



Appendix A

Weekly Updates to Members

To: ETFO Thames Valley Teacher Local Members
From: Craig Smith, President, ETFO Thames Valley Teacher Local (ETFO TVTL)
Date: September 10, 2021
Regarding: Weekly Update (1)

Federal Election

Teachers are reminded that Monday, September 20, 2021 is Election Day.

Elections Canada and the party platform information can be found on the ETFO Thames Valley Teacher Local's website (etfothamesvalley.com).

Teachers who have not yet voted are encouraged to do so on Monday.

Diagnostic Assessment and IEPs

Two Communiqués, regarding diagnostic assessment and IEPs accompany this Weekly Update.

Reorganization Staffing

Specific information regarding reorganization staffing will be shared with Teachers next week.

As per the Collective Agreement, in-school staffing committees must be consulted during this reorganization staffing period.

Communication Protocol

Teachers are reminded that the communication protocol **commences** on Friday, September 17 at 6:00 p.m. and **ends** on Sunday, September 19 at 6:00 p.m.

ETFO Direction to Teachers

- Elementary Teachers are directed to uphold and adhere to all provisions of the Collective Agreement.
- It is the expectation of ETFO TVTL that the TVDSB, and its agents, will uphold and adhere to the provisions of the Collective Agreement.
- Questions about the interpretation of the Collective Agreement should be directed to the ETFO Local office.
- Log all absences into TVARRIS using the appropriate code and follow past practice as per the provisions of the Collective Agreement.
- Violations of the Collective Agreement must be reported to the ETFO Local office immediately.
- Use professional judgement at all times and observe professional boundaries.

General Reminders

- Focus on core teaching duties.
- Do not do the work of other bargaining units or employee groups.
- Where possible, avoid unnecessary busy work.
- Report and document inappropriate parent behaviour to the principal immediately for follow up.
- Be aware that Teacher participation in **any** TVDSB event schedule outside the instructional day, or during unassigned time (recess/lunch/nutrition breaks), is **strictly voluntary**.
- ETFO TVTL Teachers should expect that all verbal directions from principals/vice-principals be put in writing upon request to ensure clarity, consistency and accountability.
- Teachers should determine whether principals/vice-principals are asking or telling them to undertake assigned duties. If the Teacher is being asked, then participation in the activity is **strictly voluntary**. A Teacher's decision **not** to participate **must** be respected.
- Teachers should comply with direction if told to undertake activities that are reasonable, lawful, and in compliance with the provisions of the Collective Agreement.
- Teachers should question all direction that is unreasonable, unlawful, or in violation of the provisions of the Collective Agreement.
- ETFO TVTL Teachers **must** be free to question safely all directions given by the Board and its agents without fear of retribution, reprisal, or differential treatment.
- Professional Judgement is embedded in the Collective Agreement. It cannot be enforced if it is not exercised.
- Teachers are reminded that "expected" does **not** mean "mandatory."
- Teachers are further reminded that their health and the safety of Students is paramount. Questions regarding Health and Safety must first be brought to the attention of the site supervisor (principal) as per the Occupational Health and Safety Act. ETFO TVTL will continue to provide immediate support and guidance to Members in all matters relating to Health and Safety.

It is the duty of the Local to:

- Defend the **Collective Agreement** and the rights of Teachers under it.
- Ensure that the provisions of the **Occupational Health and Safety Act** are vigorously enforced.
- Bring to the attention of TVDSB ongoing Teacher concerns, with the expectation that these concerns will be taken seriously and resolved quickly.
- Communicate with Teachers in a clear, concise, and timely manner.

For more information regarding this *Communiqué*, please contact the Local office by phone at 519-474-3150 or by email at etfotvtl@etfothamesvalley.com.

c. *ETFO TVTL Released Officers*
Terry Card, President, ETFO Thames Valley Occasional Teacher Local
Elizabeth Kettle, ETFO Provincial CB Staff Officer
Linda Nicholls, Human Resources Superintendent

To: ETFO Thames Valley Teacher Local Members
From: Craig Smith, President, ETFO Thames Valley Teacher Local (ETFO TVTL)
Date: September 17, 2021
Regarding: Weekly Update (2)

Reorganization Staffing

Reorganization Staffing commenced this week and is proceeding.

As per the collective agreement (CA Article L23.18), in-school staffing committees must be consulted during the reorganization staffing process.

Questions and/or concerns regarding Reorganization Staffing should be directed to the Local office.

ETFO Social Media Tip Sheet

ETFO has produced a social media tip sheet for Teachers. The link to a copy of this document accompanies this **Communiqué**.

Ontario Human Rights Commission Vaccination Disclosure Document

The Ontario Human Rights Commission (OHRC) has produced a policy document regarding the Government of Ontario's vaccination disclosure policy. The link to it accompanies this **Communiqué**.

Communication Protocol

Teachers are reminded that the communication protocol **commences** on Friday, September 24 at 6:00 p.m. and **ends** on Sunday, September 26 at 6:00 p.m.

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Elizabeth Kettle, ETFO Provincial CB Staff Officer
Linda Nicholls, Human Resources Superintendent

To: ETFO Thames Valley Teacher Local Members
From: Craig Smith, President, ETFO Thames Valley Teacher Local (ETFO TVTL)
Date: September 24, 2021
Regarding: Weekly Update (3)

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Elizabeth Kettle, ETFO Provincial CB Staff Officer
Linda Nicholls, Human Resources Superintendent

To: ETFO Thames Valley Teacher Local Members
From: Craig Smith, President, ETFO Thames Valley Teacher Local (ETFO TVTL)
Date: October 1, 2021
Regarding: Weekly Update (4)

Health and Safety

Teachers are reminded to report all health and safety concerns to their Principal. Questions or concerns about workplace health and safety should be brought to the attention of Local office immediately.

Sick Day/Care Day Usage

Sick Days and Care Days are to be used for their intended purpose, as per the provisions of the Collective Agreement.

Teachers are reminded that they can access portions of these days, as required, with Occasional Teacher coverage. Please note that the Occasional Teacher cannot be paid anything less than one half days pay, regardless of the portion requiring OT coverage. This is in accordance with ETFO Thames Valley Occasional Teacher Local Collective Agreement.

ETFO Provincial Collective Bargaining Goal Setting Survey

A link to information regarding the ETFO Provincial Collective Bargaining Goal Setting Survey accompanies this **Communiqué**.

Communication Protocol

Teachers are reminded that the communication protocol **commences** on Friday, October 1 at 6:00 p.m. and **ends** on Sunday, October 3 at 6:00 p.m.

It is the duty of the Local to:

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Thank you to all Teachers for your good work through the first month of the school year.

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Elizabeth Kettle, ETFO Provincial CB Staff Officer
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To: ETFO Thames Valley Teacher Local Members
From: Craig Smith, President, ETFO Thames Valley Teacher Local (ETFO TVTL)
Date: October 8, 2021
Regarding: Weekly Update (5)

Progress Reports

A link to the ETFO TVTL Communiqué regarding Progress Reports accompanies this weekly update.

Extracurricular Activities

Some extracurricular activities have been approved to commence this school year. As the Thames Valley District School Board communicates the parameters and conditions under which these activities can be offered, Teachers are reminded that their participation in organizing these activities is strictly **voluntary**.

Collective Agreement Article L17.08, Extracurricular Activities, states the following:

The Parties recognize the value of extracurricular activities. Extracurricular activities are voluntary.

Teachers should not be pressured, cajoled, or guilted into involuntarily participating in extracurricular activities.

Communication Protocol

Teachers are reminded that the communication protocol (CA LOU 7, Communication Protocol) **commences** on Friday, October 8 at 6:00 p.m. and **ends** on Monday, October 11 at 6:00 p.m.

It is the duty of the Local to:

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Have a safe and peaceful long weekend, and a Happy Thanksgiving.

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To: ETFO Thames Valley Teacher Local Members
From: Craig Smith, President, ETFO Thames Valley Teacher Local (ETFO TVTL)
Date: October 15, 2021
Regarding: Weekly Update (6)

Meet the Teacher Nights and Parent/Teacher Interviews

A link to the ETFO TVTL Communiqué regarding Meet the Teacher Nights and Parent/Teacher Interviews accompanies this weekly update.

Collective Agreement Highlight

Records Management and Access to Personnel File

Collective Agreement states the following:

- L37.03** The primary non-medical personnel file respecting a Teacher shall be maintained in the Human Resource Services Department of the Board, recognizing that certain nonmedical personnel material may be situated at the Teacher's school or worksite. **Material in such a file shall be available to the Teacher for inspection in the presence of appropriate Board personnel at a mutually agreeable time during regular working hours.**
- L37.04** **A Teacher shall be provided with a copy of all materials contained in her/his personnel file when so requested.** Teachers shall receive copies of any materials placed in their personnel and school or worksite files which shall normally occur within five (5) school days of the material being filed. Additional copies shall be made available to the Teacher upon request where the Teacher has misplaced his/her material.
- L37.05** Where a Teacher authorizes in writing access to her/his personnel and school or worksite files by a Union Representative acting on the Teacher's behalf, the Board shall provide such access at a mutually agreeable time during regular working hours, as well as copies of materials contained therein, if also authorized and requested.
- L37.06** Upon the permanent transfer of a Teacher from a school or worksite, the Teacher's Certificate of Registration, Certificate of Qualification, employee number, data required for completing Ministry of Education and Training reports and all Board initiated documents in the school or worksite personnel file related to performance, conduct or discipline shall be forwarded to the Teacher's new school or worksite. All other information in the school or worksite file shall be returned to the Teacher or transferred to the Teacher's new school or worksite at the Teacher's discretion.

Teachers are reminded that the **cost** of providing personnel file copies is **borne by the employer**, not the employee.

Communication Protocol

Teachers are reminded that the communication protocol (CA LOU 7, Communication Protocol) **commences** on Friday, October 15 at 6:00 p.m. and **ends** on Sunday, October 17 at 6:00 p.m.

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To: ETFO Thames Valley Teacher Local Members

From: Craig Smith, President, ETFO Thames Valley Teacher Local (ETFO TVTL)

Date: October 29, 2021

Regarding: Weekly Update (8)

Parent/Teacher Interviews

TVDSB determined that there is no PA Day available for the purpose of Parent/Teacher Interviews. As a consequence, there are no scheduled Parent/Teacher Interviews.

Advice to Teachers:

- Use Professional Judgement at all times.
- Continue to communicate with parents and guardians regarding student progress, in compliance with **Education Act Regulation 298, Section 20 (k), Duties of Teachers.**
- Contact with parents and guardians **shall** be arranged at the discretion of the Teacher, **not** at the direction of administration.

ETFO is proceeding to file grievance on this matter.

Early ID and Class Reviews

Without the provision of release time, Teacher participation in activities like Early ID and Class Reviews is strictly voluntary.

Collective Agreement Highlight

Occasional Teacher Coverage

L17.15 (a)

- (i) All absences must be entered by the Teacher in the Thames Valley Absence Reporting and Replacement Information system, (TVARRIS), as soon as the absence is known to the Teacher.
- (ii) The Teacher shall be required to notify their Principal of such absences **only when TVARRIS is inoperative.**
- (iii) When absences occur during school hours, the Teacher must notify their Administrator or the office staff in the absence of the Administrator. Wherever possible, the Teacher is also asked to enter their absence into TVARRIS.

L17.15 (b)

- (i) Principal or Vice Principal will review vacancy/vacancies and determine a plan to reassign coverage to reduce the impact of changes on all staff and students.
- (ii) Teachers who are required to use their preparation time to cover unfilled vacancies **are to be paid back** the preparation time.
- (iii) Unless agreed to otherwise, Teachers are to be given two (2) days' notice as to when the payback will occur.
- (iv) In consultation with the classroom Teacher, a plan will be created to determine how preparation payback will occur and suggested subject areas to be covered.
- (v) Teachers **are not required** to plan for their preparation time payback.

Communication Protocol

Teachers are reminded that the communication protocol (CA LOU 7, Communication Protocol) **commences** on Friday, October 29 at 6:00 p.m. and **ends** on Sunday, October 31 at 6:00 p.m.

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To: ETFO Thames Valley Teacher Local Members
From: Craig Smith, President, ETFO Thames Valley Teacher Local (ETFO TVTL)
Date: November 5, 2021
Regarding: Weekly Update (9)

Accompanying this weekly update are links to **Communiqués** regarding:

- Student Attendance
- Prescribed List of Pre-Approved Assessments
- Collective Agreement Highlight - Preparation Time

Lost Preparation Time Tracking Form

Accompanying this weekly update is a link to a **Lost Preparation Time Tracking Form**. The purpose of this form is to track lost preparation time, to help facilitate the scheduled payback of lost preparation time, and support the enforcement of Collective Agreement Articles...

Communication Protocol

Teachers are reminded that the communication protocol (CA LOU 7, Communication Protocol) **commences** on Friday, November 5 at 6:00 p.m. and **ends** on Sunday, November 7 at 6:00 p.m.

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To: ETFO Thames Valley Teacher Local Members
From: Craig Smith, President, ETFO Thames Valley Teacher Local (ETFO TVTL)
Date: November 12, 2021
Regarding: Weekly Update (10)

Accompanying this weekly update is a link to the Inclement Weather **Communiqué**.

Early Identification

ETFO Thames Valley released officers met with Superintendents Marion Moynihan and Andrew Canham on November 9, 2021 to discuss concerns related to the revised Early ID process.

To be clear:

- ETFO TVTL was **not** involved in “consultations” about the revised Early Identification process.
- ETFO TVTL has **not** “endorsed” the implementation of the revised Early Identification process.

Superintendents Moynihan and Canham confirmed that:

- The intent of the Early Identification process is for the Teachers to generate information that guides and supports Teacher programming for their students.
- While the Board is not, at this time, providing release time to complete this task, Principals are expected to be flexible and creative in providing adequate time for Teachers to complete associated tasks within the instructional day, exclusive of lunch and preparation time.

Further:

- Teachers should not be collecting data for the Board.
- Teacher participation in activities outside of the instructional day is voluntary.
- ETFO TVTL is filing grievance to address specific violations of the Collective Agreement, and of Policy and Program Memorandum 155, Diagnostic Assessment.

Communication Protocol

Teachers are reminded that the communication protocol (CA LOU 7, Communication Protocol) **commences** on Friday, November 12 at 6:00 p.m. and **ends** on Sunday, November 14 at 6:00 p.m.

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To: ETFO Thames Valley Teacher Local Members
From: Craig Smith, President, ETFO Thames Valley Teacher Local (ETFO TVTL)
Date: November 19, 2021
Regarding: Weekly Update (11)

The Thames Valley District School Board has announced that when schools are closed for reasons unrelated to COVID-19 (e.g., Snow Days), Teachers are expected to post open-ended asynchronous activities on the virtual platform for students to access on these days.

Senior Administration stated that this was in compliance with direction from the Ministry of Education. It appears that this is **not** direction from the Ministry of Education but rather a choice made by TVDSB Senior Administration, which reflects a rather puzzling commitment to the promotion post-pandemic virtual teaching and learning.

TVDSB could have made a different choice. Consider the message from the Halton District School Board (HDSB):

Dear HDSB families,

With cooler weather approaching, we are writing to provide you with information on how decisions are made on days of inclement weather. If your child is bused to school, please ensure which transportation zone you are located in.

We encourage all families to review the HDSB Inclement Weather Reminders. A printable version of this information is also available.

Similar to last year, when schools are closed due to inclement weather, both in-person and virtual schools will be closed. This decision was made to ensure student and staff safety and to continue to provide an equitable learning experience for all students. Impacting factors include inequitable access to technology and the internet for families which would lead to inconsistent delivery and access to instruction, and the complexities to fully transition effectively to online learning with short notice.

HDSB has taken a sensible, humane, and equitable position on the issue of school closures unrelated to COVID-19. TVDSB should reconsider and do the same.

Teachers are reminded that there is **no** requirement for synchronous teaching during school closure unrelated to COVID-19.

Collective Agreement language regarding Inclement Weather Days, and Acts of Nature remain accessible to all Teachers as per past practice.

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To: ETFO Thames Valley Teacher Local Members
From: Craig Smith, President, ETFO Thames Valley Teacher Local (ETFO TVTL)
Date: November 26, 2021
Regarding: Weekly Update (12)

Student Vaccination

Teachers should be aware that Covid-19 vaccines have been approved for distribution to children age five to eleven.

At this point there will not be vaccination clinics set up in schools, as per direction of the local Medical Officers of Health.

More detailed information will be shared as it is made available.

Accompanying Documents

Links to the following government and board documents accompany this Communiqué and are provided for information purposes only:

- Chief Medical Officer of Health, Vaccination Information for Children 5-11.
- Update regarding PPM 144, Bullying Prevention and Intervention.
- TVDSB Memo regarding TPA.
- TVDSB COVID-19 Update.

In case Management says something different, Teachers will have what was actually shared. Questions regarding the above should be directed to the Local office.

Communication Protocol

Teachers are reminded that the communication protocol (CA LOU 7, Communication Protocol) **commences** on Friday, November 26 at 6:00 p.m. and **ends** on Sunday, November 28 at 6:00 p.m.

It is the duty of the Local to:

- Defend the **Collective Agreement** and the rights of Teachers under it.
- Ensure that the provisions of the **Occupational Health and Safety Act** are vigorously enforced.
- Bring to the attention of TVDSB ongoing Teacher concerns, with the expectation that these concerns will be taken seriously and resolved quickly.
- Communicate with Teachers in a clear, concise, and timely manner.

For more information regarding this **Communiqué**, please contact the Local office by email at etfotvtl@etfothamesvalley.com or by phone at 519-474-3150.

c. *ETFO TVTL Released Officers*
Terry Card, President, ETFO Thames Valley Occasional Teacher Local
Elizabeth Kettle, ETFO Provincial CB Staff Officer
Linda Nicholls, Human Resources Superintendent