

MINUTES

OPSEU Employee/Management Committee

January 11, 2010

Present: Sandy Barker
Lesley Chisholm
Mark Hirstwood
Dave McCarl
Silvanna Petersen

Kim Lintack
Jeanette May, Chair
Lisa McArthur

Regrets: Peter Gumbrell
Dan MacDonald
Jan McMurdo
Angela Wagner

Approval of Agenda

The agenda was approved with the following additions:

- Supply Coverage
- Bus Cancellations
- Supporting Documentation for Leave Requests

Approval of Minutes

The minutes from October 7, 2009 were corrected and approved.

Business Arising From the Minutes

Co-op Students in Schools

Jeanette May reported that she discussed the concerns raised by OPSEU regarding the use of co-op students. She stated that Principals are aware of the appropriate way of engaging co-op students; that is, co-op students are not to be assigned independent responsibility for a student who is otherwise supported by an Educational Assistant.

Safe Arrival

Jeanette May reported that Administrative Council has amended the safe arrival protocol for inclement weather days in response to a concern that was raised through the OPSEU Employee/Management Committee. On days when the buses are cancelled due to inclement

weather, calls will not be made to families whose children ride school transportation. They are asking that families of children who walk to school notify the school if they will not be in attendance. The protocol states that an effort will be made to call families of walking students who are not present, but given the number of absent students on these days, it may not always be possible to contact all families. Schools were asked to notify parents and office staff of this new protocol.

EA Duties

OPSEU reported that many schools did not have a revised inclement weather EA supervision schedule last spring when changes were made to the supervision schedules. With the 2009/2010 school year, new schedules have been prepared, so this is no longer an issue.

Aggressive Incidents

Jeanette May clarified that in the event an employee has completed an aggressive incident reporting form, the supervisor meets with the employee to complete the third section of the form and they indicate all actions that will be initiated as a result of the aggressive incident and when the actions will occur. After this section is completed, the supervisor and the employee sign the form. The Compensation and Wellness Department – Health and Safety will address any concerns with schools that are not processing the Aggressive Incident Reporting forms in accordance with the APM. The Regional Special Education Administrators review the Aggressive Incident Reporting forms and follow-up when they see trends or issues that may require their assistance.

Jeanette May reported that Special Education staff are continually looking for improved protective equipment and testing them in selected schools. They are in the process of reviewing an item that was recommended by OPSEU.

Walkie Talkies

OPSEU reported that they had investigated an alternative to walkie talkies, however, the technology is not available at the Board at this time.

Peer Mediators/Assistants

Jeanette May reported that a concern that was raised by OPSEU regarding the use of student peer mediators to assist other students was investigated and no violation was found.

Office/Clerical Complement

Jeanette May reported that Human Resources has analyzed the office/clerical complement and there is one school that has had a significant increase in enrolment after the secretarial staffing was finalized.

ACTION: Jeanette May will review this issue.

H1N1 and Other Viruses

Jeanette May discussed with Superintendent John Dance the concerns raised by OPSEU regarding H1N1. He stated that Principals will use their discretion to determine the most efficient and safe manner to isolate children until their parents can pick them up. If a student who has EA support needed to be isolated, the EA would not be required to maintain close contact, but would be asked to maintain observation of the student, at the discretion of the Principal. He stated that the Board would not be providing masks to staff in response to the H1N1 virus.

Replacement of SASE

Management clarified that when an employee is absent for a reason that may be charged to sick leave, the supply employee is charged to the county account. When an employee attends a training session, the department planning the training will advise as to which account the supply employee should be charged.

New Business

Staffing

Management clarified that a school's basic budget is spent at the discretion of the principal, which could include being used for temporary office assistance. OPSEU reminded the Board that Article 4.03 of the collective agreement stipulates that temporary employees may not be employed for longer than six (6) months, except where funded by an external organization or temporarily funded by the Ministry.

Floater vs. Vacation Days

Management clarified that the scheduling of floater days at Christmas takes precedence over employee requests for vacation days.

Method of Reimbursement to Parents

OPSEU asked whether refunds to parents must be paid by cheques in all cases.

ACTION: Jeanette May will investigate this question.

Supply Coverage

OPSEU asked for clarification of the process for employees booking time off to attend grievances and investigation meetings. Jeanette May stated that Human Resources will advise Principals to call in supply staff, if necessary, for employees to attend grievance hearings and investigation meetings.

Bus Cancellation Days

OPSEU has asked what Educational Assistants should do on days when the buses are cancelled.

ACTION: Jeanette May will investigate this question.

Supporting Documentation for Leave Requests

Management stated that employees submitting a leave of absence request form must submit all supporting documentation with the form.

Dates of Next Meetings

February 24, 2010	Coldwater	1:00 – 3:00 p.m.
May 12, 2010	Coldwater	1:00 – 3:00 p.m.

Silvanna Petersen

Jeanette May, Chair