



ISSAC & SIAC: AN EXPLAINER

ISSAC

In-School Staffing Advisory Committee is a mandatory committee under Article 13.02 of the PETL Collective Agreement. It is an advisory body to the principal that exists in every school to ensure staff voice in decisions about staffing, organization, and workload.

Composition

- Principal (and Vice-Principal if applicable)
- PETL Steward
- Elected teacher representatives (chosen by staff in consultation with the principal)
- First meeting should be held by end of November

ISSAC Rights and Functions (from Article 13.02).

ISSAC must be consulted and informed about the following:

- Utilization of teaching staff (including part-time and full-time assignments).
- Equitable distribution of instructional, planning and supervision time.
- Review of draft supervision schedule in June for the next year.
- Monitoring of integration of students with exceptionalities and ELL needs.
- Consideration of staff organizational proposals and suggestions.
- Review of staff meeting schedule and recommendations from the Elementary Joint Staffing Committee (EJSC).
- Application of the surplus process and reorganization adjustments.
- Reconvening within 30 school days if a new principal is appointed.

If teachers on ISSAC disagree with the principal's decisions, contact PETL on-call in order to discuss next steps.

Effective Practices

- Ensure representation by division, specialty and support roles.
- Elect a chair (who is not the principal or steward) to run meetings and set agendas.
- Assign minute taker for each meeting, keep a summary of recommendations and review it at each meeting.
- The principal must provide timely data (enrolment, staffing allocations, EJSC divisors, and seniority lists).
- Elected by or on the Reorganization PA Day.
- Maintain confidentiality until the principal has informed individuals and staff.
- Use ISSAC as a vehicle for transparency and collective problem-solving.



ISSAC & SIAC: AN EXPLAINER

SIAC	School Improvement Advisory Committee is a school-based consultative committee that links educator voice to the school's School Improvement Plan (SIP), workload, professional development and budget. Typical Composition • Principal (and Vice-Principal if applicable) • PETL Steward • Teacher representatives, any educators that want to join (open membership) Core Functions • Consult on the creation and monitoring of SEIP, this does not replace the SEIP committee, it is to provide feedback on workload, direction, feedback etc. • Review and provide feedback on School Budget. • Identify school-level issues affecting teaching, learning, and equity goals. • Recommend professional learning and resource supports needed to achieve SIP targets. • Provide feedback to administration on board and ministry initiatives • Facilitate transparent communication between staff and administration (climate, workload). Best Practices for SIAC • Ensure representation across divisions and equity-deserving groups. • Use data (e.g., achievement and well-being metrics) to push for supports that address gaps. • Assign minute taker for each meeting, keep a summary of recommendations, keep records of agreed-upon actions and follow-up timelines. • Connect SIP work to real conditions in classrooms and student needs (e.g., violence prevention, mental-health supports). • Collaborate with ISSAC to ensure staffing and resources align with improvement goals.
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TOGETHER: THEY ANCHOR TEACHER VOICE IN EVERY MAJOR SCHOOL DECISION – FROM HOW CLASSES ARE ORGANIZED TO HOW PUBLIC FUNDS ARE USED IN BUDGETS AT SCHOOL SITES.