**SECONDARY SCHOOLS COMMITTEE MEETING MINUTES**

February 13, 2014

**Meeting Location**: Fisher Park School Library, 250 Holland Avenue

**Recorded By**: Elaine Vininsky, Secretary

**ATTENDANCE:**

Rong Sun Lisgar Collegiate SSC Chair

Elaine Vininsky Glebe Collegiate SSC Secretary

Nadine Clarke Canterbury School Rep

Lisa Stevenson Sir Guy Carleton School Rep

Nicola Hemstock John McCrae School Rep

Alison Shaker Canterbury School Rep

Paula Shaver Sir Robert Borden School Rep

Taz Mawji Longfields-Davidson Heights School Rep

Sue Carswell South Carleton SSC Vice Chair

Joanna Gacek Colonel By School Rep

**MEETING START**

* Meeting Commenced at 7:05pm
* Nicola Hemstock and Nadine Clarke passed minutes of November 14, 2013 meeting
* Members unanimously congratulated Elaine Vininsky who officially assumed the SSC Secretary responsibilities.

**WELCOME AND ROUND TABLE**

Three journalism students from Algonquin requested to sit in the meeting for an assignment. They were invited to sit at the table. When the presenter learned they wanted to tape her presentation for a school project, she indicated she was fine with being recorded. They remained silent observers over the course of the meeting. …/2

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**BOARD PRESENTATION: OCDSB HR PROCESS RELATED TO REGULATION 274**

**Speaker:** Janice McCoy, Superintendent, OCDSB Human Resources

In preparation for the meeting, Janice McCoy asked for and received a list of questions from the SSC to help frame her talk. She provided the attendees with a handout to accompany her Power Point presentation. Entitled ``Ontario Regulation 274 /12 Hiring Practices.``

She explained that prior to Regulation 274, there was a central application process for the occasional teacher (OT) list, and pre-screening by principals and vice-principals was based on the schools’ needs, qualifications and experience. Human resources helped with interviews. To fill a daily requirement, the principal entered the absence in the call-out system. Assignments of less than 10 days were filled by principals from the established OT list. On the contrary, assignments for more than 10 days being filled by long term occasional teachers (LTO) were posted by the hiring school. The hiring principals or vice principals had to interview at least three qualified applications.

McCoy indicated that the introduction of Regulation 274 was intended to address concerns raised by the teachers` unions relating to possible nepotism and unfairness in hiring practices. It establishes a rank order of OTs based on seniority, a roster of those eligible for consideration for LTO teaching assignments, and another roster of OTs who have completed LTO teaching assignments and are eligible for consideration for permanent teaching positions. To fill LTO assignments, notice of the position must be posted for at least five days and consideration has to be given to surplus or redundant teachers before going to the LTO list. If no one is found, the school interviews the five qualified teachers from the list with the highest seniority. In order to be considered for permanent positions, OT need to have completed a minimum four-month assignment and received a satisfactory evaluation.

Some school representatives expressed concerns about gaining experience and the evaluation process. McCoy suggested that if OTs hadn`t had the opportunity to prove themselves during 20 days (a teacher has to have taught as an OT in one or more OCDSB schools for at least 20 full days during a 10-month period before they can apply for the LTO roster), then perhaps they needed more experience as OTs. Teachers can also get more experience by volunteering and can take advantage of professional development day opportunities. She indicated that new graduates have mentors to help them in their careers. She also said that principals recognize that that the evaluation process is an important use of their time and that the Board understands the developmental process.

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Over 800 of the 1200 teachers on the OT list have been interviewed. McCoy said the challenge is to get the right balance of OTs so they get enough work to sustain themselves. The interviews were conducted by teams of school administrators on evenings and Saturdays, using a consistent set of questions and criteria. Since hiring can be a 30-year investment, the standards are set high, and only 30-50 per cent of interviewees have qualified. Those who didn`t make it have the option of a debriefing session to help them improve. McCoy acknowledged that the number of interviews required could create a ``bottleneck effect” when the same five people are considered for multiple positions. On a positive note, she indicated that the Board has obtained some flexibility with respect to posting times for LTOs that develop unexpectedly, i.e. illness, to minimize potential disruption.

**OCASC REPORT**

An OCASC meeting was scheduled for February 20, 2014. A new chair or two co-chairs are needed for the 2014-2015 school year.

**OTHER BUSINESS**

1. Sue Carswell, of South Carleton, noted that the subject awards are being eliminated from this year’s commencement ceremony, as there is inadequate time for teachers to prepare marks before the ceremony. They are looking for feedback from other schools about their practices or creative solutions.

Alison Shaker said Canterbury‘s inability to accommodate the number of graduates are forcing them to consider dividing the graduating class and holding two separate commencement ceremonies.

1. Nadine Clark reported that the Advisory Committee on Equity had wondered if there was an equity reason for dropouts. In fact, statistics show the highest early leavers are second generation British and French students.

**UPCOMING MEETINGS**

* April 10, 2014 on School Safety and Wellbeing with Susan McDonald and Brad Reynard
* May 8, 2014 SSC meeting on Curriculum Services – DELPH, Update on parent guide to assessment and evaluation. There will also be elections. As Rong`s son is graduating from high school this year, a new SSC chair will be required.

**MEETING ADJOURNED**

9:05pm