appropriate use of 'Self-Contained' Calming Rooms);
- (ii) Discussion on Violence in the Workplace including a request that the Board develop and communicate a

system wide procedure for the development of Student Safety Plans; (iii) Dialogue regarding the integration of ISP students as non-credit bearing students in Credit Bearing Courses; (iv) Concrete action by the Board regarding issues related to timely access to OSRs and the efficient transfer of SEA equipment and suggestions for improvement; (v) Advocated the importance of a board wide process to review N/A IEPs prior to grade 9; (vi) Discussion on the need to Review of Exchange of Information Meeting practices including a review of the Exchange of Information Forms currently in use; (vii) Updates on local school resource models; (viii) Request for statistics on the number of students with IEPs being served in Secondary Schools by exceptionality; (ix) Need for regular updates on Special Education Budgets for schools; (x) Review of Guiding Principles for Special Education

**Recommendations:**

1. Teachers to continue regular dialogue with the Board regarding the: (i) progress of the Action Items; (ii) development of procedures, guides and best practices related to the delivery of special education supports and services in secondary schools; (iii) continued advocacy for the development of secondary focused Professional Development related to the delivery of special education services in secondary schools.

Therese MacNeil (Chair)



## **Joint Staff Allocation Committee Annual Report**

**Committee Name:** Secondary School Staffing Allocation Committee (SSSAC)

**Prepared by:** Darrin Sciberras (SSSAC Chairperson – Monsignor Fraser College - Midland Campus)

### **TSU Committee Members:**

Gillian Vivona (TSU President)  
Pete McKay (TSU 1<sup>st</sup> VP– Executive Liaison)  
Sheila Gatensby (Blessed Cardinal Newman)  
Sally Tellis (Trillium Support Team)

### **Activities:**

*The SSSAC was scheduled to meet once per month for the 2017-2018 academic year. At the time of writing this report, the SSSAC had met on Oct. 04, Oct. 27, Nov. 28, Dec. 19, 2017, Feb. 08, Feb.21, Mar. 21, and Apr. 18, 2018. A joint meeting of the SSSAC to discuss staffing for the 2018-2019 school year took place on March 27, 2018. This meeting also included OECTA-TSU Teacher Representatives, Principals, and Area Superintendents. The SSSAC is also scheduled to meet on May 23 and June 07, 2018.*

#### **Data Requests**

- The TSU continues to receive and review data from the TCDSB.
- The TSU continues to make the Board aware of data accuracy problems as they pertain to: seniority and membership lists, combined Forms 106/107, on-call tallies, department headship models, class sizes and master schedules.
- The TSU continues to ask for full disclosure on finances and funding that could be used for teacher staffing.

#### **LSSAC School Data Reviews**

- The Collective Agreement requires data reviews to be completed by November 30.
- A data review day was held on Nov. 20, 2017 with SSSAC members, OECTA-TSU Teacher Representatives and Administrators from all secondary schools.
- LSSAC data reviews continue to reveal a lack of accuracy and/or compliance with the collective agreement leading to policy grievances and adjustments by the Board to processes and protocols.

#### **Postings**

- The SSSAC is dealing with posting issues as they pertain to Interim Open Positions and Continuing Education.

#### **Staffing**

- TSU has asked for clarification as to the method by which the Board allocates staff to individual schools and in particular the formula used for determining the number of staff in specific category allocations.
- The SSSAC monitored the distribution of 18.5 positions resulting from the second year of the Collective Agreement extension.
- The SSSAC continues to deal with changes to school schedules, Alternative models, and surplus procedures as they relate to Non-School Based Teachers.

## **Recommendations:**

- The TSU continue to file policy grievances for issues that are unresolved at the SSSAC table.
- The SSSAC develop a method of tracking school board funding as it relates to staffing.
- SSSAC continue to develop language for the Collective Agreement especially around:
  - surplus of Non-School Based Teachers
  - staffing for all alternative programs (including AP & IB)
  - caseloads for non-classroom teachers
  - V-coding of classes

## **Terms of Reference:** As per PART B, Article 5.04 of the Collective Agreement

- (c) The functions of the Committee shall be:
- (i) to discuss and recommend changes in the existing staffing and department head model ratios;
  - (ii) to recommend methods of allocating staff to the schools including the development, implementation and monitoring of the teacher workload and on-calls/supervision on a school-by-school basis. The Board shall provide the Unit President with monthly reports, in a consistent format, of the on calls and supervisions assigned in each school, within five (5) working days of the close of the month;
  - (iii) to monitor the application of staff allocation; this shall be done on or before September 20 and February 22 of each year;
  - (iv) to assist in resolving class loading matters;
  - (v) to receive staffing status reports as determined or developed from time to time by SSSAC from the chairperson of each Local School Staffing Advisory Committee (LSSAC) by October 5 and by February 20 if the school is a secondary school on a semestered schedule. The SSSAC shall also receive by April 20 a copy of each school's tentative staffing model;
  - (vi) to develop an interim Board wide staffing model based on the current school year's staffing model adjusted for enrolment projections;
  - (vii) to in-service annually Principals and Teacher Representatives, with regard to the staffing procedures of the Collective Agreement and the established procedures thereto;
  - (viii) to review the LSSAC responsibilities chart in Appendix M;
  - (ix) to receive a copy of all reports and grant estimates submitted to the Ministry of Education within five (5) days of submission to the Ministry;
  - (x) to receive and consider intended Board Policy and procedure changes and the implementation of new program initiatives;
  - (xi) to receive by September 30 of each school year:
    - Current Form 106 for each school
    - Current Form 107 for each school
    - Master Timetable for each school
    - A list of any open or unfilled positions
    - A list of any supernumeraries; and
  - (xii) **to discuss proposals for changes to local school scheduling models.**

## **Joint Technology Committee Annual Report**

### **TSU Committee Members:**

Thomas Gilmore (Chairperson – Jean Vanier CSS)  
Alan Kwok (St. Mary's CSS)  
Paul Di Prospero (Bishop Marrocco/Thomas Merton - Executive Liaison – 3<sup>rd</sup> V.P.)

### **Structure:**

The committee is comprised of 3 members from TSU and 3 members from the TCDSB. A WEBMARKS sub-committee exists (at the request of the Board) to deal with more specific programming issues.

### **Activities:**

*As per Appendix T of the Collective Agreement, the JTC was scheduled to meet 4 times during the 2017-2018 academic year. Meetings took place on Oct. 3/17, Nov 21 /17, Jan 23/18 20, the fourth meeting is scheduled for May 16, 2018. The Web Marks sub-committee did not meet this year as there were no pressing concerns on either side.*

#### **1. Mobile School Apps**

- A number of schools looked for vendors for school apps. The idea was this would replace Agenda books.
- Three vendors were presented to TSU but meaningful consultation did not take place. Some schools went ahead.
- The Board had agreed to tell schools not to use it, the schools using it were not informed by the Board
- Reached a compromise that those schools who had purchased it could use it only if used by administration personnel, no teacher was to be given access.
- TSU has concerns with these apps over privacy and over possible teacher work load. The Board acknowledges these apps are a temporary phenomenon and will be replaced eventually with the new Student Information System.

#### **2. Computers for Communication Technology**

- The lease for Com Tech computers from 2013 was due in the Spring of 2018
- Board originally proposed to take machines back and allocate funds for new machines, but the number of newer machines had the potential to be less than those being replaced.
- TSU requested the buyout cost of the three various machines. TSU concluded that the buyout cost was very attractive and having the board buy out those devices could significantly increase the number of high end machines across the board for a bargain price.
- Chair of JTC drafted letter along with TSU president Gillian Vivona which was delivered to Rory McGuckin.
- Board came back with a base of \$30 000/school and an increase of \$6000 to cover all buyout costs. The Board then devised a formula to divide almost an additional \$500 000 among schools based on Com Tech as well as Computer Science classes offered at each school.

- Rollout was supposed to start by time of writing. There have been delays.
  - Agreed by both parties that each school could create a cascade plan where obsolete machines were removed from the school. The buyouts machines could be moved into areas of need and the new computers went to Com Tech. This way each school could increase the number of high end computers available for student use.
3. **Student Information System Replacement (SIS)**
- Trillium in which most of our student data relies on (including Intranet, Webmarks, attendance etc), was bought out by another company and then support for it has been discontinued.
  - Board must find a new alternative by the end of 2018-2019
  - Currently it has been tendered to find a company that can meet our Board's needs.
  - TSU was asked for it's wish list.
  - 2018-2019 should see consultation not only at JTC but also at Joint PD and SSAC. Currently the Board has agreed to release every teacher for two full days. Day 1 would be for the SIS and day two would be for the new marking program.
  - New system would be scalable and useable for the next 20 years.
  - New system would not be located at the CEC. All data would be in the cloud. Privacy issues as well as it would rely entirely on wifi/LAN for connection to data. Need to ensure no increase of teacher workload.
4. **Privacy (PIM)**
- New updated guidelines from the OCT on the use of social media
  - Concerns also on how teachers and board personnel handle data and it's privacy
  - Agreed to create a Privacy Sub-Committee with the Board. Idea would be to come up with guidelines for use of any software or App that uses private data
  - Although agreed upon, no formal meetings have taken place.
5. **KEV – Online banking system**
- New board-wide banking system, parents can make payments for school related items or services (ie dress down days, activity fee, spirit wear)
  - Optional Teacher Module that would allow teachers to create items (as per above). This part was not mandatory.
  - TSU supported the our rational that teachers should not have to handle cash. This decreases teacher liability.
  - Board switched over in the winter of 2018 for all secondary schools.
  - Initial reports show that there is great resistance to the system and has not been an easy transition.

**Recommendations:**

- Continue request documentation for initiatives for consultation.
- Seek more reporting and data from Board on issues and initiatives.
- Seek to engage JTC to collect, review and assess feedback from classroom teachers about their use of existing and newly planned or amended technology

- Non consultation/policy or workload grievances should be filed where they occur.
- The Board should continue to monitor the problems associated with Web Marks and work with the sub-committee to create solutions related to platforms and web browser compatibility.
- TSU should monitor workload issues with regards to B.Y.O.D and its limitations currently within
- TSU should monitor workload issues with regards to slow wifi speeds
- That TSU continue to ask the Board to refine and work collaboratively on the PIM policy
- The Board in-service all members on PIM.
- The Board create an annual budget line for computers for teacher use.
- That the Board identify Webmarks costs in a budget line
- TSU should continue to review workload of teachers through technology, including but not limited to: inability to access software, inability to accommodate multiple browsers, inability to access the intranet and lack of availability of teacher computers.
- The Board has increased the number of requests this year for consultation meetings, which fall outside of school hours. These meetings are necessary, it is encouraged to meet within school hours and as release time.
- TSU should continue to budget release days for JTC committee members to gather data and prepare reports on behalf of the membership. (The number of technical issues continues to grow and often the work needs to take place during school hours. This would continue to serve our members who are all impacted by changes in Board initiatives. The increase of \$1000 for JTC this year was not used as expected, however it should remain as the SIS and the Privacy sub-committee will require significant consultation.)

**Terms of Reference: (See Appendix T of Collective Agreement 2014-2017)**

The functions of the JTC include the following:

- **The Joint Technology Committee (JTC) is to review matters concerning Webmarks and technology including but not restricted to hardware and software affecting classroom teachers.**
  - to review and make recommendations concerning existing and newly planned or amended technologies and their use affecting classroom teachers
  - to review and make recommendations about existing and future supports, resources and training for teachers concerning existing and newly planned or amended technology affecting classroom teachers
  - to collect, review and assess feedback from classroom teachers about their use of existing and newly planned or amended technology
  - to make recommendations about the needs for new technology or changes to existing technology
  - to obtain information relevant to existing and newly planned or amended technology affecting classroom teachers
- **Notice of plans of any new technology or any changes to existing technology will be provided to this committee.**
- **Prepared by: Thomas Gilmor**