

Bruce Grey OECTA ELEMENTARY

September 2025

LOCAL UNIT EXECUTIVE

President- Kristen Fry

Vice President-Corinne Kalistchuk (ND)

Secretary-Karen Herchmer (Chepstow)

Treasurer- Stacey Dahmer (ST A)

Councillor- Tammy Nadeau (St T of C)

Councillor- Steph Fortney (Holy F)

Councillor-

Councillor- Teresa Dantas (ND)

Human Rights Councillor- Marie Tudor (ND)

Beginning Teacher Rep-

OT Rep- Deb Meyer

H&S Rep-Corinne Kalistchuk (ND)

HOW TO CONTACT OECTA

LOCAL UNIT OFFICE

Unit phone - 519 386 6575

Email-bgoecta@gmail.com

Through the courier to the CEC to the attention of Kristen Fry

PROVINCIAL OFFICE:

65 St Claire Ave E, Toronto ON

Phone: 1-800-268-7230

Webpage: catholicteachers.ca

UPCOMING EVENTS

OCTOBER 15- REGULAR EXEC/REPS MEETING 5PM CARGILL

OCTOBER 5- WORLD TEACHER DAY

OCTOBER 28- FALL GENERAL MEETING OECTA AT 5PM PLEASE RSVP TO YOUR SCHOOL REP – CARGILL CHURCH HALL

EARLY NOV- PROGRESS REPORT CARDS DUE TO PRINCIPAL

OCTOBER 24 - PA DAY

OCTOBER 31- AQ SCHOLARSHIP APPLICATIONS DUE TO THE UNIT OFFICE FOR AQS TAKEN IN JULY/AUGUST 2025 AND PLANNED FOR THIS SCHOOL YEAR UP UNTIL JUNE 30 2026

UPDATE YOUR EMAIL WITH OECTA PROVINCIAL NOW

<https://web.cvent.com/survey/4bd9c848-ad75-4fa9-ab55-207fb74bf017/welcome>

REPORTING OF SERIOUS INCIDENCES

As a worker in Ontario you are entitled to a safe workplace. In our schools, both the Ministry of Labour laws and Ministry of Education laws are in place.

BGCDSB has an online reporting tool to help you report any worker injury, violent incident, bullying or Safe Schools incident.

Go to the SHINE portal (bgcdsb.org) then click on "FOR STAFF". Login.

Scroll down to Health and Safety and click on Online Health and Safety Reporting.

WORKPLACE VIOLENCE:

You might need to use Workplace Violence (if you as a worker were involved) and/or Safe Schools form. You may also need to complete a worker injury form.

SAFE SCHOOLS:

Under the law you must Respond to and Report any serious student behaviour that may lead to a suspension, by using the Safe Schools Form.

[safety_in_schools_aug29.pdf](#)

LOCAL UNIT AQ SCHOLARSHIP 2025/26

The unit AQ scholarship will be offered again this year. To apply you must submit the request form by **October 31** to the Unit office by emailing a PDF to the President at bgoecta@gmail.com.

Even if you are not sure if you will be taking an AQ in the Winter 2025/Spring 2026, you must apply by October 31. The criteria for applying are on the form.

The form is available here, on the Unit website or from your school rep. \$4000 has been allotted and the money will be divided equally among the applicants to a max of \$400. Proof of successful completion of the AQ must be submitted by June 15, 2026. You are limited to one application a year. Courses you took this last summer (July and August 2025) are eligible.

LOCAL UNIT INDIVIDUAL PD FUND

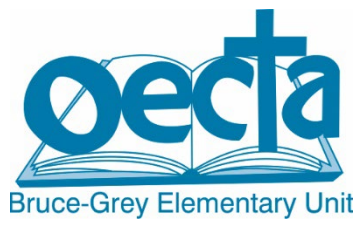
Every year the Unit offers members access to funds for Individual PD. Members may access \$100 to offset the costs of attending a workshop or conference. If more than one member from the same school applies for the same workshop or conference the members must share the \$100. To receive the money members must fill out the Individual PD Request form and submit it by emailed PDF or by courier to the President. After attending the conference or workshop the member must complete a Workshop/Conference Evaluation form and submit it with receipts to the Unit to receive the money. Ask your school rep.

OTIP WALK INTO RETIREMENT WORKSHOP

October 27th at 4:30 to 7:30 pm Best Western Hotel WALKERTON – with meal

Register at www.otip.com/events to attend especially if you are in your last 5 years of teaching.

Info on: Retirement benefits for health and dental, insurance, CPP, OAS, OTTP



AQ SCHOLARSHIP BRUCE-GREY

AQ Course Scholarship Criteria:

- i) in each fiscal year \$4000 (four thousand dollars) will be allotted for AQ Course Scholarships.
- ii) applications for an AQ Scholarship shall be submitted by October 31st of the fiscal year to the Unit President by PDF email at bgoecta@gmail.com or in the courier to the CEC. Submit an application in the FALL for courses taken during the entire school year.
- iii) the scholarship money will be divided among the eligible applicants to a maximum of \$400 (four hundred dollars). Please let the Unit President know if you have received other subsidies that have lowered the amount of money you will be “out of pocket” for the course.
- iv) proof of successful completion of an AQ course must be submitted by June 15 of the fiscal year.
- v) members shall be limited to one application per fiscal year.

Application Date _____

My Name _____

My School _____

Course Name _____

Course Offered by (if known) _____

Course Dates (if known) _____

Send this form to bgoecta@gmail.com before October 31

BANKED PREP/PLANNING Q and A

Many questions arise each year about banked prep/planning time. There have been changes based on some newly negotiated Provincial rules whereby you must be repaid the missed time or receive a monetary payment. These changes are found in the Collective Agreement.

HOW DO I BANK A MISSED PREP?

New this year- go to Apply to Ed and submit online.

WHEN CAN I BANK A PREP/PLANNING PERIOD?

Preps must be banked within the week of losing them, by recording them in Apply to Ed. The key element is to **consult with your principal**.

"A teacher shall bank lost planning time which shall be rescheduled within the current school year by the Principal in consultation with the affected teacher."

FOR WHAT REASONS CAN I BANK?

It would be impossible to list a full set of reasons why a teacher might miss a prep and need to bank it. Some common reasons are: lack of occasional teachers to cover absent staff, mandatory meetings with outside agencies, in school team meetings that you are mandated to attend.

You can no longer bank on days that you missed prep due to a PD day, a Statutory holiday or Professional Learning where an OT was called in to cover your class.

When you are unable to work out any difficulties or issues regarding prep time banking, email or phone Kristen directly.

PREP, LUNCH AND DUTY

When you get your prep, lunch and duty schedules this year it is important that you **check that the collective agreement has been adhered to.**

LUNCH- 40 minutes uninterrupted. If you work less than full time then this is pro-rated. Article 17.01 page 72 of the Collective Agreement.

PREP- 240 minutes of prep weekly for full time teachers. This should be scheduled as 4 x40 minutes plus 1x80 minutes (double prep). Core French and English teachers may have 60 minute preps. Article 17.02 page 73. This is prorated if you are part time.

DUTY- 80 minutes or less a week. Article 17.03 Page 73. This is prorated if you are part time.

WHERE IS MY COLLECTIVE AGREEMENT?

Printed copies of the **last** Collective Agreement are available in every school and will soon be updated with the newly negotiated items. Speak to your OECTA School Rep if you have a question. Copies of the **last** Collective agreement available on the BGCSB.org webpage. Go to FOR STAFF at the top, then to COLLECTIVE AGREEMENTS and look for Elementary.

We are awaiting **new** print and digital copies for the items we recently negotiated. In the meantime, call Kristen with your questions.

Our New Collective agreement has these highlights:

- Banked prep – missing prep and what reasons you can, plus monetary payouts
- Salary- new grids
- Cross panel transfers- from Elem to Secondary
- Report card writing at home on PA days
- Staff meetings- voluntary, monthly with some time set aside for PD/training items
- Reading Intervention teachers for Primary
- Workplace violence protections
- Job category changes and job posting rules
- EI reporting- an 8 hour work day
- Seniority based transfers each spring

Bruce Grey Elementary Unit OECTA

FALL GENERAL MEETING

Tuesday October 28, 2025 CARGILL 5 pm

Agenda: Minutes of Spring General Meeting
Approval of Unit Budget
President's Report

RSVP to Your School Rep by Oct 17th - hot meal following meeting

OECTA PROVINCIAL PROFESSIONAL DEVELOPMENT FOR 2025/26



AQs Online

Registration is open at catholicteachers.ca for our online AQs (For Your Career section). **Popular AQs fill up fast so register now** for courses starting early October and ending early December. See this newsletter for the AQ scholarship application form. [Additional Qualifications Courses - Ontario English Catholic Teachers' Association \(OECTA\)](#)

Mini Courses

These courses run for one month online and cover a wide variety of topics- all for 50\$. Registration is open now. <https://www.catholicteachers.ca/For-Your-Classroom/Mini-Courses>

Office Hours

OECTA's Office Hours are an opportunity for all teachers, particularly Occasional and Beginning Teachers, to connect online, ask questions and get advice about topics that matter most to them. Each live online session will be hosted by an experienced teacher leader and will be supplemented with a pre-recorded audio presentation. Participants are encouraged to view the pre-recorded audio presentation in advance of the live session. [Office Hours: Pre-Recorded Presentations - Ontario English Catholic Teachers' Association \(OECTA\)](#)

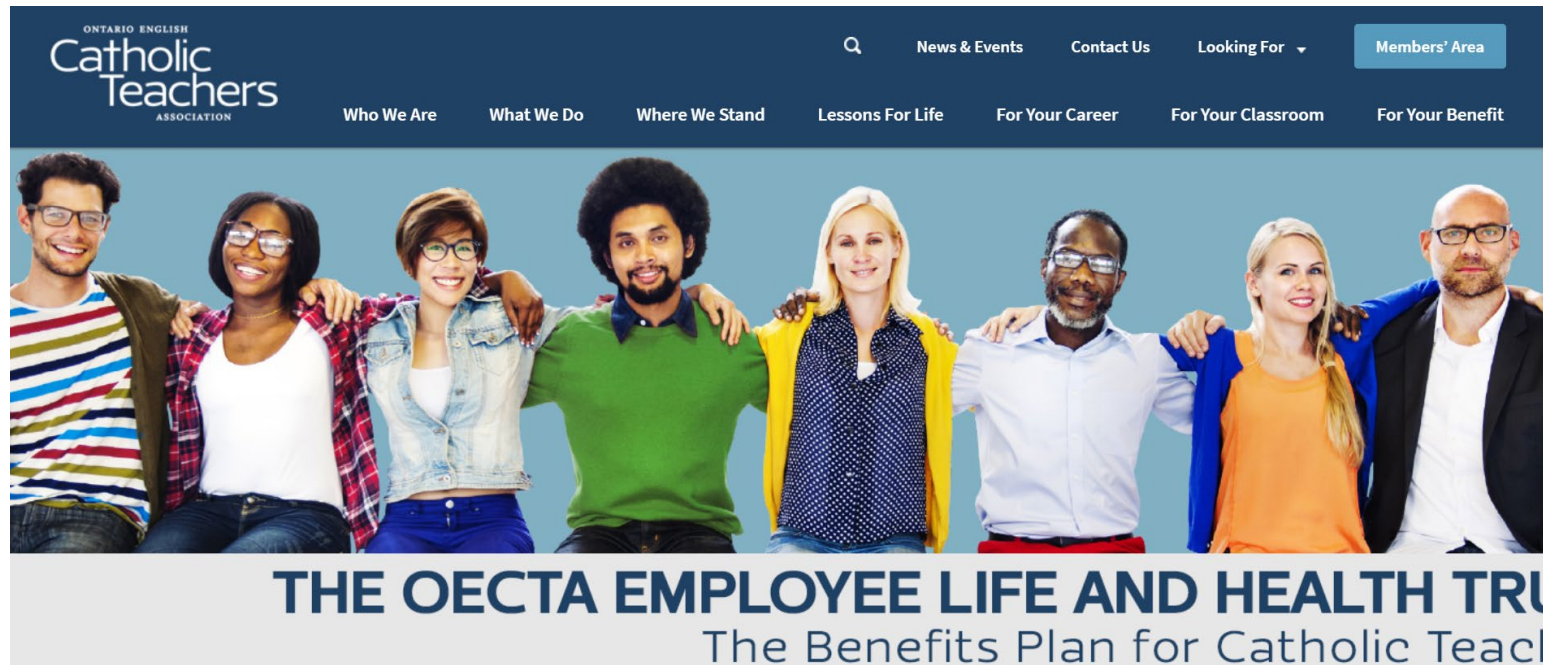
Curriculum Resource Bank

Grade specific student learning tasks linked to curriculum outcomes. Developed by teachers for teachers in the areas of Kindergarten, Religion, and integrated subjects for every grade. [Curriculum Resources - Ontario English Catholic Teachers' Association \(OECTA\)](#)

Web Experiences

New ones all the time! All past WebExperience sessions have been recorded and are available on the provincial website for viewing. For a complete list of recorded WebExperiences, please visit: <http://www.catholicteachers.ca/For-Your-Classroom/WebEXPERIENCE>.

OECTA BENEFITS PLAN- ELHT



The screenshot shows the top of the Catholic Teachers Association website. The header is dark blue with the logo on the left and navigation links on the right. Below the header is a banner featuring a diverse group of eight teachers smiling and standing together. The text 'THE OECTA EMPLOYEE LIFE AND HEALTH TRU' is prominently displayed in large, bold, blue letters, with 'The Benefits Plan for Catholic Teach' written below it in a smaller font.

ONTARIO ENGLISH
Catholic
Teachers
ASSOCIATION

Who We Are What We Do Where We Stand Lessons For Life For Your Career For Your Classroom For Your Benefit

News & Events Contact Us Looking For ▾ Members' Area

THE OECTA EMPLOYEE LIFE AND HEALTH TRU
The Benefits Plan for Catholic Teach

As a permanent teacher with the BGCSB you have access to the OECTA Employee Life and Health Trust (ELHT) benefits Plan. This includes many benefits such as dental, medications, physiotherapy, massage, eye glasses/contacts, hearing aids, life insurance, speech, orthodontics and many other services.

<https://www.catholicteachers.ca/Members-Area/ELHT>

[The-Benefits-Plan-for-Permanent-Teachers.pdf \(catholicteachers.ca\)](#)

Details about the plan can be found at catholicteachers.ca and then login in to the Member's Area by clicking on the button on the top right- Next click on the Button at the top right that says: BENEFITS PLANS

Login in to Catholicteachers.ca is typically in this format: kfry93455 -Where kfry is your first initial and last name and where the numbers are your OECTA ID number.

OTIP BENEFITS PLAN – NEW - MY MEMBER ACCOUNT



NEW! NEW!_____All OTIP members need to register for My Member Account!

[My Member Account – your new digital experience! | OTIP RAEO](#)

Visit member.otip.com for your registration instructions including a [video to learn how to create your new account](#).

The plan is administered by OTIP. Looking for assistance with your claims, coverage, and administrative benefit needs? Call OTIP Benefits Services at 1-866-783-6847, Monday to Friday, 8 a.m. to 7 p.m. (ET) or visit the OTIP Help Centre for answers to frequently asked questions.

PPM 155 AND DIAGNOSTIC

ASSESSMENT

Our current Collective Agreement states the following:

PROFESSIONAL JUDGEMENT AND EFFECTIVE USE OF DIAGNOSTIC ASSESSMENT:

Teachers shall use their professional judgement to determine which assessment and/or evaluation tools from the Board list of pre-approved assessment tools is applicable, for which student(s), as well as the frequency and timing of the tool.

Also applicable is PPM 155 found here:

<https://www.ontario.ca/document/education-ontario-policy-and-program-direction/policyprogram-memorandum-155>

As teachers, we must use diagnostic assessments to inform our instruction and to be able to speak with clarity about our students, but **we may choose when, what tool from among those provided and with what children.**

ELECTRONIC COMMUNICATIONS

To access the OECTA pamphlet, Electronic Communications, go to <http://www.catholicteachers.ca/For-Your-Career/Professional-Advice/Publications>. This pamphlet contains timely information about the appropriate use of electronic communications.

LIFE CHANGES

CHANGES TO YOUR PERSONAL INFORMATION and FAMILY STATUS- BE SURE TO NOTIFY!

Please be sure to do the following right away:

- Let the Board payroll office know if you have had a change in family status, bank, mailing address or name.
- Log in to OTIP and make any changes to your email, banking, address, family status, married name, children born, adult children at school etc.
- Data held by the Board is regularly downloaded to OTIP to keep your benefits package up to date but it is still your responsibility to log on to OTIP to ensure that all the information is correct.

MAKING ADVERSE REPORTS

Maintaining professional standards of behavior with your colleagues is very important. One area of importance is the protocol to be used when you make an adverse report about a colleague to a supervisor. If you make an adverse report, you must let your colleague know that you have done so, in writing. Below is the section from the Teaching Profession Act that outlines your responsibility.

Duties of a Member to Fellow Members 18.1

A member shall,

- (a) avoid interfering in an unwarranted manner between other teachers and pupils
- (b) on making an adverse report on another member, furnish him/her with a written statement of the report at the earliest possible time and not later than three days after making the adverse report;
- (c) Notwithstanding section 18 (1) (b), a member who makes an adverse report about another member respecting suspected sexual abuse of a student by that member need not provide him or her with a copy of the report or with any information about the report. The best way to deal with issues you have with your colleagues is to speak to them directly. Let your colleague know what the issue or concern is before going to your principal or to other board personnel.

ALLEGATIONS OF IMPROPER CONDUCT

If you face an allegation of improper conduct, regardless of the situation (police, College of Teachers, CAS especially), it is imperative that you respond appropriately:

1. CONTACT OECTA immediately (contact me or your school rep or Provincial office)
2. DON'T provide any information or make any statements without first consulting with OECTA staff or legal council
3. The only statement you should make: **"I am willing to cooperate but I am unable to comment until I contact OECTA or my legal representation."** (See page 2 of your planner for legal assistance advice)

Check out the latest resources of Professional Boundaries- Available at the OECTA website in the Members' Centre. [Teaching in the 21st Century: Understanding Professionalism on Vimeo](#) or <http://www.catholicteachers.ca/For-Your-Career/Professional-Advice/Publications>

EARNED LEAVE DAYS

Our Collective Agreement continues to provide access to Earned Leave Days and the ability to accumulate earned leave.

You will receive a notification of the number of earned days you have in your bank in October 2025. You will be able to earn another day this school year, if your rate of absenteeism is lower than the Board Average.

You can see your absences in ATE on the dashboard.

SAFETY AT WORK

If you see something that you think is unsafe for a worker in a school board site then you should immediately report it to the supervisor (in most cases, your principal). **Report the unsafe condition by speaking directly to the principal.** The principal should immediately respond to you and address your concern. If you do not get a response within a day (or immediately if the matter is urgent), then please send a follow up email and cc: Corinne Kalistchuk at Notre Dame. There is a worker concern form that can be used and it's found at the SHINE portal.

SICK LEAVE PROVISIONS

Full time Teachers are entitled to 11 days of sick leave for the school year. These days will be paid at 100% of salary. You are also entitled to 120 days of short term sick leave paid at 90%. You will need a doctor to confirm your illness for prolonged absences. (Appendix B in the Collective Agreement on page 73).

You are also eligible to carry over any unused sick days from the last school year, for the purpose of topping up to 100% any days paid at 90% salary. You will be able to see how many unused days you have by looking at your Days Absent Form, sent to you by the Board very soon.

Any leave of absence in our Collective agreement that utilizes deductions for sick leave, for reasons other than illness, shall be granted without loss of salary or deduction from sick leave, to a maximum of 5 days. For us, this includes **Emergency Leave (article 13.04ii) and snow days**. Additional days for Emergency Leave are available but may be unpaid. The board inclement weather policy gives further details of the process and expectations for snow days.

COLLEGE OF TEACHERS FEE 2026

Article 23.03 c) of our Collective Agreement outlines how the fee is to be deducted from your pay.

The fee is \$ 200. This fee is deducted over two pay cheques, and will be deducted in January.

OTIP INSURANCE:



Welcome back to another school year! We hope you're feeling revitalized and inspired after the summer break. Now is an ideal time to reflect on your accomplishments and plan for the future, both personally and professionally. We want to reassure you that our team is committed to supporting you so you can thrive in your pivotal role within the education community.

Read more at www.otip.com/article194.

Summer is over, but the fun continues with OTIP!

Get a car, home or leisure insurance quote in September for your chance to win \$1,000 cash to start the school year off right. PLUS: Receive a \$20 gift card of your choice when you get a quote! **Get a quote** or call 1-888-892-4935 and mention this offer.

ACCESSING YOUR 2 AT COST PERSONAL DAYS

The New Collective Agreement allows you to take two personal "Self Funded" Leave days this year. The deduction will be equivalent to the cost of 110% an occasional teacher's rate and will be deducted off your pay.

You **MUST** submit the request two weeks in advance through Apply to Ed and await approval. In extraordinary circumstances you don't need to provide two weeks advance notice, at the discretion of the board.