



MEMORANDUM

To: ETFO Thames Valley Teacher Local Members
From: Craig Smith, President
Date: March 29, 2019
Re: **Staff Meetings**

Collective Agreement Article L17.07, Staff Meetings, states the following:

Regular staff meetings shall be scheduled by the Principal in consultation with the teaching staff and upon consensus whenever possible. Regularly scheduled staff meetings shall be held normally no more than once per month, on average during the school year. Each meeting shall be no more than 75 minutes in length. The dates of the regular staff meetings shall be set within the first month of the school year and communicated to all teachers. Regularly scheduled staff meetings may include administrative / organizational issues, professional development, training and other matters aligned with school and board goals. Teachers are expected to attend regularly scheduled staff meetings. Teachers may submit agenda items to the Principal for consideration.

Direction to all ETFO Thames Valley Teacher Local Members:

- Uphold the Collective Agreement that was duly negotiated and ratified by the ETFO Thames Valley Teacher Local and the Thames Valley District School Board.
- Adhere to all provisions of the Collective Agreement.
- Report immediately any and all violations of the Collective Agreement to the ETFO Thames Valley Teacher Local office.

All ETFO Thames Valley Teacher Local Members are advised of the following:

- Attendance at Staff Meetings is expected but not mandatory.
- Attendance at Staff Meetings is pro-rated to FTE.
- Teachers who cannot meet the expectation to attend the Staff Meeting due to a pre-arranged commitment, an emergency situation, or other circumstances, should communicate with the Principal and advise accordingly.
- Staff Meetings are not to exceed 75 minutes in duration.

Every effort should be made to ensure that Staff Meetings start at a reasonable time after the end of the instructional day. Staff Meetings cannot continue past 5:00 p.m.

Your Local ETFO Executive acknowledges the professionalism of all ETFO Thames Valley Teacher Local Members and respects the effort they put into their work for the benefit of students in their care.

If you have questions or require more information regarding the above, please contact the ETFO Thames Valley Teacher Local office at 519-474-3150.

CS:JJ

c/ *Released Executive, ETFO Thames Valley Teacher Local*
Terry Card, President, ETFO Thames Valley Occasional Teacher Local
Susan Ansara, ETFO Provincial CB Staff Officer

Please share this e-mail with all ETFO Thames Valley Teacher local Members at your location.

- All ETFO Thames Valley Teacher Local Members should have received this e-mail.
- However, Members that have not updated their personal profile on the secure section of the Local's website may not receive e-mails from the Local.
- E-mails from the Local will not be sent to Board e-mail addresses
- Occasionally, e-mails may land in Span folders, please check this folder if you have not received e-mails from the Local.
- **Correspondence should not be forwarded by Board e-mail addresses.**