

**PETL COLLECTIVE AGREEMENT 2022-2026** 

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**LANGUAGE REGARDING  
IN-SCHOOL STAFFING ADVISORY COMMITTEE (ISSAC) AND  
SCHOOL IMPROVEMENT ADVISORY COMMITTEE (SIAC)**

- o) The Committee shall monitor and review class sizes to ensure that the average class size meets the legislative requirements. In the event any classes exceed its recommended class size ranges, the Committee shall investigate the reasons. The Committee may issue reports and recommendations in this regard in accordance with paragraph (e) above.
- p) The Superintendent of Curriculum, Instruction and School Improvement and the Superintendent of Special Education shall advise the Committee annually with respect to the allocation of library, guidance, ESL, and special education teachers.
- q) The Human Resources Lead, Workforce Planning or designate shall advise the Elementary Joint Staffing Committee on an annual basis of the names, allocation, and location of ETFO members in locations other than schools.

#### L13.02 IN-SCHOOL STAFFING ADVISORY COMMITTEE

- a) Each school shall have an In-school Staffing Advisory Committee. The election of the Committee shall be held prior to, or on, the Re-organization PA Day. The term of the Committee shall be November 1<sup>st</sup> – October 31<sup>st</sup>. The Committee shall normally hold its first meeting by the end of November, and hold meetings as needed, including holding meetings in accordance with the G-32 memo. This Committee shall include the Principal, the Workplace Steward and an appropriate number of in-school staff representatives elected by the teachers in the school. The number of staff representatives shall be determined by the staff in consultation with the Principal.
- b) The In-school Staffing Advisory Committee shall be an advisory body to the Principal in:
  - i) determining the utilization of the teaching staff in the school, including but not limited to the proportionate assignment of part-time and full-time teachers. The Principal shall determine staff assignments in consultation with the In-School Staffing Advisory Committee, having regard for the class size guidelines developed by the EJSC and subject to the Principal's responsibilities pursuant to 13.02 d) below;
  - ii) determining the equitable distribution of instructional time, planning time and supervision time; including reviewing the draft supervision schedule in June for the following school year;
  - iii) monitoring the level of integration of pupils with exceptionalities and ELL needs into regular classroom programs;
  - iv) considering organizational proposals and/or suggestions submitted by staff member(s) to the committee;

- v) reviewing the planned staff meeting schedule prior to the consultation with staff as per Article 30;
  - vi) receiving recommendations for class sizes and ranges from the Elementary Joint Staffing Committee;
  - vii) reviewing the application of the surplus process;
  - viii) where there is a new principal assignment after reorganization, as appointed by the Board via the *Principal/Vice-Principal Assignments Report*, the In-School Staffing Advisory Committee shall reconvene within thirty (30) school days; and
  - xi) any other relevant issues.
- c) The In-school Staffing Advisory Committee's Terms of Reference shall be in accordance with Appendix B.
  - d) It is recognized that the Principal, subject to the authority of the Board and its Administration, has the responsibilities and duties as outlined under the *Education Act* and Regulations. Should the teachers on the In-School Staffing Advisory Committee disagree with the Principal, the teachers may appeal to the Superintendent of Education whose decision shall be final.

## **ARTICLE L14: TRANSFER AND SURPLUS**

### **L14.01 Definitions**

- a) "Voluntary Transfer" - voluntary transfer is a transfer from one assignment to another within the jurisdiction of the Peel District School Board initiated by a Teacher.
- b) "Administrative Transfer" - a transfer of a Teacher from one school to another within the jurisdiction of the Peel District School Board initiated by the Board.
- c) "Surplus to Region" - a Surplus to Region Teacher is a Teacher for whom no teaching position will be available in the jurisdiction of the Board in the following school year, and who has received or will receive notice of layoff pursuant to Article 14.03.
- d) "Excess to School" - an Excess to School Teacher is a Teacher for whom there will be no teaching position at the Teacher's existing school in the following school year, or who exercises their option under Article 14.02 h), but who is not Surplus to Region.

## **APPENDIX B**

### **Peel District School Board**

#### **In-school Staffing Advisory Committee Terms of Reference**

##### **In-school Staffing Advisory Committee**

The In-school Staffing Advisory Committee is an advisory body to the Principal.

The In-school Staffing Advisory Committee should review and ensure that there is a clear understanding of the G-32 memo, the G-32 FAQ's, the E-1 memo and Article 13.02 of the Collective Agreement.

The following effective practices have been developed through the Joint Liaison Committee in order to assist the In-school Staffing Advisory Committee in the implementation of Article 13.02 of the Collective Agreement.

- In addition to the Principal and Steward, membership on the In-school Staffing Advisory Committee should represent the size of the school, the diversity of the school organization, including representation by division, specialty and support teachers. After consultation between the Principal and the Steward regarding the representation on the Committee, the Steward facilitates the election of staff representatives by the teachers in the school.
- A member of the committee, other than the Principal or Steward, normally acts as chair.
- The Chair of the Committee, in conjunction with the Committee members, will be responsible for the development of the agenda. A copy of the agenda should be circulated to members of the Committee in advance of the meeting.
- A summary of recommendations should be recorded by a member of the Committee, on a rotating basis, to ensure that the Committee members have a common understanding. This summary should be reviewed at the start of each subsequent meeting.

## APPENDIX B (Continued)

### In-school Staffing Advisory Committee - Terms of Reference

- Given the timelines inherent in the E-1 and G-32 memos, the Principal will provide the following information to the Committee in a timely manner:
  - enrolment projections by grade
  - actual enrolment by grade (for September Reorganization only)
  - staffing allocation received from Superintendent in each staffing category (classroom teacher, ESL, guidance, ISSP, library, planning time, etc.)
  - E.J.S.C. divisors and range of class sizes
  - seniority list of all teachers on staff
- Determination of any excess to school teachers, by seniority/program qualifications, requires sensitivity. All such decisions will be made according to the parameters in the E-1 memo (September) and G-32 FAQ (February). It is important for the Principal to discuss these parameters with the Committee members prior to discussions taking place. All such discussions remain confidential to the Committee until the Principal has completed discussions with individuals affected and shared the names with all staff.
- School Organizations are developed through the following In-school Staffing Advisory Committee process:
  - consideration and discussion of information/data provided by the Principal to guide the development of a school organization
  - discussion of a draft(s) organization
  - vetting a final draft organization
  - Principal informs staff impacted by the final school organization
  - sharing of the final school organization with all staff by the Principal
- The In-school Staffing Advisory Committee shall be an advisory body to the Principal in:
  - determining the equitable distribution of instructional time, planning time and supervision time; including reviewing the draft supervision schedule in June for the following school year;
  - reviewing the planned staff meeting schedule prior to the consultation with staff as per Article 30 of the Collective Agreement;

## APPENDIX B (Continued)

### In-school Staffing Advisory Committee - Terms of Reference

- Any member of the Committee may request a meeting, through the chair, as required over the course of a school year.
- Although one of the roles of the In-school Staffing Advisory Committee is monitoring the level of integration of pupils with exceptionalities and ELL needs into regular classroom programs, one suggested mechanism and venue for consideration of the integration of pupils is the spring class building and placement process meetings.

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- c) Should extenuating circumstances arise, established timelines should be reviewed with the teacher to discuss any difficulties in meeting the report card or progress report deadlines and appropriate timeline modifications.
- d) The schedule of availability of technical support through the Help Desk is available on the Intranet.
- e) Information with regard to report card and the progress report procedures and timelines including the K-8 Reporting Memo, is to be distributed to all Teachers no later than September 30<sup>th</sup>.
- f) The Board shall provide training to assist Teachers in the preparation of report cards.
- g) Teachers will complete Progress Reports and Report Cards in accordance with the expectations set out by the Ministry of Education, the timelines set out by the Board, and their informed professional judgment.

#### L30.07 SCHOOL IMPROVEMENT ADVISORY COMMITTEE

The Union and the Board recognize the importance of collaboration between the Principal and the Staff.

Each school shall have a School Improvement Advisory Committee. Participation in the committee is voluntary and open to the teaching staff of the school. The School Improvement Advisory Committee shall be an advisory body to the Principal in:

- i) school budget;
- ii) Board/school initiatives, impact on workload, and appropriate supports necessary (e.g. training); and
- iii) professional learning.