

The Supply Line

Volume V, Issue 1

October, 2002

President's Notes

TVARRIS

Welcome to the Thames Valley Occasional Teachers' Local of the Elementary Teachers' Federation of Ontario. ETFO is the largest teacher union in Canada, representing more than 65,000 elementary education workers who teach and support more than 900,000 Ontario children under the age of fourteen.

Your Local represents approximately 1150 Occasional Teachers (OTs). Our membership includes career OTs; those with o in the arts, music, part time permanent Teachers and retired Teachers who do occasional teaching; and new graduates, some of whom are looking for permanent positions.

We can report that as of September 27, there were a total of 194 new permanent elementary Teacher hires and of that number, 51% were Occasional Teachers. Unfortunately, the procedure we negotiated under Article 17 - Job Vacancies: Elementary Teaching Positions, was not adhered to. The Local filed a grievance over this violation last year and will again challenge the Board for this breach of the Collective Agreement.

Terry Card

COLLECTIVE BARGAINING UPDATE

Your elected Collective Bargaining team for 2002 - 2003 consists of Terry Card -Chief Negotiator, Jacqueline Kobayashi, Pamela Coleman, Teresa Webster and David Kendal - ETFO Provincial Staff Officer.

Our Collective Agreement (www.etfotvots.com) expired on August 31, 2002 but remains in effect until a new agreement is negotiated. The team is working to prepare a Preliminary Submission based on feedback from the membership, comparison with other agreements, Local concerns, ongoing changes in legislation, etc. We hope to have completed our

The new Thames Valley Absence Reporting and Replacement Information System comes into effect for Occasional Teachers on November 4, 2002 and O.T. training sessions will end on October 17. Note that you will be required to bring to school, a job number **issued from the system** in order to be paid.

- **System Phone Number** - 452-8970
- **TVARRIS Help Desk** - 452-8933
- **ITS Help Desk (First Class / Employee portal)** - 452-2005

TEACHER LOCAL STRIKE VOTE

As you know, our sister Teacher Local recently voted in favour of strike action against the Board. At this time, the Teachers continue to negotiate.

Occasional Teachers have a separate Collective Agreement and are not in a legal strike position, however, we are all members of the same Union. During work to rule, OTs shall continue to cover Teacher absences but should there be a complete withdrawal of services, Short-Term OTs would be encouraged to support the Teachers and not to assist the Board in prolonging the strike by reporting to work for a striking Teacher. Long-Term Occasional Teachers (LTOs) have a contract with the Board and are obligated to report to work each day. All OTs should join in Teacher picket lines where possible.

COLLEGE OF TEACHERS FEE

The Council of the Ontario College of Teachers has just approved a 34% increase in our Ontario College of Teachers' fee. All OTF members of the Council opposed the hike. Beginning in January, the annual registration fee will be \$139.00 to cover the steep costs of administering

CRIMINAL ALLEGATIONS OR CHARGES

What to do if it happens to you . . .

- **At the first hint of a problem involving any allegation that could potentially lead to a criminal charge or Children’s Aid Society investigation against you, contact Provincial ETFO.**
 - **DO NOT participate in or consent to an interview.**
 - **Make no statement to anyone regarding the allegation / charges.**
 - **Say, “I am willing to co-operate but I am unable to comment until I contact the Federation and legal counsel.”**
 - **Call Professional Relations Services at 1-888-838-3836 or 416-962-3836 and state that your call is urgent.**
 - **You will be put in touch with the Professional Relations Services “on-call” counsellor who will provide the necessary assistance**

Call: _____ 1-888-838-3836 or 416-962-3836

“AFTER HOURS” EMERGENCY LEGAL ASSISTANCE

What is an Emergency?

- **Police are on the scene or on the way.**
- **You are facing criminal charges for an alleged criminal offence directly related to the performance of your professional duties.**
- **You are at risk of being arrested / incarcerated.**

“After Hours” Call: 1-888-838-3836 or 416-962-3836_____

- **A voice message will provide the necessary instructions to put you through to an operator.**
- **You will be asked a few quick questions.**
- **Where appropriate, a criminal lawyer will be contacted and you will be connected immediately.**

LONG-TERM OCCASIONAL TEACHERS' - Salary Grid (Effective September 1, 2002)
The daily rate for Occasional Teaching is \$ 167.70. (\$ 161.25 plus 4% vac./stat. holiday pay)
You must have a QECO rating on file with the Board to qualify for the Teachers Grid.

Chart A (Inclusive of 4% Statutory Holiday Pay and Vacation Pay)

Years Experience	Category A	Category A1	Category A2	Category A3	Category A4
0	156.59	167.70	175.12	188.19	200.49
1	164.22	177.66	187.29	201.67	214.66
2	174.66	189.37	199.98	214.97	228.82
3	185.21	201.56	212.56	228.83	243.64
4	196.51	213.52	225.25	243.47	259.88
5	206.21	225.58	237.71	258.13	276.12
6	216.60	237.54	250.35	272.76	292.39
7	233.95	249.68	262.92	287.41	308.62
8	245.11	261.69	275.50	302.06	324.86
9	256.98	273.81	288.13	316.71	341.12
10	268.85	292.59	300.71	341.48	361.56

Chart B (Less 4% Statutory Holiday Pay and Vacation Pay)

Years Experience	Category A	Category A1	Category A2	Category A3	Category A4
0	150.57	161.25	168.39	180.95	192.78
1	157.91	170.83	180.09	193.91	206.41
2	167.95	182.09	192.29	206.71	220.02
3	178.09	193.80	204.39	220.03	234.27
4	188.95	205.30	216.59	234.11	249.89
5	198.28	216.91	228.57	248.20	265.50
6	208.27	228.41	240.72	262.27	281.15
7	224.96	240.07	252.81	276.36	296.75
8	235.68	251.63	264.90	290.44	312.37
9	247.10	263.28	277.05	304.53	328.00
10	258.51	281.33	289.14	328.35	347.66

FirstClass / MyTVDSB / TVARRIS

With a FirstClass account, O.T.s gain access to the employee portal, "My TVDSB" through which OTs can register for Professional Development, review their pay history and shop for jobs via TVARRIS. FirstClass is easy to use but if you would like to register for training, you can do so. Courses are offered regularly. See messages posted to News on FirstClass for training information.

To activate your account, call the ITS Help Desk at 452-2005 from 8 to 4, Monday to Friday. Have your employee number ready as verification, then while you are on the phone, Help Desk staff will reset your password. Keep both your user-name and password confidential, as you would with a bank PIN.

Now you are ready to access FirstClass. If you are using a Board computer, then FirstClass software is already installed. To access from any other Internet connection, go to the Board's site <http://www.tvdsb.on.ca> and click on the orange link to FirstClass staff email then login with your username and password. This will access FirstClass through the web rather than the client software. Be sure to set up your FirstClass résumé (name, contact information, etc.) To find out about the Board's expectations for email use, see Policies / Procedures on the Board's Intranet site http://www.tvdsb.on.ca/firstclass_practices.pdf.

There are many users of FirstClass, so once in a while, due to licensing constraints, it may not be possible to access the FirstClass server. If that happens, try again later.

A TERRIFIC P.D. OPPORTUNITY

for a
\$25 Book Rebate



Purchase a professional book that relates to your professional needs and receive a rebate of up to \$25 / per member. Shop at your favourite bookstore or go online to ShopETFO - www.etfo.ca. Purchase must be made after October 1, 2002 to be eligible.

Send us the form below, the original bill and a stamped self-addressed envelope to:
Terry Card
ETFO Thames Valley Occasional Teachers' Local
31 Bracebridge Court, London, Ontario N5X 3V2

Requests must be received no later than January 1, 2003. This fund will be available to the first 50 requests and cheques will be mailed within 4 weeks.

We will list your current professional readings on our website - www.etfotvots.com.

NAME: _____

ADDRESS: _____

_____ TELEPHONE: _____

TITLE OF BOOK: _____

AUTHOR: _____

PUBLISHER: _____

How this publication will be helpful to Occasional Teachers: _____

2002 - 2003 Executive

President and Chief Negotiator	Terry Card 439-2508 tjcard@email.com
1st Vice President	Jacqueline Kobayashi 451-7245
2nd Vice President	Irene Butler 434-4719
Secretary	Pamela Coleman 471-7935
Treasurer	Sharon Pinylo 633-3998
Communications	Michelle Sharpe 851-4082
Past President	Ken Beckett 672-2414



Provide written feedback to the Teacher being replaced. Note the lessons taught, problems encountered, successes achieved and marks for

work completed. Use positive comments. Thank staff and students who helped you and leave a tidy room.

Contacts to Note

Your Local:	439-2508 / www.etfovots.com
Your Info-Line:	637-9625
L.T.O. Postings:	452-2970 / www.tvdsb.on.ca
Permanent Postings:	www.attn.org
ETFO Provincial:	1-888-838-3836 / www.etfo.ca
QECO:	1-800-385-1030 / www.qeco.on.ca

O. T. Pay Schedule 2002 - 2003

PAY DATE	FOR DAYS WORKED DURING THE PAY PERIOD
October 04	September 08 - September 21
October 18	September 22 - October 05
November 01	October 06 - October 19
November 15	October 20 - November 01
November 29	November 02 - November 16
December 13	November 17 - November 30
December 27	December 01 - December 14
January 10	December 15 - December 28
January 24	December 29 - January 11
February 07	January 12 - January 25
February 21	January 26 - February 08
March 07	February 09 - February 22
March 21	February 23 - March 08
April 04	March 09 - March 22
April 18	March 23 - April 05
May 02	April 06 - April 19
May 16	April 20 - May 03
May 30	May 04 - May 17
June 13	May 18 - May 31
June 27	June 01 - June 14
July 11	June 15 - June 28

Be Prepared for an LTO

You must have a QECO rating filed with the Board to get paid for long-term assignments on the Teacher's salary grid. A copy of your pay stub is proof of employment.

Request Programme 4 and avoid delays in getting paid on grid. Applications are available on-line.





Your Frequently Asked Questions -

Dear Terry:
When does a morning half day assignment end and when does the afternoon begin? - Timely

Dear Timely:
According to the Collective Agreement, morning assignments end no later than 20 minutes after instructional time and your afternoon starts no earlier than 20 minutes before class. - Terry

Dear Terry:
I am very interested in getting a permanent or long-term position. Will there be any more postings coming up? -

Longing
Dear Longing:
Though the bulk of postings have taken place, I recommend that you check both the ATTN and the Board's posting site on a weekly basis since many positions need only be posted for five days. - Terry

Dear Terry:
I'm doing a two month L.T.O. this year, and I was wondering, what access do I have to medical and dental benefits? - Fragile

Dear Fragile:
Unfortunately, you must be in an L.T.O. of at least three months to be eligible for benefits, and then you are responsible for the full premium cost of the plan. Private insurers such as the Ontario Teachers Insurance Plan (www.otip.com - 1-800-267-6847) offer coverage you might consider. - Terry

Dear Terry:
As an L.T.O., do I attend P.A. days? - Avid

Dear Avid:
Yes, if you are scheduled to work that day, then you are to attend the activity. - Terry

Send questions to:

tjcard@email.com or phone 439-2508



ETFO's 5th Annual Meeting

ETFO held its 5th Annual Meeting in Toronto from Aug 12-15 where delegates/alternates from all districts across Ontario gathered to discuss issues regarding the future of Ontario's education. During the 7 sessions, we deliberated more than 115 resolutions. A few topics were contentious: 1) Do we decrease the percentage of the annual budget for Women's Programs? 2) Do we boycott Faculties of Education that provide PLP courses designed to support the government's teacher Recertification Program? Doug Willard, President of CTF, expressed his concerns for the students in Ontario and across Canada. Although Canadian teachers are dedicated in their classrooms, Willard believes the education system is not benefiting students. Later that afternoon, Gerard Kennedy, Education Critic for the Ontario Liberals, assured us that students were their top priority and that teachers should not be required to participate in the Recertification program. Emily Noble was acclaimed as President, Ruth Behnke elected First Vice President, David Clegg as Vice President and Kathy Clarke as Vice President Female. The theme among candidates was that ETFO members need to stand strong, united, and consistent in how we respond to government challenges against us eg. the College of Teachers and Recertification. In her closing remarks, President Emily Noble said that we as teachers should be very proud of our profession and should continue to provide the best quality education in our classrooms that we can. She promises to listen to our concerns and to be the force behind attaining the RESPECT that we deserve from both the government and the general public.



ETFO THAMES VALLEY OCCASIONAL TEACHERS' LOCAL ON THE WEB

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- Collective Agreement:: access to permanent positions, LTO, voluntary leaves of absence, recognition of teaching experience, removal from the list, late calls
- Archive of newsletters / contacts / links/ advisories

ETFO PROVINCIAL ON THE WEB -

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- Position papers on current educational issues: eg. Recertification
- Professional Development, Political Action initiatives, Advisories
- Links to all ETFO Locals in the province
- Latest editions of *Links / Women's Issues*

THAMES VALLEY DISTRICT SCHOOL BOARD ON THE WEB -

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- Employment opportunities: long term occasional, link to ATTN - permanent jobs
- School locator and information; Board directory
- Teacher Resources e.g. curriculum support, electronic report card support, etc.
- Access to First Class / My TVDSB Employee Portal -PD registration, pay information
- Board Policies / Procedures: e.g. Assessment and Evaluation of Students, Field Trip and Excursion Policy, Child Abuse and Protection Policy, Safe Schools Policy, etc.

TEACHER RESOURCES ON THE WEB -

- Classroom management - <http://maxweber.hunter.cuny.edu/pub/eres>
- Worksheets - www.teachnet.com, www.freeworksheets.com, www.time4teachers.com
- Resources - www.edu.gov.on.ca, www.schoolnet.ca, www.lessonplans.org, www.ocdsb.on.ca, www.teachingideas.co.uk, www.kinderart.com, www.cbc4kids.com, www.thegateway.org, www.education-world.com, www.execpc.com/~rdboals

EDUCATIONAL LINKS ON THE WEB -

- www.oct.on.ca - online payment of fees
- www.oise.on.ca - resource / distance courses
- www.qeco.on.ca - QECO application forms

RECERTIFICATION /PROFESSIONAL PORTFOLIO



By now we have all received letters from the Ontario College of Teachers threatening to oust us from teaching if we don't begin our 5 year cycle of the Professional Learning Program (PLP). ETFO believes strongly in voluntary, teacher-directed, meaningful, professional development. This belief statement is at the heart of our position of non-compliance with the mandatory recertification initiative dictated by the provincial government. To track your voluntary, teacher-directed professional development, ETFO has developed *A Teacher's Professional Portfolio: A Working Guide* which contains ETFO's position on mandatory recertification, ten reasons for keeping a professional portfolio, guidelines for documenting professional learning, and more.

OTs are urged to send back their notices; boycott advertisers found in *Professionally Speaking*; "Return to Sender" your *Professionally Speaking* magazine; reject courses offered by PLP providers and to not allow any PD provider to submit your results to the College. Marks for Additional Qualification courses should be submitted to the qualification database of the College and not as credit for PLP.

Solidarity Statement

The Success of union action depends on the strength of commitment and unity of its members . . . Our opposition to recertification provides an opportunity for ETFO members to stand together in a common cause.

STUDENT SUSPENSIONS

Members are advised not to suspend students; that is the responsibility of the administrators. ETFO may not provide legal support to those who get into difficulty by disregarding this advisory.

EXTRACURRICULAR ACTIVITIES

Members are advised to focus their energy on classroom teaching. Chronic under funding leaves Teachers to fill in the gaps. It is time for Teachers, whose professionalism remains under attack from the

Interest in an Elementary Teaching Position

If you have received an Evaluation Report within the last twelve months (during an LTO of 21 days or more), or if you expect to receive such a Report by April 30, you have the right to indicate your interest in a permanent teaching position by submitting an Interest form by Jan. 31. Those who submit IETP forms completed by Evaluation Reports can have the ATTN registration fee paid by the Board. Send receipts to Sandi Douglas of Human Resource Services and include your employee number to ensure proper credit.

Submit newsletter articles, ideas and anecdotes for publication. We are also anxious to pass along commendations to any Teacher Steward, Teacher or Principal who has been especially helpful to our members. We seek your recommendations.

School Bus Delays and Cancellations

When adverse weather conditions occur, the Thames Valley District School Board may delay or cancel student transportation service in the interests of student safety. The Board endeavours to notify Teachers and students by communicating "with as many radio stations as possible within the Board's jurisdiction." Transportation delays last for two or possibly three hours and schools remain open.

If after a delay, transportation service for students is cancelled, schools will still remain open.

Teachers and Occasional Teachers are expected to report to school regardless of delays/cancellations to the student transportation service. Listen for school closures.

During inclement weather, O.T.s should listen to the radio for information regarding school closures and delays in openings.

Do not report to teach if the school is announced as closed.

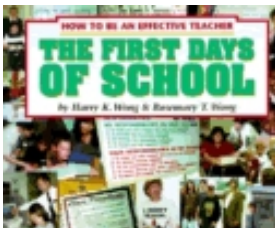


Collection of Personal Information under Ontario Regulation 521/01

School Boards must collect by July 31, 2003, a criminal background check from all existing employees who became members of the College of Teachers before December 31, 1998.

If you have a criminal conviction under the *Criminal Code* that is not a sexual offence, you may apply for a pardon, particularly if the conviction occurred some time ago. This pardon is a recognition of good conduct and means that information about the conviction will be taken out of the Canadian Police Information Centre and cannot be divulged without the approval of the Solicitor General. This lengthy process must be completed by July 31, 2003.

PUBLICATIONS FOR PROFESSIONAL DEVELOPMENT



The First Days of School: How to Be an Effective Teacher - By Harry K. Wong

Send cheque with your name, address and phone number to:

B. Leering, System Staff Development

Thames Valley District School Board, 1250 Dundas Street, P.O. Box 5888

London, Ontario N6A 5L1

(TVDSB will not assume postage costs at this price, so indicate if you will be picking the book up at an Ed. Centre or if you want it sent to a school by Board courier.)

(Regular cost -\$46.50)

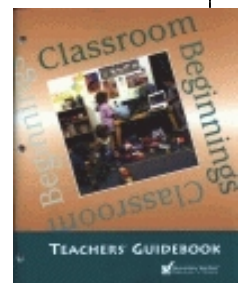
Through TVDSB - \$ 25.00

Classroom Beginnings 97 pages

By ETFO Staff, 2000 - ShopETFO

Includes sections on setting up your classroom, getting to know your students, newsletters to parents/guardians, creating a positive classroom environment, planning for student success, parents/guardians as partners, professional relationships, student worksheets.

\$ 15.00 - Includes shipping



@ www.etfo.on.ca

Performance Appraisal Report For Occasional Teachers / Evaluation Report



In a Long-Term Occasional assignment of twenty-one days or longer, an O.T. may request an Evaluation Report. For each permanent position, three Occasional Teachers who submitted an Interest in an Elementary Teaching Position form by January 30, and who will submit an Evaluation Report from the preceding twelve calendar months by April 30, shall receive an interview.

Evaluation Reports are based on the following **Five Areas of Expectations**:

- 1. Planning and Preparation**
- 2. Classroom Environment**
- 3. Assessment and Evaluation**
- 4. Instruction**
- 5. Ongoing Professional Leadership and Learning**

Principals are asked to comment on the applicable expectations and then to provide a general assessment of *satisfactory* or *unsatisfactory*. The benchmarks for each expectation are not specified on the O.T. Evaluation Report; there is a cross-reference to the Performance Appraisal Report for Teachers. These are the benchmarks ("descriptors") used for Teacher Appraisals:

- 1. Planning and Preparation:** Reflects knowledge of subject matter, current courses of study or curriculum / policy statements; Includes variety of approaches to address various learning styles and abilities; Addresses issues of equity and diversity; Includes consideration of safety of students; Materials and resources support instructional expectations; Teacher uses assessment results to plan for individuals and groups; Allows for students to refine and extend the curriculum expectations.
- 2. Classroom Environment:** Safe for all students; Demonstrates caring and respect for students; Promotes polite and respectful student interactions; Promotes the value of learning; Maximizes learning; Routines and duties are well organized and occur smoothly to maximize instructional time; Teacher maintains standards of conduct which are clear and consistent with the school's code of behaviour; Teacher's responses to student behaviour are consistent, appropriate, and respect student's dignity.
- 3. Assessment and Evaluation:** Assesses and evaluates student learning, student approaches to learning and the achievement of curriculum expectations; Gathers data on student performance using variety of assessment strategies; Keeps a continuous and comprehensive record of group and individual achievement; Reports and provides ongoing feedback of individual achievement.
- 4. Instruction:** Communicates clear, challenging and achievable expectations for students; Instructions are clear, explicit; Uses correct oral/written language appropriate to age and developmental stage of students; Uses oral/written questions which provide an opportunity for responses at a variety of cognitive skill levels; Instruction focuses students on the lesson; Activities build on student's prior knowledge and experience; Teacher listens attentively and responds appropriately to student's contribution; Feedback provided promptly to students; Adjusts lessons to enhance learning as appropriate; Links content and skills to everyday life experiences; Links instructional activities directly to student expectations and assessment results.
- 5. Ongoing Professional Leadership and Learning:** Teacher participates in ongoing learning and professional growth; Assists the Principal in maintaining close cooperation and coordination of effort among the members of the staff and the learning community; Supports school activities.