

LEVERAGING YOUR IN-SCHOOL STAFFING ADVISORY COMMITTEE (ISSAC)



PETL Steward Training

Thursday, March 28, 2024

Refer to the Language

In the current CA, all the ISSAC language is to be found on:

- pp. 63-64 (L 13.02 – In-School Staffing Advisory Committee)
- pp. 100-102 (Appendix B – ISSAC Terms of Reference)



What is the ISSAC?

- An advisory body to the Principal, made up of members of the teaching staff
- Advises the Principal on any number of things (p. 63)
- Principal's "responsibilities and duties under the *Education Act* and regulations".
- Possibility of appeal to the SOE.



What is the ISSAC?, cont...

- An ISSAC *must* exist in every worksite.
 - In many ways, we leverage the power of the ISSAC by its mere *existence*.
- Term: November 1 to October 31
- Steward and Principal default members
- Other members elected by teaching staff

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Establishing and Electing the ISSAC

- Beyond the Steward and Principal, the ISSAC should represent the size of the school and the diversity of the school organization (grade/division, specialty teachers, support teachers)
- After a consultation between the Steward and Principal on size and composition, the Steward facilitates the election of other members to the committee.



Establishing and Electing the ISSAC, cont...

- Member of the committee, other than the Steward or Principal, acts as chair.
- Chair of the committee, in collaboration with the other committee members, develops the meeting agendas. A copy of the agenda should be circulated in advance of the meeting.



Establishing and Electing the ISSAC, cont...

- Summary of Recommendations should be recorded by a member of the committee, on a rotating basis. Summary to be reviewed at the start of each subsequent meeting.
- Other: Minutes and Note-Taking



The ISSAC's Mandate

- Advising on:
 - utilization of the teaching staff in the school
 - equitable distribution of instructional time, planning time, and supervision time
 - Integration of students with exceptionalities and ELL needs into regular classroom programs

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The ISSAC's Mandate, cont...

- organizational proposals submitted by staff members to the committee
- Reviewing a draft Supervision Schedule in June for the following year
- Reviewing the planned Staff Meeting schedule prior to the consultation with whole staff as per Article 30



The ISSAC's Mandate, cont...

- Receiving recommendations for class sizes and ranges from the EJSC
- Reviewing the application of the surplus process
- “Any other relevant issues”
- Staffing processes on p. 101



ISSAC Member Responsibilities

- Clear understanding of the E1 Reorg memo, the G32 memo and FAQs, and 13.02 of the CA
- To be a voice for their co-workers at the ISSAC table
- To attend ISSAC meetings when they're called
- To act as chair, to take notes/minutes, to participate actively
- To call a meeting, through the chair, if/when necessary

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Open Forum

- Anything we've missed?
- Questions?
- Do's and Don'ts?

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