

**Continuing Education Report**  
**February 2020**

**1) Regulation Respecting Teaching Licenses:**

We received a document from QPAT regarding the changes to the regulation respecting teaching licenses. These changes mostly affect teachers in the vocational sector. I will review the document and have some information out to the teachers as soon as possible.

**2) Sick Days or Family Responsibility Days for Hourly Rate Teachers (total of 2):**

- GRICS has not put anything in place yet. The absence still needs to be entered manually and so does the payment.
- The key component is the 3 months of consecutive service.
- The workloads are usually created without gaps. If there are any issues of weeks between competencies, they must be flagged to PTU.
- Every Hourly Rate teacher that has worked 3 months uninterrupted is entitled to these days no matter the number of hours they worked (not pro-rated).
- The days are based on an annual calendar. January to December, not July to June.
- I recommend that you email me if you have, or plan, on using one of these days.

**3) SACC/Place Cartier - Major School Change:**

- The St. Thomas Building will be acquired in July 2021, renovations need to take place.
- There is no official timeline as of yet.
- Maggie Soldano has met with the teaching staff at both Place Cartier and SACC (with adult and voc together during their break).
- The school board's priority is to move Allancroft first. They have a large population of students that require wheelchair access. Some physical changes to the building are being considered; they will remain on the ground floor. The rest of the adult education population should move in smoothly because it was a high school, so no major renos are needed.
- As for vocational training, they will be the last to move. They will likely be on the top floor in a designated area. Some spaces might need improvements.

**4) PACC Kitchen Renovations:**

- The PACC Adult Summer School classes will be held at LCCHS, along with the regular summer school.
- Summer 2020: the priority will be to work on the roof, ceiling tiles, and electricity (Phase 1).
- During the 2020-2021 year: the goal is to expand the pastry labs. These renovations will not interrupt any courses.
- Summer 2021: the kitchen will undergo renovations (Phase 2).
- If delays occur, the cooking classes can benefit from the pastry department's new labs for courses.

## 5) Continuing Education Staffing Timeline (The complete chart is on SSO)

| AVAILABILITY                                   |  |
|--|--|
| DATE   | ACTION   |
| First week of April 2020 (Vocational Training) | HR shares <b>online availability form</b> with teachers.   |
| First week of May 2020 (Adult Education)       |  |
| Due Friday, May 1, 2020 (Vocational Training)  | Responses to <b>online availability form</b> submitted by teachers.<br><br><i>The online form will be closed on the due date. A teacher who does not submit by the deadline will be considered available to accept any allocation.</i> |
| Due Monday, June 1, 2020 (Adult Education)     |  |

| VOLUNTARY TRANSFERS |   |  |
|---------------------|---|--|
| Date                | PROCEDURE                                     | ACTION   |
| By May 15, 2020     | Submission of requests for voluntary transfer | Teachers complete and submit the required form by May 15, 2020 (form available via SSO as of May 1, 2020). |
| By June 19, 2020    | Decisions regarding voluntary transfers       | Teachers are informed of transfer decisions by HR and Continuing Education Administrators.                 |

Please see the Youth Sector Staffing Timeline (also available on SSO) for information about:

- Leaves of absence
- Deferred sabbaticals
- Progressive retirements
- Seniority lists
- Excess
- Surplus

Submitted by  
Pasquale Machado

# Continuing Education Teacher Status Chart

| <b>Adult Education</b>           |            |           |            |              |              |
|----------------------------------|------------|-----------|------------|--------------|--------------|
| <b>Centre</b>                    | <b>E1</b>  | <b>E3</b> | <b>E5</b>  | <b>E8</b>    | <b>Total</b> |
| Place Cartier                    | 19         | 5         | 36         | 3            | 63           |
| PACC Adult Education Centre      | 18         | 15        | 41         | 1            | 75           |
| Sources Adult and Career Centre  | 1          | 5         | 8          | 0            | 14           |
| <b>Total</b>                     | <b>38</b>  | <b>25</b> | <b>85</b>  | <b>4</b>     | <b>152</b>   |
| <b>Vocational Training</b>       |            |           |            |              |              |
| <b>Centre</b>                    | <b>E1</b>  | <b>E3</b> | <b>E5</b>  | <b>Total</b> |              |
| Gordon Robertson Beauty Academy  | 13         | 4         | 14         | 31           |              |
| West Island Career Centre        | 45         | 0         | 15         | 60           |              |
| PACC Career Centre               | 55         | 4         | 63         | 122          |              |
| Pearson Electrotechnology Centre | 21         | 0         | 19         | 40           |              |
| Verdun Adult and Career Centre   | 6          | 14        | 27         | 47           |              |
| Sources Adult and Career Centre  | 12         | 1         | 19         | 32           |              |
| <b>Total</b>                     | <b>152</b> | <b>23</b> | <b>157</b> | <b>332</b>   |              |

E1: Teacher that is on tenure track or is tenured.

E3: Teacher that has received a part-time contract (letter of engagement).

E5: Hourly Rate Teacher.

E8: Teacher that has received a replacement contract (letter of engagement).

Updated: February 13<sup>th</sup>, 2020