

To: ETFO Thames Valley Teacher Local Members
From: Mike Thomas, President, ETFO Thames Valley Teacher Local (ETFO TVTL)
Date: September 25, 2025
Regarding: **In-School Staffing Committee**

Staffing decisions shape the daily lives of everyone in the school, which is why ETFO members play such an important role in the process. The In-School Staffing Committee ensures that this work is done fairly, collaboratively, and in line with our Collective Agreement.

The rules guiding the Committee can be found in Articles L16.06 (Supervision Schedule), L22.04 (Allocation of Teachers), and L22.18–19 (In-School Staffing Committee). The responsibilities of ETFO members on the Committee include:

- Advising the Principal on staffing matters (because good decisions rarely come from one voice alone),
- Ensuring the Collective Agreement is followed (yes, those details really do matter), and
- Reporting any unresolved concerns to the Local office (sometimes a little backup is necessary).

A checklist is included on the next page to guide Workplace Stewards in their committee role. Please remember that the September In-School Staffing Committee meeting must be held, even if no reorganization has taken place.

Finally, this is a collaborative committee - ETFO members and the Principal working together. Think of it less as “one more meeting” and more as setting the foundation for a smooth year ahead.

For any questions, concerns, or simply a friendly chat, the Local ETFO Office is only a phone call away at 519-474-3150 or an email to etfothamesvalley.com - we're here to help.

Mike Thomas, President
ETFO Thames Valley Teacher Local

Checklist for Workplace Stewards

- Review/Create the In-School Staffing Committee Membership. The committee must include:
 - School Steward
 - A minimum of 2 other ETFO members (determined by ETFO members)
 - The school Principal and Vice-Principal (if applicable)
- Review of the school organization and any additional allocation allotted during fall reorganization. Make suggestions to the Principal of school organizations that are equitable and compliant with the Collective Agreement
 - K1/K2 classes up to 30 students (Goal of 29)
 - K2/1 - maximum 20 students, with 9/11 preferred split
 - Grades 1-2 - maximum of 20
 - Grades 3-4 - maximum 23
 - Grades 4-6 - 26 students (+/- 4 students)
 - Grades 7-8 - 28 students (+/- 4 students)
- Review Supervision Schedules to ensure they are equitable in time allotted and compliant with the Collective Agreement. Inform the Principal of any violations.
 - Maximum of 80 minutes and all 1.0 FTE teachers must have the same number of minutes allotted. Pro-rated for part-time teachers
 - Traditional Day frequent combinations are 15, 15, 15, 15, 20 **or** 20, 20, 20, 20
 - Balanced Day frequent combinations are 20, 20, 20, 20 **or** 25, 25, 15, 15
 - ETFO members do not create or edit supervision schedules.
- Review all timetables are compliant with prep minutes. Inform the Principal of any violations.
 - Teachers shall be assigned a minimum of 240 minutes of preparation time per cycle of five (5) instructional days (L17.04). Pro-rated for part-time teachers.
 - Prep blocks will be a minimum of 30 minutes where feasible
 - ETFO members do not participate in the creation of timetables or assignments.

Your Released Team
ETFO Thames Valley Teacher Local



c. Released Executive, ETFO Thames Valley Teacher Local