

CONTINUING EDUCATION

DELEGATES' REPORT – September 2025

New Human Resources Assistant-Director:

We have a new Assistant-Director of Human Resources at the school board. Ms. Nancy Potvin replaces the current Human Resources Director, Mr. James Walker.

The Importance of S.S.O.:

It is very important that teachers in the continuing education sector visit the Staffing Folder which can be found in the [Human Resources Folder](#) on S.S.O.

Within the [Adult Education and Vocational Training Folder](#), you will find important documents that should be verified by all teachers employed in each sector.

- **All tenured or tenure-track teachers (E1) should appear on a [seniority list](#).**
- **A teacher in adult education that has worked for the school board a minimum of four hundred (400) hours during at least two (2) different sessions over the last two (2) years should appear on a [recall list](#). In adult education, you must be legally qualified to appear on this list.**
- **A teacher that has worked for the school board in vocational training during the last two school years for a total of more than four hundred (400) hours should appear on one of the two centre's [recall lists](#). In vocational training, there are two lists per center: List 1 for legally qualified teachers and List 2 for non-legally qualified teachers.**
- **In both sectors, the teacher must have received a satisfactory evaluation for each of these sessions/years to be added to the recall list. A non-evaluation is considered a satisfactory evaluation. In the case of an unsatisfactory evaluation, the teacher and the union should be notified.**

I encourage all teachers to keep track of their status and send an email the school board (Katie Arless and Nancy Potvin), and cc me, with any irregularities.

2025-2026 Adult Education Recall List:

The school board implemented a new method to extract teachers' hours and teachables for the recall list. However, this approach had several issues that required adjustments right up until the final stages. Even after verification, I identified another error: the CCB and DBE columns were reversed, which resulted in some teachers being assigned the wrong teachable. Despite these complications, I am confident that the offers made to teachers were accurate, as our PTU-HR staffing meeting used a manual version of the recall list rather than the one generated by the new method.

Workloads:

Ms. Nancy Potvin and I will be visiting all centres during the next couple of weeks to present the 2025-2026 Workload Presentation. For the time being, please keep track of the hours you have dedicated to “other professional duties” since July 1, 2025. We will review how to complete the annual document at the meetings.

Submitted by: Pasquale Machado
