

RECEIVED  
MAY 24 2007

**2004-2008**

**COLLECTIVE AGREEMENT**

**Between**

**THE KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD**

**And**

**THE ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION -  
NORTHERN SHIELD OCCASIONAL TEACHERS' BARGAINING UNIT**

130 96(02)

# INDEX

	Page
1:00 PURPOSE.....	1
2:00 SCOPE AND RECOGNITION.....	1
3:00 DEFINITIONS.....	1, 2
4:00 UNION DUES AND ASSESSMENTS.....	2
5:00 RIGHTS AND RESPONSIBILITIES.....	2, 3
6:00 ACCESS TO INFORMATION.....	3
7:00 COLLECTIVE AGREEMENT COPIES AND UNION INFORMATION.....	4
8:00 OCCASIONAL TEACHER LIST.....	4
9:00 CALLING OF OCCASIONAL TEACHERS FOR LONG TERM OCCASIONAL TEACHING ASSIGNMENTS.....	4
10:00 JOB VACANCIES; SECONDARY SCHOOL TEACHING POSITIONS.....	5
11:00 SALARY.....	5, 6
12:00 STAFFING.....	6
13:00 WORKING CONDITIONS.....	6
14:00 MEDICAL PROCEDURES.....	7
15:00 SERVICES NOT REQUIRED, LATE CALLS, AND EMERGENCY SCHOOL CLOSURE.....	7
16:00 OCCUPATIONAL HEALTH AND SAFETY.....	7
17:00 TEACHER-BOARD RELATIONS COMMITTEE.....	7
18:00 PAID SICK LEAVE.....	8
19:00 VOLUNTARY LEAVE OF ABSENCE.....	8
20:00 LEAVE FOR UNION BUSINESS.....	8
21:00 SHORT-TERM LEAVES OF ABSENCE FOR LONG TERM OCCASIONAL TEACHERS.....	8
22:00 PREGNANCY/FAMILY CARE/PARENTAL LEAVE.....	8
23:00 GRIEVANCE AND ARBITRATION PROCEDURE.....	8, 9, 10
24:00 STRIKES AND LOCKOUTS.....	10
25:00 UNION REPRESENTATION.....	10
26:00 CORRESPONDENCE.....	10
27:00 PROFESSIONAL ACTIVITY DAYS.....	10
28:00 REPRESENTATION.....	11
29:00 CRIMINAL BACKGROUND CHECKS.....	11
30:00 DURATION AND RENEWAL.....	11
APPENDIX A: OSSTF OCCASIONAL DAILY RATES.....	12, 13
APPENDIX B: FULL TIME EQUIVALENT ALLOCATIONS.....	14
APPENDIX C: LETTER OF AGREEMENT – CALLING OF OCCASIONAL TEACHERS.....	15
APPENDIX D: EVALUATION PROCESS.....	16
APPENDIX E: SALARY RE-OPENER.....	17
APPENDIX F: PROFESSIONAL DEVELOPMENT FUND.....	18
AGREEMENT OF CONTRACT.....	19

**1:00 PURPOSE**

1:01 It is the purpose and intent of the Parties to set forth reasonable and fair terms and conditions of employment and other related provisions and to provide for the equitable settlement of all matters in dispute which may arise between the Parties.

**2:00 SCOPE AND RECOGNITION**

2:01 The employer being the Keewatin-Patricia District School Board (hereinafter referred to as "the Board") recognizes the Ontario Secondary School Teachers' Federation (hereinafter referred to as "the Union,") as the bargaining agent for all Secondary School Occasional Teachers employed by the Board.

2:02 The Union will inform the Board of who is authorized to act on behalf of the Union.

**3:00 DEFINITIONS**

3:01 "Occasional Teacher" shall mean an "Occasional Teacher" as defined in the Education Act.

3:02 "Bargaining Unit" or "Union" shall mean the OSSTF Northern Shield Occasional Teachers' Bargaining Unit.

3:03 "Probationary Occasional Teacher" is a newly hired Occasional Teacher who shall be on probation for up to a total of twenty-five (25) full teaching days as an Occasional Teacher and will not have access to the grievance procedure in instances of demotion, discharge, dismissal or discipline. Such cause shall be provided to the Occasional Teacher and the President of the Bargaining Unit in writing. Notwithstanding, a surplus or retired Teacher of the Board would be considered to be a non-probationary Occasional Teacher if s/he chooses to be placed on the Occasional Teacher List.

3:04 "Long Term Occasional Teacher" shall mean a Teacher who is required to teach for a period of 10 or more consecutive teaching days as a substitute for the same Teacher.

3:05 "Daily Occasional Teacher" shall mean an Occasional Teacher who is not a Long Term Occasional Teacher.

3:06 "Unqualified Occasional Teacher" shall mean a person who does not have a Certificate of Registration and Certificate of Qualification from the Ontario College of Teachers, approved by the Board for inclusion on an Emergency Unqualified Occasional Teacher List.

3:07 "Occasional Teacher List(s)" means a list of all Occasional Teachers approved by the Board to teach as an Occasional Teacher with the Board and who have paid their membership fees to OSSTF-Northern Shield Occasional Teachers Bargaining Unit.

3:08 "Secondary Teachers" shall mean the Secondary Teachers, other than Occasional Teachers, employed by the Board in its secondary panel.

3:09 "Recognized Teaching Experience" shall mean, Occasional Teachers will be credited with experience in days for teaching on a permanent, probationary or long term contract, or performing duties that require a teaching certificate, pro rated for part time teaching and occasional teaching on a daily basis. All such experience shall be totalled, divided by 194 and rounded to the nearest full year (194 days). Such credited teaching experience will apply to grid experience when the Occasional Teacher is placed on a Long Term Occasional teaching assignment.

It is incumbent upon all Occasional Teachers to submit documentary proof of experience to the Board. It is recognized that the primary documentary proof acceptable will be the Teacher's Pension Plan Service Record indicating the summary of experience, or written confirmation from the prior employing Board including the number of days taught, or such other documentation deemed acceptable by Human Resources.

**Related Experience**

An allowance for trade or business experience will be granted to a Long Term Occasional Teacher who is teaching in the area of technological or business studies and whose basic qualifications for admission to a college or faculty of education were technological or business qualifications rather than academic qualifications.

## **DEFINITIONS (CONTINUED)**

Each year of the related experience in excess of the minimum requirements set out in the Regulations of the *Education Act* will be recognized up to the maximum number of years on the Secondary Salary grid. At the Board's discretion, additional experience for salary purposes may be recognized.

Years of related experience will be equated to qualified teaching experience on a one-to-one basis to the maximum on the Secondary Salary grid. Related experience must be certified by the previous employer(s). Other proof of related experience acceptable to the Director of Education or Designate may be used for this purpose.

The years recognized for related experience will be added to the years recognized for base experience.

A documented request for related experience allowance must be presented to the Director or Designate during the term of the Long Term Occasional teaching Assignment in order for the salary adjustment to be retroactive to the first day of the Long Term Occasional Assignment.

**3:10** School Term shall mean the first semester (September-January) or the second semester (February through June).

**3:11** "Board" shall mean the Board and its predecessors.

## **4:00 UNION DUES AND ASSESSMENTS**

**4:01** The Board shall deduct for every pay period for which an Occasional Teacher receives a pay, union dues and assessments. Dues and assessments deducted in accordance with this article shall be forwarded to the Provincial Office of the Union within thirty (30) days of the dues being deducted for secondary occasional teaching days.

**4:02** The payment shall be accompanied by a dues submission list showing the names, addresses, wages earned, dues and assessments deducted, and the number of days worked for each Occasional Teacher from whose wages the deductions have been made. In addition to providing a written copy of this information the Board shall, where available, provide the information in electronic form. A copy of this list and these deductions shall be forwarded to the President of the Bargaining Unit after each submission to the Treasurer of OSSTF (60 Mobile Drive, Toronto, Ontario M4A 2P3).

**4:03** The Board shall provide to the Union, by September 15<sup>th</sup> of each year, or earlier if possible, a letter stating the total number of absences of secondary school, Daily and Long Term Occasional teaching assignments for the previous year.

**4:04** The Board shall deduct from the first pay cheque issued to each Occasional Teacher, each school year, the Occasional Teacher Bargaining Unit levy. Unless otherwise notified, the levy shall be ten dollars (**\$10.00**). A copy of this list of Occasional Teachers and these deductions shall be forwarded to the President of the Occasional Teacher Bargaining Unit.

## **5:00 RIGHTS AND RESPONSIBILITIES**

### **Reasonable Exercise of Rights**

**5:01** The Board agrees that its rights and responsibilities shall be exercised in a manner that is fair, reasonable, equitable, non-discriminatory and consistent with this collective agreement and the prevailing statutes.

### **Statutory Responsibilities**

**5:02** The Board agrees to comply with the Education Act, the Employment Standards Act, the Ontario Human Rights Code, the Occupational Health and Safety Act, and any other applicable statutes governing education and employment, and all regulations thereunder.

### **No Penalty**

**5:03** The Board agrees not to penalize or discriminate against any Occasional Teacher for participating in the activities of the Union, including exercising any rights under this collective agreement or the prevailing statutes of Ontario.

### **No Discrimination**

**5:00 RIGHTS AND RESPONSIBILITIES (Continued)**

5:04 The Board and the Occasional Teachers agree that there shall be equal treatment without discrimination or perpetuation of the effects of past discrimination, if any, because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, or handicap, or because of participation in the activities of, or membership in, the Union.

**Evaluations**

5:05 Only supervisory officers, secondary principals and vice-principals shall evaluate an Occasional Teacher's competence. No member of a union shall be required or requested to evaluate an Occasional Teacher's competence.

5:06 Occasional Teachers may be evaluated upon request of an Occasional Teacher, or the employer. The Ontario Teacher Performance Appraisal Document will be utilized for such appraisals.

**Just Cause**

- 5:07 a) i) No Occasional Teacher, who has completed the probationary period, shall be demoted, discharged, dismissed, disciplined in any way, have his or her name removed from the list(s), or fail to be assigned work as a result of performance or conduct, without just and sufficient cause. Such cause shall be provided to the Occasional Teacher in writing.
- ii) Notwithstanding a) i) above, a probationary Occasional Teacher who has been demoted, discharged, dismissed, or disciplined, will be provided a written explanation of any such actions.
- b) In circumstances outlined in a), the Board will endeavour to hold a meeting between the Occasional Teacher and a Board representative to discuss the matter. The Occasional Teacher shall have the right to have a Union representative present.

**Non-Harassment**

5:08 The Parties recognize the right of employees to work in an environment free from harassment, including sexual harassment, and the Board shall take such actions as are necessary as per Board Policy – "Employee Code of Conduct", #706, dated February 11, 2003, which may be updated from time to time.

**6:00 ACCESS TO INFORMATION**

6:01 The Board agrees to abide by the provisions of the Freedom of Information and Protection of Privacy Act, and all prevailing statutes governing personal privacy in Ontario and all regulations thereunder.

6:02 Personnel files regarding performance or contractual status issues will be maintained in a secure manner within Human Resources.

6:03 An Occasional Teacher shall be entitled, upon request, to copies of materials contained in his/her personnel file.

6:04 Occasional Teachers shall receive copies of any formal evaluations or letters of discipline placed in their personnel file within five (5) days of the material being filed.

6:05 The signature of an Occasional Teacher on any document respecting the performance or conduct of that Occasional Teacher shall be deemed to be evidence only of the receipt thereof and shall not be construed as approval of, consent to, or agreement with the contents.

6:06 An Occasional Teacher has the right to challenge, in writing, the accuracy or completeness of information referred to in 6:04 and 6:05. The Occasional Teacher's written submission shall become part of the file.

6:07 An Occasional Teacher may request to have copies of pertinent materials placed in his or her central personnel file.

6:08 Upon written request of the Occasional Teacher, a written warning or other disciplinary action may be removed from an Occasional Teacher's personnel file after a minimum of two (2) years providing the personnel record has been free of any written warning or other disciplinary action during the intervening period. Such request shall be submitted in writing to the Human Resources Manager.

## **7:00 COLLECTIVE AGREEMENT COPIES AND UNION INFORMATION**

- 7:01 The Board shall provide a copy of the current collective agreement to the principal of each secondary school under the jurisdiction of the Board.
- 7:02 The Board shall provide any Occasional Teachers newly added to the list, with an information package to be supplied by the Union.

## **8:00 OCCASIONAL TEACHER LIST**

- 8:01 The Board shall have only qualified Teachers on the list. Unqualified Teachers will only be used in accordance with the Education Act and its regulations and the College of Teachers Act .
- 8:02 a) Only those Occasional Teachers whose names are on the list shall be called for Daily and Long Term Occasional teaching assignments.
- b) Where no one on the list is available and the Board deems it necessary to employ a person whose name is not on the list, the Union shall be advised as promptly as possible and that person's name shall be included on the list immediately.
- 8:03 An Occasional Teacher shall notify the Human Resources Office of the Board, in writing, of any changes of address, personal e-mail address (if available) and/or telephone number required by the Board to contact the Occasional Teacher regarding teaching assignments.
- 8:04 The list shall indicate which, if any, Occasional Teachers are on Long Term Occasional assignments at the time it is published, and the expected expiry date of the said assignments.
- 8:05 The Union and the Board shall monitor and maintain the various Occasional Teacher Lists, keeping in mind the Board's requirement to staff schools while at the same time having an awareness of the need to ensure that the Occasional Teachers need to maximize their opportunities to work.
- 8:06 The list shall provide the following information for each Occasional Teacher: full name, telephone number, number of days or specific days of the week that the Occasional Teacher is available for work, and specific schools where the Occasional Teacher wishes to work.
- 8:07 On or about September 30<sup>th</sup> of each school year, the Board will provide the Union and the Bargaining Unit President with the addresses and telephone numbers of all Occasional Teachers on the Board's list. Any amendments to the list shall be forwarded to the Union and the Bargaining Unit President as they occur.
- 8:08 An Occasional Teacher's name shall be removed from the list for the following reasons:
- (i) he or she is removed for just and sufficient cause;
  - (ii) he or she asks, in writing, to have his/her name removed from the list;
  - (iii) he or she fails to notify the Human Resources Office by July 1<sup>st</sup> each year of his/her desire to remain on the list for the next school year. The Board shall provide the Intent to Return Forms at each school, It shall be the responsibility of each Occasional Teacher to complete and submit the form to the Human Resources Office by July 1<sup>st</sup> to be included on the September 1<sup>st</sup> Occasional Teacher List.
- 8:09 It is incumbent upon Occasional Teachers who become unavailable for work to notify Human Resources immediately, in writing.

## **9:00 CALLING OF OCCASIONAL TEACHERS FOR LONG TERM OCCASIONAL TEACHING ASSIGNMENTS**

- 9:01 When a known Long Term Occasional position declared by the Board becomes available, the Board will notify the Bargaining Unit President and post such notice for five (5) days, following which the position may be filled. Positions may be advertised externally subsequent to or simultaneously with internal postings. Internal applicants shall be given first consideration.

**10:00 JOB VACANCIES: SECONDARY SCHOOL TEACHING POSITIONS**

- 10:01 The Board shall forward to the President of the Occasional Teacher's Bargaining Unit copies of all job postings for full-time and part-time educational positions.
- 10:02 The Board will post vacancies for five (5) days prior to the closing date in order to allow sufficient time for all interested and qualified Occasional Teachers to make application.
- 10:03 The Board shall include teachers from the Occasional Teacher List among the candidates to be considered when pool hiring for permanent full-time or part-time teaching positions.

**11:00 SALARY**

- 11:01 Effective upon the date of ratification of this Collective Agreement, the Board shall pay rates of remuneration for Dally Occasional Teachers as follows:

(All rates are deemed to include statutory holiday pay, vacation pay and pay in lieu of benefits)

	<u>Qualified</u>	<u>Unqualified</u>
Effective September 1, 2004	\$176.09	\$132.07
Effective September 1, 2005	\$179.62	\$134.72
Effective September 1, 2006	\$184.11	\$138.08
Effective February 1, 2007	\$185.04	\$138.78
Effective September 1, 2007	\$189.63	\$142.22
Effective February 1, 2008	\$196.36	\$147.27
Effective August 31, 2008	\$200.00	\$150.00

(The daily rate for Unqualified Occasional Teachers shall be 75% of the Qualified Occasional Teachers daily rate.)

- 11:02 a) Daily Occasional Teachers shall be paid on a bi-weekly basis, by direct deposit into the bank, trust company or credit union account designated by the Teacher. An Occasional Teacher who changes bank, trust company or credit union shall notify, in writing, the Payroll Department, at least two weeks in advance of the next scheduled payday.
- b) An Occasional Teacher who holds a permanent or probationary teaching assignment of 0.5 or more with the Keewatin-Patricia District School Board, and has completed daily Occasional Teacher work shall have their pay for their daily occasional work added to their pay for the permanent or probationary position, as opposed to being paid bi-weekly.
- 11:03 The Daily Occasional Teacher's remuneration shall be determined either by a half day or a full day worked. Half/full day can be a combination of various assignments that total no more than a regular teaching assignment (where a regular teaching assignment means that no Occasional Teacher shall be assigned duties more than 3.5 periods per day).
- 11:04 a) Long Term Occasional Teachers shall be paid for each day of employment at a daily rate of 1/194 of the appropriate salary grid according to their qualifications and teaching experience. It is understood that payment on the secondary teachers' salary grid includes payment for vacation pay, statutory holiday pay, and payment in lieu of benefits. (Appendix A - Secondary Long Term Occasional Daily Rates Grid)
- b) Where an Unqualified Occasional Teacher is employed in a long term assignment, s/he shall be compensated at 1/194 of Group 1, 0 years of experience on the Secondary Salary grid.
- 11:05 a) A Long Term Occasional Teacher shall be placed on the appropriate salary grid in accordance with the Occasional Teacher's recognized teaching experience and category/group placement effective on the first (1<sup>st</sup>) day of a single assignment should an assignment replacing the same Teacher extend beyond nine (9) consecutive teaching days.
- b) In accordance with Article 11:05 a) the appropriate salary grid will be the grid of the panel, elementary or secondary, in which the assignment occurs. The qualifications and experience will be those of the Occasional Teacher accepting the assignment being applied to the appropriate grid.
- c) Should a long term assignment expire prior to ninety school days from their first day worked as an

## **SALARY (CONTINUED)**

- d) occasional teacher (see Articles 11:07 & 11:10), any retroactive adjustment will be protected to the end of ninety school days from their first day worked as an occasional teacher.
- 11:06 For all Occasional Teachers, the statement of earnings shall indicate the number of days worked during the pay period and shall be mailed to the home address of the Occasional Teacher.
- 11:07 It shall be the responsibility of the Occasional Teacher to provide the Board with all relevant statements of teaching experience within ninety (90) school days of their first day worked as an occasional teacher for retroactive adjustment to the first day of any long term assignment.
- 11:08 Statements of experience for Long Term Occasional Assignments will be issued semi-annually to each Occasional Teacher who has completed a Long Term Occasional Assignment within that period. The statement of experience will include the number of days worked in each Long Term Occasional Assignment and the period of each assignment.

## **Category/Group Placement**

- 11:09 Each Occasional Teachers' category/group classification on the salary grid shall be determined by the application of the current QECO Programme and/or Certification plan of OSSTF, or at the option of the Occasional Teacher, he or she may continue placement under the previous programme/plan. Should QECO or OSSTF develop a new programme/plan during the life of the collective agreement, the new programme/plan shall apply. An Occasional Teacher who has chosen per the above, to continue placement under a previous programme/plan shall have the option to either continue placement under the chosen programme/plan or to have his/her placement determined according to the new QECO programme/OSSTF Certification Plan.

Where an occasional teacher has decided to continue under the current programme/plan and later decides to have his/her placement re-evaluated, he/she must notify the Board when making application. Any such resulting adjustment will be made in accordance with his/her application for re-evaluation and will not be made retroactive any further than the time of his/her re-application.

- 11:10 It shall be the responsibility of the Occasional Teacher to provide the Board with a QECO Programme 4 Rating Statement and/or an OSSTF Certification Rating Statement (Current Certification Plan) and any supporting documents within ninety (90) school days of their first day worked as an Occasional Teacher for retroactive adjustment to the first day of the long term assignment.

If receipt of the QECO or OSSTF statement is delayed, as a result of circumstances beyond the Occasional Teacher's control, such retroactive adjustment will not be unreasonably withheld. It shall be the responsibility of the Occasional Teacher to provide proof of his/her timely application for the evaluation.

- 11:11 Where an Unqualified Occasional Teacher is employed in a long term assignment, under a Letter of Permission, s/he shall be compensated at the daily rate of Group 1, 0 Years of Experience on the Secondary Salary grid.

## **12:00 STAFFING**

- 12:01 Only persons employed by the Board in accordance with this collective agreement or in accordance with the Board's Secondary School Teachers' collective agreement shall be assigned to teach secondary pupils.
- 12:02 The Board may assign an Occasional Teacher when a Secondary Teacher is absent.

## **13:00 WORKING CONDITIONS**

- 13:01 The Board recognizes the unique role of the Occasional Teacher and the variety of assignments given. The Board will ensure that each school will:
- a) Provide basic school related information to assist the Occasional Teacher at the beginning of the assignment;
  - b) Assign only the regular schedule of the Teacher being replaced including on-calls and supervision assignments;



## **WORKING CONDITIONS (CONTINUED)**

- c) Avoid assigning early morning yard duty on the first day of the assignment and avoid assigning lunch time duty if it is only an afternoon assignment on the first day of an assignment;
- d) The School Principal, or designate, will be available to assist the Occasional Teacher in matters of discipline with students.

13:02 Effective September 1, 2007, the Teacher-Board Relations Committee shall meet regularly to monitor the number of Alternative Professional Assignments (APA's) assigned to Daily Occasional Teachers. The monitoring of APA's is to ensure that the number of days in which an APA is assigned will not exceed the proportional level of APA's assigned to probationary or permanent teachers, on an annual basis.

### **14:00 MEDICAL PROCEDURES**

#### **Not Responsible for Diagnosis or Medication**

14:01 The Board shall not require any Occasional Teacher to administer medication or perform any medical or physical procedure on any pupil that might in any way endanger the safety or well-being of the pupil or subject the Occasional Teacher to risk, injury or liability for negligence.

It shall not be part of the duties and responsibilities of an Occasional Teacher to examine pupils for communicable conditions or diseases or to diagnose such conditions or diseases.

### **15:00 SERVICES NOT REQUIRED, LATE CALLS, AND EMERGENCY SCHOOL CLOSURE**

15:01 If circumstances require the cancellation of a Daily Occasional assignment without two (2) hours advance notice, the Occasional Teacher shall be assigned professional activities by the Principal for:

- (a) one-half day and paid for one-half day if called for one half day.
- (b) a full day and paid for a full day if called for a full day.

The Occasional Teacher may decline the assignment and forfeit pay.

#### **Late Calls**

15:02 An Occasional Teacher shall not be considered late for an assignment as a result of a late request to report for such assignment provided she or he arrives within a reasonable time of receiving such late request.

#### **Emergencies**

15:03 In the event of an emergency closure of a school or early dismissal for emergency reasons, Occasional Teachers will be paid full pay at the applicable rate of pay.

### **16:00 OCCUPATIONAL HEALTH AND SAFETY**

#### **Work Refusal**

16:01 No Occasional Teacher shall be discharged, penalized or disciplined in any way for making a complaint relating to health and safety or for otherwise seeking to enforce her or his rights in any matter related to health and safety.

#### **Health and Safety Committee**

16:02 The Board agrees to provide Certification Training for one member of the Occasional Teacher Bargaining Unit. Training will be provided at the Board's expense with the Occasional Teacher's time being unpaid.

### **17:00 TEACHER-BOARD RELATIONS COMMITTEE**

17:01 The Teacher-Board Relations Committee shall be composed of an equal number of members from the Union and the Board. The Union and the Board shall each appoint a Co-chair either of whom may request a meeting.

17:02 The Teacher-Board Relations Committee may discuss general conditions of employment and other concerns not covered by this agreement.

**18:00 PAID SICK LEAVE**

**Long Term Occasional Teachers**

18:01 Long Term Occasional Teachers shall accumulate sick leave credits at the rate of one (1) day's credit for each ten (10) days of long term assignment completed. Sick leave credits shall accumulate beyond termination of any long term assignment but will not be transferable to the next school year.

18:02 Sick leave credits for each Long Term Occasional Teacher shall be reduced by one day for each day of absence due to illness or injury. For absence due to illness or injury in excess of five (5) consecutive days, such Occasional Teacher shall, if requested by the Board, produce evidence of injury or illness satisfactory to the Board, which may include a certificate or report signed by a health care practitioner.

**19:00 VOLUNTARY LEAVE OF ABSENCE**

19:01 Upon written request to the Human Resources Department, the Board agrees to approve a voluntary leave of absence for any Occasional Teacher on the Occasional Teacher List(s). Such leave may be for a period up to and including one school year. The Occasional Teacher's name will be returned to the list upon receipt of and in accordance with a written request from the Occasional Teacher.

**20:00 LEAVE FOR UNION BUSINESS**

20:01 The Board will allow the Union the equivalent of forty (40) teaching days release time per school year at Board expense to be for Union purposes which may include negotiations. Such released members will receive pay, benefits, teaching experience, seniority and other entitlements under this collective agreement and such leave shall not constitute a break in service.

The Union shall reimburse the Board with respect to its actual costs for such release time. The Parties, by mutual consent, may exceed the forty (40) day maximum where special circumstances exist.

**21:00 SHORT-TERM PAID LEAVES OF ABSENCE FOR LONG TERM OCCASIONAL TEACHERS**

**Bereavement Leave**

21:01 Commencing the first working day following the day of death, an employee is allowed a leave, with pay, of up to five (5) consecutive working days on the death of a member of the employee's immediate family. Immediate family includes the employee's spouse or common-law partner with whom the employee resides, parent, children, brother, sister, parent-in-law, grandparent, grandparent-in-law, grandchildren, daughter-in-law, son-in-law, brother-in-law, sister-in-law, legal guardian. Additional travel time may be granted at the discretion of the Director of Education or Designate.

**Jury Duty**

21:02 A Long Term Occasional Teacher is entitled to a paid leave of absence if ordered for jury duty or is summonsed to be a witness in a court proceeding (not including tribunals) for which the teacher is not a party. Application for such leave must be in writing to the Director of Education or Designate and must fully articulate the reasons surrounding the request.

**Quarantine**

21:03 Leave with pay and without loss of benefits, experience or seniority shall be granted to an employee for a period of quarantine when declared by the Medical Officer of Health or Designate.

**22:00 PREGNANCY/PARENTAL/FAMILY CARE LEAVE**

The Board shall grant to a Long Term Occasional Teacher a Pregnancy/Parental/Family Care leave in accordance with the *Employment Standards Act, 2000*, as amended from time to time.

**23:00 GRIEVANCE AND ARBITRATION PROCEDURE**

**Definition of Grievance**

23:01 Any dispute involving the application, administration, interpretation or alleged violation of this collective agreement, including any question as to whether a matter is arbitrable, may be the subject of a grievance, and an effort shall be made to settle such a grievance fairly and promptly in the following manner.

It is understood that an employee has no grievance until the matter has been referred to the appropriate principal or designate and an opportunity given to adjust the complaint.

## **GRIEVANCE AND ARBITRATION PROCEDURE (CONTINUED)**

### **23:02 Policy Grievance**

The Union and the Board shall have the right to file a grievance based on a dispute arising out of the application, administration, interpretation or alleged violation of this collective agreement. A policy grievance shall be presented at Step 2 to the Union or the Director of Education, and shall proceed through the balance of the grievance procedure outlined herein.

### **23:03 Individual Grievance**

#### **STEP 1**

Grievance(s) must be submitted by the Union in writing to the appropriate Superintendent or designate within twenty (20) school days of the time the grievor became aware of the circumstances giving rise to the grievance. Within ten (10) school days of receipt of the grievance a meeting will be held with the grievor, a Union representative and the Superintendent or designate. The Superintendent or designate shall respond to the grievance in writing within ten (10) school days of the meeting.

#### **STEP 2**

**23:04** If no settlement is reached, the Union shall file the grievance in writing to the Director of Education with ten (10) school days from the response from the Superintendent or designate. Within ten (10) school days of receipt of the grievance a meeting will be held with the Director of Education. A written response will be provided to the Union from the Director of Education within five (5) school days of the meeting.

#### **STEP 3**

**23:05** If no settlement is reached, the Union may submit the grievance to arbitration within ten (10) school days of receipt of the response.

### **Arbitration**

**23:06** When either party requests that a grievance be submitted to a single arbitrator, the request shall be conveyed in writing to the other party to the agreement, indicating the name of the arbitrator. Within ten (10) school days thereafter, the other party shall respond in writing indicating their agreement of arbitrator or suggesting another name. If the parties fail to agree upon an arbitrator, the appointment shall be made by the Minister of Labour of Ontario upon the request of either party.

### **Decision of the Arbitrator**

**23:07** An arbitrator shall give a decision within thirty (30) calendar days after the hearing on the matters submitted to arbitration is concluded. The decision of the arbitrator shall be final and binding upon the parties and upon any employee or employees affected by it.

### **Board of Arbitration**

**23:08** When both parties agree, a grievance may be submitted to a Board of Arbitration. Notification shall be provided in writing to the other party to the agreement indicating the name of an appointee to an Arbitration Board. The recipient of the notice shall within five (5) school days inform the other party of the name of its appointee to the Arbitration Board. The two (2) so selected shall, within five (5) school days of the appointment of the second of them, appoint a third person who shall be the chair. If the two (2) appointees fail to agree upon a chair within the fixed time limits, an appointment as arbitrator shall be made by the Minister of Labour of Ontario upon the request of either party.

If either party fails to appoint a nominee to the Arbitration Board, the other party may request the Minister of Labour of Ontario to refer the grievance to a single arbitrator.

### **Powers of the Board of Arbitration**

**23:09** An arbitrator or an Arbitration Board, as the case may be, has the powers of an arbitrator or Arbitration Board under the Labour Relations Act and, in addition, has the power:

- (a) to extend the time for the taking of any step in the grievance or arbitration procedures, including the submission to arbitration, notwithstanding the expiration of such time, where in its discretion it considers it proper to do so; and
- (b) to grant such interim orders, including interim relief, as the arbitrator or Arbitration Board considers proper, including interim reinstatement.

### **Decision of the Board of Arbitration**

**23:10** An Arbitration Board shall give a decision within sixty (60) calendar days after hearings on the matter submitted to arbitration are concluded. The decision of the Board of Arbitration shall be final and binding.

## **GRIEVANCE AND ARBITRATION PROCEDURE (CONTINUED)**

### **Expenses of the Arbitrator or Board of Arbitration**

23:11 Both parties agree to pay one-half (½) of the fees and expenses of the single arbitrator or the fees and expenses of the parties respective appointees and one-half (½) of the fees and expenses of the chair of the Arbitration Board.

### **Grievance Mediation**

23:12 Nothing in this Article precludes the parties from mutually agreeing to grievance mediation during any stage of the grievance procedure. The agreement shall be made in writing and stipulate the name of the person and the time line for grievance mediation to occur.

## **24:00 STRIKES AND LOCKOUTS**

24:01 The Board agrees that there shall be no lockout of Occasional Teachers and the Union agrees that there shall be no strike during the life of this agreement. Lockout and strike shall be as defined in the Labour Relations Act.

### **Strike by other Board Employees**

24:02 Where an Occasional Teacher feels that his/her safety is jeopardized by crossing a picket line, the Occasional Teacher shall contact the Director of Education, or designate, who in turn will provide for the safety of the employee in reporting for work.

## **25:00 UNION REPRESENTATION**

25:01 The Bargaining Unit shall notify the Board in writing of the names of persons elected to office in the Bargaining Unit.

25:02 The Board shall provide to the Union bulletin board space in each school for the posting of notices which may be of interest to Occasional Teachers.

25:03 The Board shall provide Occasional Teachers with suitable meeting space on request, free of charge, provided this does not interrupt the instructional program.

25:04 An Occasional Teacher's attendance at a meeting at any stage of the grievance procedure shall be without loss of pay or any other entitlement. As far as practical, such meetings shall be held during the school day.

## **26:00 CORRESPONDENCE**

26:01 All correspondence between the Parties arising out of this collective agreement shall pass to and from the Director of Education or designate, and to and from the President or designate of the Bargaining Unit.

## **27:00 PROFESSIONAL ACTIVITY DAYS**

27:01 The Board shall provide information to the Union about the professional development activities provided by the Board.

27:02 A Professional Activity Day shall not interrupt the continuity of an occasional teaching assignment.

27:03 A Long Term Occasional Teacher who is scheduled to work when there is a Professional Activity Day will be paid for the day and will be required to participate in the scheduled professional activity sessions.

27:04 An Occasional Teacher may attend, without pay, scheduled Professional Activity Days arranged by the Board. Requests for attendance should be made through the Principal of a school.

27:05 An Occasional Teacher shall, upon request, have access to the Board's in-service programs on a voluntary basis without pay. Request for attendance should be made through the Principal of a school.

27:06 The Board will assist the Bargaining Unit in organizing one unpaid Professional Development Day for Occasional Teachers each school year. It is understood that any Professional Development Day organized will be at no cost to the Board unless expenses are pre-authorized by the Board.

**28:00 REPRESENTATION**

28:01 The Board agrees that it will deal solely with the duly authorized agents of the Bargaining Unit in all matters pertaining to the administration and interpretation of this agreement. In order that this may be carried out, the Bargaining Unit will supply the Board with the names of its officials and committee members. Similarly, the Board, if requested, will supply the Bargaining Unit with a list of its supervisory personnel.

**29:00 CRIMINAL BACKGROUND CHECKS**

- 29:01 The Board shall pay the cost of any criminal record check required in respect of an incumbent Occasional Teacher, provided the occasional teacher participates in the process operated by the Ontario Education Services Corporation.
- 29:02 The Board shall ensure that all records and information (including offence declarations and C.P.I.C. records) obtained pursuant to Regulation 521/01 of The Education Act and other subsequent regulation or law dealing with the same matter, are stored in a secure location and in a confidential manner. Normal, daily access to such records and information shall be limited to the Manager of Human Resources and those personnel designated by the Manager of Human Resources. The Manager of Human Resources shall, upon request, advise the Bargaining Unit of the names of those so designated. Such personnel shall not be members of the Bargaining Unit.
- 29:03 The Board shall not release any information about an Occasional Teacher obtained pursuant to Regulation 521/01, or any subsequent regulation or law dealing with the same subject matter, except for the purpose of exercising its legal rights or obligations.
- 29:04 The Board shall consult with the Bargaining Unit regarding any changes to the Board's policy or operating procedures with respect to criminal record checks and any changes the Board makes to the offence declaration form.

**30:00 DURATION AND RENEWAL**

**Remains in Effect Until Notice Given**

- 30:01 This collective agreement becomes effective on September 1, 2004, and shall remain in effect until August 31, 2008, and from year to year thereafter unless notice is given by either Party pursuant to Section 59 of the Labour Relations Act.
- 30:02 Notwithstanding the period of notice stipulated in Section 59 of the Labour Relations Act, either Party may notify the other within the period of 180 days prior to the termination date of the collective agreement that it desires to negotiate the renewal, with or without modifications, of this collective agreement.
- 30:03 a) Any party to this collective agreement desiring to amend an article or articles of this Agreement shall give notice in writing to the other party and both parties shall meet within fifteen (15) school days of the notice being received.
- b) No changes can be made to this Agreement without the mutual consent of the parties; nor can any changes be made without submitting the changes for ratification by the parties, as determined by their respective bargaining procedures.

## OSSTF OCCASIONAL DAILY RATES

2004/2005	Group 1	DAILY	Group 2	DAILY	Group3	DAILY	Group4	DAILY
0	\$38,543	198.68	\$40,128	206.85	\$43,291	223.15	\$45,346	233.74
1	\$40,738	209.99	\$42,576	219.46	\$45,947	236.84	\$48,235	248.63
2	\$42,932	221.30	\$45,027	232.10	\$48,604	250.54	\$51,122	263.52
3	\$45,126	232.61	\$47,474	244.71	\$51,259	264.22	\$54,009	278.40
4	\$47,319	243.91	\$49,922	257.33	\$53,915	277.91	\$56,896	293.28
5	\$49,516	255.24	\$52,371	269.95	\$56,572	291.61	\$59,784	308.16
6	\$51,709	266.54	\$54,819	282.57	\$59,228	305.30	\$62,671	323.05
7	\$53,903	277.85	\$57,268	295.20	\$61,884	318.99	\$65,558	337.93
8	\$56,098	289.16	\$59,717	307.82	\$64,541	332.69	\$68,444	352.80
9	\$58,292	300.47	\$62,166	320.44	\$67,198	346.38	\$71,333	367.70
10	\$60,584	312.29	\$64,640	333.20	\$70,046	361.06	\$74,506	384.05
11	\$63,242	325.99	\$67,477	347.82	\$73,119	376.90	\$77,776	400.91

**Effective the first day of the 2005/2006 School Year**

2005/2006	Group 1	DAILY	Group 2	DAILY	Group 3	DAILY	Group 4	DAILY
0	\$39,314	202.65	\$40,931	210.98	\$44,157	227.61	\$46,253	238.42
1	\$41,553	214.19	\$43,428	223.86	\$46,866	241.58	\$49,200	253.61
2	\$43,791	225.73	\$45,928	236.74	\$49,576	255.55	\$52,144	268.78
3	\$46,029	237.26	\$48,423	249.60	\$52,284	269.51	\$55,089	283.96
4	\$48,265	248.79	\$50,920	262.47	\$54,993	283.47	\$58,034	299.14
5	\$50,506	260.34	\$53,418	275.35	\$57,703	297.44	\$60,980	314.33
6	\$52,743	271.87	\$55,915	288.22	\$60,413	311.41	\$63,924	329.51
7	\$54,981	283.41	\$58,413	301.10	\$63,122	325.37	\$66,869	344.69
8	\$57,220	294.95	\$60,911	313.97	\$65,832	339.34	\$69,813	359.86
9	\$59,458	306.48	\$63,409	326.85	\$68,542	353.31	\$72,760	375.05
10	\$61,796	318.54	\$65,933	339.86	\$71,447	368.28	\$75,996	391.73
11	\$64,507	332.51	\$68,827	354.78	\$74,581	384.44	\$79,332	408.93

**Effective the first day of the 2006/2007 School Year**

2006/2007	Group 1	DAILY	Group 2	DAILY	Group3	DAILY	Group4	DAILY
0	\$40,100	206.70	\$41,750	215.21	\$45,040	232.16	\$47,178	243.19
1	\$42,384	218.47	\$44,297	228.34	\$47,803	246.41	\$50,184	258.68
2	\$44,667	230.24	\$46,847	241.48	\$50,568	260.66	\$53,187	274.16
3	\$46,950	242.01	\$49,391	254.59	\$53,330	274.90	\$56,191	289.64
4	\$49,230	253.76	\$51,938	267.72	\$56,093	289.14	\$59,195	305.13
5	\$51,516	265.55	\$54,486	280.86	\$58,857	303.39	\$62,200	320.62
6	\$53,798	277.31	\$57,033	293.98	\$61,621	317.63	\$65,202	336.09
7	\$56,081	289.08	\$59,581	307.12	\$64,384	331.88	\$68,206	351.58
8	\$58,364	300.85	\$62,129	320.25	\$67,149	346.13	\$71,209	367.06
9	\$60,647	312.61	\$64,677	333.39	\$69,913	360.38	\$74,215	382.55
10	\$63,032	324.91	\$67,252	346.66	\$72,876	375.65	\$77,516	399.57
11	\$65,797	339.16	\$70,204	361.88	\$76,073	392.13	\$80,919	417.11

Effective Semester 2 of the 2006/2007 School Year								
2006/2007 2nd Sem	Group 1	DAILY	Group 2	DAILY	Group 3	DAILY	Group 4	DAILY
0	\$40,501	208.77	\$42,168	217.36	\$45,490	234.48	\$47,650	245.62
1	\$42,808	220.66	\$44,740	230.62	\$48,281	248.87	\$50,686	261.27
2	\$45,114	232.55	\$47,315	243.89	\$51,074	263.27	\$53,719	276.90
3	\$47,420	244.43	\$49,885	257.14	\$53,863	277.64	\$56,753	292.54
4	\$49,722	256.30	\$52,457	270.40	\$56,654	292.03	\$59,787	308.18
5	\$52,031	268.20	\$55,031	283.66	\$59,446	306.42	\$62,822	323.82
6	\$54,336	280.08	\$57,603	296.92	\$62,237	320.81	\$65,854	339.45
7	\$56,642	291.97	\$60,177	310.19	\$65,028	335.20	\$68,888	355.09
8	\$58,948	303.86	\$62,750	323.45	\$67,820	349.59	\$71,921	370.73
9	\$61,253	315.74	\$65,324	336.72	\$70,612	363.98	\$74,957	386.38
10	\$63,662	328.15	\$67,925	350.13	\$73,605	379.41	\$78,291	403.56
11	\$66,455	342.55	\$70,906	365.49	\$76,834	396.05	\$81,728	421.28

Effective the first day of the 2007/2008 School Year								
	Group 1	DAILY	Group 2	DAILY	Group 3	DAILY	Group 4	DAILY
0	\$41,230	212.53	\$42,927	221.27	\$46,309	238.71	\$48,508	250.04
1	\$43,579	224.63	\$45,545	234.77	\$49,150	253.35	\$51,598	265.97
2	\$45,926	236.73	\$48,167	248.28	\$51,993	268.01	\$54,686	281.89
3	\$48,274	248.84	\$50,783	261.77	\$54,833	282.64	\$57,775	297.81
4	\$50,617	260.91	\$53,401	275.26	\$57,674	297.29	\$60,863	313.73
5	\$52,968	273.03	\$56,022	288.77	\$60,516	311.94	\$63,953	329.65
6	\$55,314	285.12	\$58,640	302.27	\$63,357	326.58	\$67,039	345.56
7	\$57,662	297.23	\$61,260	315.77	\$66,199	341.23	\$70,128	361.48
8	\$60,009	309.32	\$63,880	329.28	\$69,041	355.88	\$73,216	377.40
9	\$62,356	321.42	\$66,500	342.78	\$71,883	370.53	\$76,306	393.33
10	\$64,808	334.06	\$69,148	356.43	\$74,930	386.24	\$79,700	410.82
11	\$67,651	348.72	\$72,182	372.07	\$78,217	403.18	\$83,199	428.86

Effective Semester 2 of the 2007/2008 School Year								
	Group 1	DAILY	Group 2	DAILY	Group 3	DAILY	Group 4	DAILY
0	\$41,807	215.50	\$43,528	224.37	\$46,957	242.05	\$49,187	253.54
1	\$44,189	227.78	\$46,183	238.06	\$49,838	256.90	\$52,320	269.69
2	\$46,569	240.05	\$48,841	251.76	\$52,721	271.76	\$55,452	285.84
3	\$48,950	252.32	\$51,494	265.43	\$55,601	286.60	\$58,584	301.98
4	\$51,326	264.57	\$54,149	279.12	\$58,481	301.45	\$61,715	318.12
5	\$53,710	276.86	\$56,806	292.81	\$61,363	316.30	\$64,848	334.27
6	\$56,088	289.11	\$59,461	306.50	\$64,244	331.15	\$67,978	350.40
7	\$58,469	301.39	\$62,118	320.20	\$67,126	346.01	\$71,110	366.55
8	\$60,849	313.65	\$64,774	333.89	\$70,008	360.87	\$74,241	382.69
9	\$63,229	325.92	\$67,431	347.58	\$72,889	375.72	\$77,374	398.84
10	\$65,715	338.74	\$70,116	361.42	\$75,979	391.64	\$80,816	416.58
11	\$68,598	353.60	\$73,193	377.28	\$79,312	408.82	\$84,364	434.87

FULL-TIME EQUIVALENT ALLOCATIONS

ASSIGNMENT	FTE STATUS
1 period	0.166
2 periods	0.333
3 periods	0.500
4 periods	0.666
5 periods	0.833



**LETTER OF AGREEMENT**

**Between**

**THE KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD  
(hereinafter called "The Board")**

**And**

**THE NORTHERN SHIELD OCCASIONAL TEACHERS' BARGAINING UNIT  
(hereinafter called "The Bargaining Unit")**

**RE: Calling of Occasional Teachers**

In respect of the issues surrounding the calling of Occasional Teachers, the parties shall meet following the ratification of the new collective agreement, and no later than June 1, 2006, to discuss and mutually resolve these issues.

The parties shall attempt to resolve these issues in time for the commencement of the September, 2006, school year.

The parties shall continue to monitor the calling out of Occasional Teachers for the balance of the collective agreement and make mutually agreed modifications as necessary.

\_\_\_\_\_

FOR THE BOARD

\_\_\_\_\_

FOR THE BARGAINING UNIT

**LETTER OF AGREEMENT**

**Between**

**THE KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD  
(hereinafter called "The Board")**

**And**

**THE NORTHERN SHIELD OCCASIONAL TEACHERS' BARGAINING UNIT  
(hereinafter called "The Bargaining Unit")**

**Re: Evaluation Process**

In recent collective bargaining negotiations, issues were raised related to the current evaluation process used by the Board for Occasional Teachers. The Board would like to establish an evaluation process specifically for Occasional Teachers.

The parties agree to refer this issue to a joint committee. The committee shall be composed of three members of the Bargaining Unit and three members of the Board. Additional resources may be added to the Committee as required.

The Committee shall commence its deliberations following the ratification of the Collective Agreement. The Committee will review existing Board evaluation practices for Occasional Teachers along with the evaluation policies of other school boards. Following the review the Committee will develop an evaluation policy specifically for Occasional Teachers teaching for the Keewatin-Patricia District School Board. An implementation strategy shall also be developed. The Committee will make recommendations for implementation by the parties.

The work of the Committee shall be completed no later than June, 2007.

---

For the Board

---

For the Bargaining Unit

LETTER OF AGREEMENT

Between

The Keewatin-Patricia District School Board  
(hereinafter called the "Board")

And

The Northern Shield Occasional Teachers' Bargaining Unit  
(hereinafter called the "Bargaining Unit")

**RE: Provincial Salary Re-opener**

If the provincial government provides the board additional funding specifically for Secondary Occasional Teacher salaries, *including allowances except for the Additional Degree Allowance*, for either or both of the school years 2006-07 and 2007-08 then the salaries for those years will be increased *to the extent permitted by the amount of such funding* as follows:

In accordance with the foregoing, the government has stated it will provide additional funding up to a maximum of 0.5% above salary levels in each of the September 1, 2006 and September 1, 2007 agreement years on the following conditions:

If the province's tax revenues in the 2005-06 are at least 1% higher than predicted in the 2004 provincial budget and the annual rate of inflation as measured by the Ontario CPI during the 2005-06 school year is higher than 2.5%, then the salary increase for September 1, 2006 will be increased to match the rate of inflation up to a maximum of 0.5%.

If the province's tax revenues in the 2006-07 are at least 1% higher than predicted in the 2004 provincial budget and the annual rate of inflation as measured by the Ontario CPI during the 2006-07 school year is higher than 3.0%, then the salary increase for September 1, 2007 will be increased to match the rate of inflation up to a maximum of 0.5%.

Such additional percentage increases (maximum 0.5%) shall be applied to the applicable salaries for the years commencing September 1, 2006 and September 1, 2007.

FOR THE BOARD

\_\_\_\_\_

FOR THE BARGAINING UNIT

\_\_\_\_\_

**LETTER OF AGREEMENT**

Between

The Keewatin-Patricia District School Board  
(hereinafter called the "Board")

And

The Northern Shield Occasional Teachers' Bargaining Unit  
(hereinafter called the "Bargaining Unit")

**Re: Professional Development Fund**

The parties recognize that the provincial government has not provided funding for the Occasional Teachers through the Teacher Development Account. In the event that the provincial government, at some future date, provides specific funding identified for professional development for Secondary Occasional Teachers, a committee of the Bargaining Unit and the Board shall be formed to determine how such funds will be distributed.

FOR THE BOARD

---

FOR THE BARGAINING UNIT

---

**AGREEMENT OF CONTRACT**

It is hereby certified that this agreement has been drafted according to the terms and conditions agreed upon by the negotiating committees appointed by the Keewatin-Patricia District School Board and The Ontario Secondary School Teachers' Federation Northern Shield Occasional Teachers' Bargaining Unit at a meeting held on May 4, 2006. It is further certified that this agreement was ratified by the Keewatin-Patricia District School Board on May 9, 2006, and The Northern Shield Occasional Teachers' Bargaining Unit on May 24 & 25, 2006.

Dated at \_\_\_\_\_, Ontario, \_\_\_\_\_, 2006

FOR THE KEEWATIN-PATRICIA  
DISTRICT SCHOOLBOARD

FOR THE ONTARIO SECONDARY SCHOOL TEACHERS'  
FEDERATION, NORTHERN SHIELD OCCASIONAL  
TEACHERS' BARGAINING UNIT

\_\_\_\_\_  
D. Penney, Board Chair

\_\_\_\_\_  
R. Rogers, President

\_\_\_\_\_  
J. Wilkinson, Director of Education

\_\_\_\_\_  
R. Calder, Negotiator

21