

# Joint Secondary School Staffing Allocation Committee (SSSAC) Annual Committee Report

## TSU Committee Members:

Gillian Vivona (TSU President)  
Pete McKay (TSU 1<sup>st</sup> VP– Executive Liaison)  
Sheila Gatensby (St. John Henry Newman)  
Sally Tellis (Trillium Support Team)  
Darrin Sciberras (Msgr. Fraser College, Chairperson)

## Activities:

*The SSSAC was scheduled to meet once per month for the 2019-2020 academic year. At the time of writing this report, the SSSAC had met on Oct. 03, Nov. 05, Nov. 28, Dec. 18, Jan. 23, Feb. 19, Mar. 31, and Apr. 03, Apr. 09. The SSSAC is also scheduled to meet on May 22 and June 17.*

### Data Requests

- The TSU continues to: receive and review data from the Board, make the Board aware of data accuracy problems, ask for full disclosure on finances and funding that could be used for teacher staffing.
- More attention has been turned to the determination and distribution of staffing on the Form 106.

### LSSAC School Data Reviews

- The Collective Agreement requires data reviews to be completed by November 30.
- A data review day was held on Nov. 28, with SSSAC members, OECTA-TSU Teacher Representatives and Administrators from all secondary schools.
- For the first time the data review was presented in a fully digital format (EXCEL Spreadsheet).
- 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.
- A number of grievances have been filed as a result of the analysis of this important data set.

### Staffing

- The SSSAC worked collaboratively within a short timeline to place additional staffing allocations (SSF) that resulted out of the ratification of the Provincial Agreement (PART A).
- The TSU is working to ensure that the declaration of surplus teachers are carried out as per the Collective Agreement. This includes the members who were still supernumerary as of April 15, 2020.
- The TSU is working with the Board to review language for Temporary Open Positions (TOPs) and its application to teachers declared surplus.
- The TSU will review the Board's application of the Technical Paper to maximize secondary staffing. (Please note that at the time of writing this report the Technical Paper had yet to be released by the Ministry of Education).
- The SSSAC continues to deal with changes to school schedules, Alternative models, and postings for NSBTs.
- The SSSAC is working collaboratively to create postings for some new NSBT (SIS) positions.

## Recommendations:

- The TSU continue to file policy grievances for issues that are unresolved at the SSSAC table.
- The TSU continue to fine tune the digital tool used for the data reviews.
- 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
  - Alternative models

## 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.**