

Follow-up to Kingbridge SSSAC In-Service

Samples of Minutes Language

The following are some examples of how to write neutral language for the minutes of your LSSAC meetings. Robert's Rules dictates that minutes should explain what the committee did, not what was said by a particular person. Minutes are not to be verbatim accounts of who said what. Minutes should be structured so that they are informative for staff while maintaining respect for both LSSAC and non-LSSAC members in the content of discussions. It is often incumbent upon the LSSAC members to have very difficult discussions. By making the minutes neutral, those discussions can occur with more frankness, respect and comfort knowing that what is said by each individual will be respected at the table and in the minutes.

It is important that minutes go out to staffs in a timely manner. The SSSAC recommendation is that minutes are sent to the LSSAC members for review within 5 days after a meeting. By the 10th day or before, check once more for feedback on the minutes. If there are no issues with the minutes, they should be sent out to the teacher staff members.

LSSAC procedures are healthy processes that are consistent with the Board's Priorities and Multi Year Strategic Plan which believes in enhanced, regular communication with all stakeholders, timely and sensitive responses to stakeholder questions and concerns, opportunities for meaningful dialogue, feedback and input from the community, and transparency in all processes to build and maintain community partnerships,.

These processes also reflect 21st Century Management Fluencies:

- problem-solving – solution oriented
- inquiry and creativity
- interdependent thinking,
- collaboration
- collective learning

Please feel free to contact me if you have any questions, concerns or input and once again, thank you for all that you do for your staff. SSSAC and the TSU Release officers rely on the information we receive from you in order to be effective for you and your staff. We appreciate all your efforts, hard work and diligence.

To that end, please do not forget to send a copy of your minutes to me at gvivona@tsuoecta.org.

Thank you kindly

Gillian

1. **Dealing with a grievance discussion**

Grievance—Re: Lack of Consultation

NOTE: This meeting was held without prejudice and on 'go forward' basis.

Discussion of a grievance regarding scheduling issues and lack of consultation. Mr. Ardanaz and Mr. Poole each

welcomed the committee members and reviewed situation. Administration outlined the process for determining schedules that has been used to date. The Teachers presented their concerns around consultation. A discussion of the issues surrounding the present process and possible solutions were suggested to address concerns. TSU reviewed the schedule and content for LSSAC meetings as outlined in the Collective Agreement. The Teachers suggested that the committee should meet more regularly as per the outlined schedule.

A meeting will occur in January to discuss and develop a process for scheduling that is conducive to the structure/dynamic of the school and complies with the Collective Agreement. The Administration concurred.

A meeting with an SSSAC representative to review the role of LSSAC will occur after the January process meeting.

2. **Class sizes/Master Schedules/On-Calls where certain teachers were discussed**

The LSSAC reviewed several teacher members who have a total combined number of students over the acceptable amount according to the Collective Agreement. Both Semester 1 and 2 were discussed. Hard cap overages have been corrected for one teacher in Semester 2. The other member's overage for a hard cap pierce will be corrected in the next few days. Each member with overages was discussed and Administration will be attempting to correct the numbers for each person.

Duty codes are missing for the master schedule on Semester 2. The master schedule cannot be properly assessed for Semester 2 without the duty codes showing. Student success sections are not showing in either semester. Administration explained the rationale for this. The SSSAC requirement is that all codes including duty codes for all teachers must show for both semesters from the start of each school year. The Administration confirmed that this will be the case in the future and will input the duty codes for Semester 2 in the next day or so.

All codes showing are appropriate, Ministry approved codes.

The LSSAC reviewed the Semester one schedule. In Semester 1, several members were only showing 2 sections and one member was showing 4 sections. Administration committed to correcting the schedules to show the correct timetable for each teacher. One teacher showed a sunset course in Semester 1. Administration clarified the reason for this. Discussion determined that for this type of situation, in future, the coding should be placed under a VP name. The LSSAC confirmed that no teacher can teach 4 sections in one semester regardless of the reason.

Only the September on-call tallies have been submitted to SSSAC prior to today's meeting. Administration provided the on-call tallies for Oct—Jan. Nine member's names are missing from the list. The Administration will make sure that the missing member names are added for February and the rest of Semester 2.

3. **The use of "NOTE:"**

The use of "NOTE:" can be used for the meeting itself, to provide extra information or can be used to provide follow-up information that is pertinent after the meeting. See examples below.

a) NOTE: The LSSAC agreed that the corrections/changes to be made by the Administration as outlined above will be confirmed and verified by email and do not require a subsequent meeting unless an issue needs to be addressed.

b) Mid-May—The LSSAC will meet to review the proposed departmental assignments prepared by

Administration. Materials required for this review: The F106, teachers requests, teacher qualifications, department assignments. The Department Heads will receive the outline after this meeting.

(NOTE: As per the agreement established with the Board, there may be a one-shuffle movement for the timetable. For example, Teacher A goes on leave. Teacher B from another department takes over Teacher A's timetable which must still be suitable for Teacher A to return to if necessary. The LTO takes over Teacher B's timetable which must be suitable for Teacher B to assume should Teacher A need to return to the school. This one-shuffle may be done for each teacher on leave.)

c) f) By the end of May—The courses set out in blocks are given to the Department Heads.

NOTE to f): Department Heads do not “assign” courses but will review the tentative course selections with their department members in a collaborative and collegial manner as per the requirements of the Collective Agreement. All members must have input with respect to the decision-making of course assignments, including those on leave. The LSSAC discussed a variety of ways that discussions and decision-making can be done.

4. Providing information for staff

An additional criterion for the Administration is succession planning and building capacity. The LSSAC discussed and agreed that this should not be forced upon members but is developed in a prudent, collaborative and consultative fashion for the future staffing needs of the school. If necessary, decisions should be brought to the LSSAC and/or SSSAC.

Staff members may speak with those present at the meeting for further information regarding the criteria and options for departmental course selections.

It is understood by the Administration and the Teachers that not everyone will be happy with the final results but it is imperative that consultation must have occurred with each member and that the goal is to achieve the best possible results in building a staffing model and schedule for the school. If necessary, discussions can be brought to the LSSAC and/or SSSAC for assistance and to ensure that the process is transparent.

5. What consultation looks like

The Administration brought a need for a possible course change for Semester 2. A course that started with almost a full contingent of students has dropped to 25% of the allowable class size. The LSSAC Teacher members advised the Administration to investigate 1) whether or not the students' program integrity can still be maintained by a course change. If that is possible, the students can be moved, the course collapse and then another section can be created to alleviate high numbers in other classes; 2) whether or not a small combined course can be set up that would alleviate high class numbers in the same subject. The LSSAC agreed that this should not result in a new prep for the teacher involved and that the teacher involved must be included in all decision-making regardless of the option chosen. The Administration will inform the LSSAC of the best possible option by email.

6. When mistakes are made

The LSSAC discussed and addressed an issue raised around lack of consultation that affected a member's workload for semester 2. Administration clarified the process by which the member's workload was altered without consultation. Administration acknowledged that the teacher should have been informed prior to the workload change. Administration stated that this was a singular event and committed that steps would be taken to ensure that this would not re-occur for this or any other member. The Teacher members emphasized that changes to workload must occur with consultation and transparency at all stages. The Administration committed to meeting these expectations.

7. Making recommendations

The LSSAC discussed the feedback from SSSAC on the allocation to the school. The LSSAC recommended that Administration contact HR to advocate to maintain the current allocation as per the parameters of the discussion. This would allow for an additional open position. Administration will make the call and report back to LSSAC.

The LSSAC discussed the Administration recommendations for open positions:

Computer Science/Business
History/Social Science

ESL/English

In the event that the 4th open position is confirmed, it will be posted as Math/Science.

POST MEETING NOTE: *The Board has directed the Administration not to post the ESL/English position. In light of this situation, at the next SSSAC meeting, TSU will continue the dialogue initiated with the Board with respect to positions of transfer to the CEC.*

8. Difficult discussions

The blurb below with respect to altering a program represents a 30 minute discussion. The discussion examined the possibilities of courses not running, loss of staff and program changes.

Administration provided the tallies to date. At present, 1017 students are enrolled. Administration is still waiting for 60-65 returns of option sheets, 10 Foreign students who cannot be enrolled until they arrive, and possibly new students who may apply to the school during the summer. The LSSAC discussed the ramification of having lower numbers going into September. The LSSAC discussed the courses that will not be running due to very low numbers. Some of the courses can be combined as V-coded courses to allow them to run.

Due to the low numbers in the extended French, the LSSAC is recommending that the Extended French will be phased out at Brebeuf. Grade 9 will not be advertised for 2013-2014 unless there is a significant change in the numbers to warrant it.

9. Pro-active explanations to pre-empt issues

Due to scheduling limitations, the LSSAC will not be able to meet again until May 24th. We will be discussing the proposal from Administration for the assignment of members to departments. We realize that this is later than we had hoped with respect to getting the department assignment information out to the staff. It is however, still within the requirements of the Collective Agreement. Our apologies for the delay but it is unavoidable. Please feel free to have collegial, positive and proactive discussions within your departments with respect to course selections and departmental needs. A reminder to all members that there is no ownership of courses and that all courses should be part of the department discussion. Please refer to previous minutes and the TSU Notes--SSSAC Edition for the criteria outlined by SSSAC to assist your deliberations. Please feel free to speak with any of the LSSAC members for clarification.

10. Opportunities to express thanks and good news

a) All departments have submitted the forms outlining the process for scheduling of sections in their dept. General feedback has been much more positive and progressive. Congratulations to all Brebeuf staff on their participation in this collaborative and collegial process.

Discussion of an issue for the music dept. The LSSAC recommended that the Administration investigate adjustments and options as per the discussion.

The LSSAC discussed particular staffing questions brought from members via LSSAC members.

The LSSAC discussed the TBA department assignments for members. The Administration explained what the options for those members will be and why a firm decision has not been made to date.

b) Due to scheduling changes in the summer, an imbalance was created in the number of available sections of Special Education between first and second semesters. The Administration, the Special Education Dept members and SSSAC collaborated to solve the issues surrounding workload in caseload numbers. Thank you to all who assisted in resolving these issues.

The Administration committed to preventing these issues from reoccurring in the scheduling process for next year.

c) The LSSAC discussed the process of assignment of Student Success sections. Administration explained the steps used for the decision for teacher placement in Student Success for this year. Factors that were included were qualifications, past experience, and school/dept needs. The Teacher members determined that the steps in the decision process were appropriate to the outcome.

For the spring scheduling process, the LSSAC will review an internal protocol/process for clarifying wish list information with respect to non-credit bearing sections (guidance, student success, chaplaincy, library, special education).