



# The Supply Line

### Of interest :

- *Registration opens for paid Elementary OT Designated PA Day—April 18th*
- *Awards and Recognition of our Members—May 15th*
- *Deadline to pay College of Teachers fees—April 15th*
- *Deadline for online canvass to stay on list—April 30th*
- *Visit [www.etfo.ca](http://www.etfo.ca) > Close the Gap to see difference between time taught at elementary and secondary.*

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## President's Remarks

### Where is all the work?

Talk to elementary Occasional Teachers in Thames Valley and you will soon hear complaints about the lack of work. Members read in the news about declining enrolment and acknowledge that there are fewer permanent Teachers to replace. They recognize that permanent Teachers have had less in-service opportunities this year and they have heard that our ranks are now the highest in history. And our members certainly reacted when the Board advertised for additional Occasional Teachers on Apply to Education /Apply to Teach. Please know that your Local Executive has been highlighting this imbalance at Labour Management meetings throughout the year. We have taken our pleas to end to the hiring frenzy to all levels of the

Board and though there is word that government initiatives will release more Teachers for professional development later this spring, your Collective Bargaining Committee continues to consider bargaining language to address the problem and will continue to monitor the job situation. For more information about upcoming contract negotiations, plan to attend the presentation of your preliminary submission, June 12 at the Lamplighter. Finally, let me express the appreciation of the current Executive for your continued support of the work we undertake on behalf of members. And let me urge you to heed the insightful comments of a newer OT who cautioned, "When jobs are scarce, we must resist the urge to turn on ourselves."

Hope you enjoy the Break,

**Terry Card**

### Negotiated Time

- No duties prior to commencement of first morning if full day assignment or first afternoon of a PM assignment (Art. 18.03) *Board encourages us to use this time to prepare*
- Same timetable as the Teacher being replaced includes duties and prep times (Art. 18.02) *How to use prep time is up to Occasional Teacher*
- Minimum 40 consecutive minutes of unassigned lunch time (Art. 18.04)
- AM half day assignment ends no later than 20 minutes after instruction (Art. 18.06)
- Ten days notice or pay in lieu of notice if LTO terminated by early return of Teacher (Art. 5.07 b)

## Of Note:

### NEW TEACHERS-

A dozen newer members met last month for an energetic exchange of ideas. These OTs will meet again in March to continue the enthusiastic discussion of how the Union can meet their needs. Email us if you wish to

### DEMOGRAPHICS -

TVDSB / ETFO statistics:

- 1800 on OT List
- Only 23% retirees
- Only 3 retirees in posted LTOs
- > 50% OTs in first five years

### TVARRIS selections -

Keep school selections up to date via Employee Portal. Book off if unavailable so TVARRIS doesn't waste time (N.B. You will be paid for full assignment for late calls if you arrive within a reasonable time.)

Have a say in your working conditions — run for an elected position and be a member of your local executive

## Local Elections for 2008—2009

Elections for the following positions will be held  
May 15, 2008:

Local Executive -

- President (two year term)***
- First Vice-President***
- Second Vice-President***
- Secretary***
- Treasurer***
- Chief Negotiator***
- Executive Members at Large***

Collective Bargaining Committee -

- Four members to be elected***  
*(Six Members in total, including President and Negotiator)*

Annual Meeting Representatives -

- Three delegates to be elected***  
*(Four delegates in total, including President)*
- August 11-14, 2008*
- Westin Harbour Castle Hotel*
- Toronto, ON*
- Three Alternates to be elected***

### **NOMINATION FORM** (Submit one form for each position)

\_\_\_\_\_ is nominated by \_\_\_\_\_  
(name of candidate) (name of nominator)

for the position of \_\_\_\_\_.

\_\_\_\_\_  
(Signature and phone number of Candidate)

\_\_\_\_\_  
(Signature and phone number of Nominator)

**Mail to:**

*Local Elections Officer*  
*ETFO Thames Valley Occasional Teachers' Local*  
*521 Nottinghill Rd., Suite 8,*  
*London, Ontario N6K 4L4*

**Or fax to:**

*(519) 641-6838*

***Constitutionally, nominations are due before May 10, 2008***

*Once nominations close, check [www.etfovts.com](http://www.etfovts.com) for the slate of candidates.*

*Except for the position of President, nominations duly moved and seconded shall be accepted at the Annual Meeting.*

## Elementary Occasional Teachers' Designated P.A. Day #2 April 18, 2008 Hellenic Centre, 133 Southdale Rd. W. London, Ontario

The second of the two paid Professional Activity days provided by the TVDSB for Elementary Occasional Teachers is taking place on **April 18, 2008**. Registration will be available until April 4, 2008 through the Employee Portal.

- ⇒ Click on [Registration Access](#)
- ⇒ Click on Elementary Occasional Teachers' Designated P.A. Day - April 18, 2008
- ⇒ Select afternoon workshops (**Session full? Contact Sandi Douglas, TVDSB**)
- ⇒ Click "Submit"
- ⇒ Print your registration for future reference

The morning session will include WHMIS re-certification and Violence Awareness Training, both of which are **mandatory** for all TVDSB employees. If you do not attend this session you **must** complete this training on your own time. The morning session will also include a keynote address and, for those who require them, Photo I.D. badges.

A choice of learning opportunities will be offered in the afternoon sessions and will include Smartboards, A Taste of TRIBES, Quality Daily Physical Activity/ QDPA and Assessment. **Some afternoon workshops are off-site.**

**Arrive early to allow time for registration and photos!**



## Annual Stuff Reminders

To remain on the Elementary Occasional Teachers' List for the 2008—2009 school year, make sure you complete the following:

- 1) **Ontario College of Teachers' Fee**  
Last chance for paying is April 15, 2008. If you do not renew your license to teach, you will be removed from the Occasional Teaching list. The late penalty adds \$79 to the fee. LTOs should check their January 25, 2008 pay to confirm if the Board deducted this annual fee.
- 2) **WHMIS**—Elementary Occasional Teachers will participate in WHMIS review at the April 18, 2008 paid Occasional Teacher Designated Professional Activity Day. Make sure you register and attend or you will be responsible for completing this on your own time at a later date.
- 3) **Violence Awareness Training**—  
This also will be part of the paid Occasional Teacher Designated Professional Activity Day. If you do not attend you must complete this training on your own time.
- 4) You must **teach one day** to stay on the list.
- 5) **Statement of Intent to Remain on the List / Online Canvass Letter** will be online in April, due by April 30, 2008 and is mandatory.
- 6) **Annual Offence Declaration** –  
Must be completed online in June.

**ANNUAL CHECKLIST  
FOR REMAINING ON  
THE OCCASIONAL  
TEACHER LIST**



## General Meeting for Presentation of Preliminary Submission of Collective Agreement

*When:* June 12, 2008  
4:30 p.m.

*Where:* Best Western  
Lamplighter Inn,  
591 Wellington Rd.  
London, Ontario

*Light refreshments will be provided*

Your current Collective Agreement expires on August 31, 2008. Since the last round of negotiations, the Collective Bargaining Committee has gathered information through survey results, phone calls and emails from our members, dealings with our Board and other provincial organizations to identify areas of improvement in our current agreement.

The Committee will present the preliminary submission in accordance with the require-

ments of ETFO's Constitution at a general membership meeting on June 12, 2008 at the Best Western Lamplighter Inn, 591 Wellington Road, London, Ontario.

Come out to vote on the submission your Collective Bargaining Committee will be presenting for the next round of negotiations.

Your Collective Bargaining Committee works on your behalf



**RSVP by Monday, June 9, 2008**  
to [etfotvot@gmail.com](mailto:etfotvot@gmail.com) or by  
phone to 519-641-3936



## Annual General Meeting, Elections, and Awards Dinner

Thursday, May 15, 2008 4:30—7:30 p.m.

Best Western Lamplighter Inn, 591 Wellington Rd. London, Ontario

**Please Bring a donation of paper products or toiletries for Rotholme Women's and Family Shelter**

DINNER AND  
DOOR PRIZES  
INCLUDED!

- Elections
- Recognition of 10 / 15 / 20 / 25 years of service as an Elementary Occasional Teacher with the Thames Valley District School Board (and predecessor boards)
- Networking with other Occasional Teachers
- RSVP by Friday, May 9, 2008 to [etfotvot@gmail.com](mailto:etfotvot@gmail.com) or by phone 519-641-3936

## *Back by Popular Demand!*

ETFO Thames Valley Occasional Teachers' Local is proud to present:

### **Professional Development—Boutique Style**

Response to this series of workshops was so positive that we have decided to offer a second set of these outstanding professional development opportunities. Registration is limited to 15 participants per workshop and is open to all members. All workshops will take place after school at the ETFO Thames Valley Occasional Teachers' Local offices at Suite 8—521 Nottinghill Rd. London, Ontario. Supper is included.

**Registration by email only to [etfotvot@gmail.com](mailto:etfotvot@gmail.com)**

*Participants will be selected by lot and be notified by phone.*

#### **Your First LTO—Now What?**

**Thursday, April 3, 2008**

To empower Occasional Teachers to take on the specific challenges of that first long-term assignment. Presented by Joe Sheik, Principal, Lord Elgin P.S.

#### **No Need to Fear EQAO**

**Tuesday, April 8, 2008**

To provide an overview of how to prepare and administer the annual EQAO tests for grades 3 and 6. Presented by Judy Kwasnica, TVDSB Teacher, former TOSA

#### **What's Up With DRA?**

**Thursday, April 10, 2008**

Learn the lingo and strategies of Development Reading Assessment. Presented by Sue Jackson, Learning Coordinator, Thames Valley District School Board.

#### **Teaching French Without FSL**

**Wednesday May 14, 2008**

Do you feel comfortable teaching French but lack the FSL qualifications? This workshop will teach you strategies to help with those French assignments. Presented by Catherine Murray, Learning Coordinator, TVDSB.



## FAQs—Frequently Asked Questions from our Members

**Question: Why are there so many retired teachers on the Occasional Teacher List?**

**Answer:** Recent statistics on the composition of our membership show that the list is comprised of approximately 50% new teachers, 27% career Occasional Teachers, and 23% retirees. Not everyone who may appear to be a retired teacher actually **is** one! Many people are coming to the teaching profession later in life after having other careers. The average age of graduates of the Faculties of Education is increasing. Some people enjoy the flexibility of occasional teaching and choose this as their career.

**Question: Why do so many retired teachers have Long-Term Occasional positions?**

**Answer:** Currently, only three retired teachers hold LTO positions. Because people are joining the teaching profession at all stages of life, that person who appears to be a retiree may well be a new teacher, or a career occasional teacher.

**Question: A permanent position was available in the school where I do all my occasional teaching, but I did not get the job. Why?**

**Answer:** The permanent Teachers' collective agreement specifies that part-time contract teachers must be considered first for any permanent jobs. That is why internal postings indicate that "Occasional Teachers are not eligible to apply at this time". You may feel entitled to a job because you have worked hard in that school, however, administrators must follow the rules as laid out in the collective agreements of all employee groups. Very often, the route to a full time teaching position in this board is through a part-time permanent position. You may have to work your way up to full-time bit by bit.

## Your Collective Agreement

### **Apply to Education Fees—**

FIND THE  
TREASURE—  
READ YOUR  
COLLECTIVE  
AGREEMENT

As per Article 17.03 in your collective agreement, "Any Occasional Teacher who has expressed an interest in an Elementary Teaching Posi-

tion on his/her canvass letter and who has received an evaluation referred to in Article 17.02, within the preceding twelve (12) calendar month period submitted by June 30, shall be enrolled in Apply

to Education with the fee paid (single Board) by the Board so long as the Board continues to use that method of receiving applications for teaching positions." The evaluation form is available through the Employee Portal by clicking on "Electronic Forms", then searching under Human Resource Services for "Performance Appraisal Report for Occasional Teachers".

**Home Instruction**—Your membership in ETFO and the benefits of that membership apply only to work done in public elementary schools.

Should you choose to do home instruction you are not covered under the protection of ETFO.

### **LTOs Money in Lieu of Benefits**

—Long-term Occasional Teachers in a continuous assignment which extends beyond 3 months shall be paid an additional amount per day, prorated for part-time, commencing on the fourth month: \$7.00 per day. Look for this money on your April 4, 2008 pay.



# CLOSE the GAP

## What is the GAP?

Despite the growing body of research which shows how important it is to invest in the early years of student learning, there is a funding gap of more than \$700 per student between elementary and secondary education.

The Elementary Teachers' Federation of Ontario supports high quality, properly-funded education services for our secondary students. They are our future and they deserve the very best. But we also understand that younger students, those from Junior Kindergarten through Grade Eight, deserve the very best as well. Research demonstrates that money invested in younger children pays off in later years when these children grow into well-educated, productive citizens.

For more on the "Close the Gap" campaign, see [www.etfo.ca](http://www.etfo.ca)

## Staying Safe—It's your Health and Safety

**Bodily Fluids** — As hard as it may be to resist the urge to help the student who has a sudden nose-bleed or tooth fall out, it is never advisable to handle any bodily fluids. Direct the student to the wash-room or even keep a pair of disposable gloves in your bag for such occasions.



**Fifth Disease and Pregnancy**— If you are thinking out becoming pregnant, consider getting yourself tested to determine your immunity to Fifth Disease. Knowing your risk beforehand will ease your mind if you should find yourself in the situation of teaching in a school where the disease has appeared.

See

[www.etfo.ca](http://www.etfo.ca) >

Advice for Members >

PRS Matters >

Fifths Disease and You

**GET TESTED FOR FIFTH DISEASE IMMUNITY IF YOU ARE CONSIDERING PREGNANCY**

It is your obligation under the law to fill out an **Employee Accident Incident Report** for injuries requiring first aid or time off work; hazardous situations or near-misses and incidents of physical/verbal aggressive behaviour. Forms are located at the office.

## Professional Development Highlights



### Local Sponsored Professional Development

**Tried and True—What Works for You**  
Connie Zoet's engaging personal approach to classroom management for occasional teaching was appreciated by 150 members on January 16th. Check out some of her strategies on the following page.

**Map It Out**—Polly Stringle, TVDSB Learning Coordinator and Learning Supervisor John Verbakel, presented a timely and informative hands-on workshop to over 150 OTs on February 27th. Everyone present received the resource "Instructional Strategies for K to 12—Strategies for Teaching" and learned the difference between Barrie Bennett's Instructional Intelligence tools: Concept Maps and Mind Maps.

**Boutique Workshops**—These have been a resounding success with each workshop oversubscribed. Look for additional opportunities for "boutiques" in this edition.

However—  
**\$1500 has been wasted to date on meals and materials for members who registered but did not show up!**  
Please let us know if you must cancel. Our events are free of charge, financed by your dues and we often have a waiting list of people who would like to attend.

## ETFO Conference in London

# If Only You Had Told Me: Know Your Boundaries

ETFO is hosting a regional

### **If Only You Had Told Me: Know Your Boundaries**

conference for members of the Thames Valley District School Board. Every teacher is a potential target for allegations of sexual or physical assault, complaints to the College of Teachers, violence in the workplace and parent harassment. This conference will give you knowledge and strategies for defensive teaching. Come and interact with those who have lived the nightmare as well as experts skilled in the realm of teacher rights and responsibilities.

**Date: April 25 and 26, 2008**

**Place: Sheraton Four Points Hotel and Conference Centre, 1150 Wellington Rd. S. London, Ontario**

**Registration Deadline: March 24, 2008**

*For further information or to register, see [www.etfo.ca](http://www.etfo.ca) > Professional Development > Conferences or contact Diane Balanyk-McNeil at [dbalanyk@etfo.org](mailto:dbalanyk@etfo.org)*

***\$50.00 fee covers travel, accommodation, meals, and resource materials***

## SAFE@SCHOOL

Check out [www.safeatschool.ca](http://www.safeatschool.ca)— a joint project of the [Ontario Teachers' Federation](#) and [le Centre ontarien de prévention des agressions](#). The project is funded entirely by the [Ontario Ministry of Education](#).

Safe@School is a multi-faceted bullying prevention project, designed to benefit teachers and their fellow school staff members, along with parents, communities, and, most of all, students. The Safe@School project aims to help bring about systemic change for teachers, students, and the education system overall.

The Ontario Government, OTF and COPA believe that safety is a precondition for student achievement. Training opportunities for teachers are vital components in helping to build safe classrooms and safe school environments. It is essential to recognize, however, that preventing bullying requires a concerted, multi-pronged approach. Principals, vice-principals, teachers, support staff, parents and other adults need to work together to create a respectful, safe, and healthy environment for students.

## Prevention and Cures— from “Tried and True...What Works for You” by Connie Zoet ©2007

- Put the day’s agenda on the board—do this for all grade levels. Just as we like to know what a meeting entails, so do students like to know what will happen during the day
- **Great 8”s / Terrific 2”s -**  
Draw an empty box on the board before the class arrives and give it a great title. Explain to students that this section of the board will not be erased after school but will be left for their teacher to see the next day... When a student is behaving in a great way, place the chalk on his/her desk. The student may go up to the board and write in his/her name and return the chalk. At the end of the day add a note for the teacher... (This will work for grade 7/8 classes if the first student you select is a “cool” student).
- Have students in junior grades make tent cards to stand on their desks. On one side students write their names. On the other side, students write something about themselves using a theme such as favourite food, fictional characters etc. During day, “touch base” with students using the information they have provided. “I see you like to read mystery novels. Who is your favourite author? Tell me a bit about a book you are reading now.”
- Take a few minutes to say hello to parents (esp. Kindergarten) Let them know who you are, why you are there and how long you expect to stay. Parents will be less anxious about the “new” teacher and children will feel less afraid if they see their parents have met you.

NOTE: If you lend your materials to junior or intermediate students, be sure to collect some form of collateral to ensure the materials are returned to you—especially necessary for pencils, pens, erasers, calculators. With younger students—primary and early junior—have students write their names on the board. When the item is returned to you, they may erase their name.



## You’re The Boss — from “Tried and True...What Works for You” by Connie Zoet ©2007

### What is Your Teaching Style? Practise It!

- Many students believe that a supply teacher means a day off from everything—school work, behaviour, routines—and immediately go into a “**Yeah, we have a supply teacher today!**” mode. The supply teacher who is prepared, confident, and in charge from the start will have fewer problems to handle during the day.



**Don’t  
Overreact—  
Keep Calm  
at all times!**

- **Expect to be tested** by students who want to determine the boundaries of acceptable behaviour and your ability to respond. Such tests are usually minor violations (whispering, changing seats) but they do challenge your classroom control. It is important to react immediately, calmly, and appropriately to these behaviours, but it is vital not to overreact!
- Many discipline problems occur during periods of change—from one lesson to another, change of location, change of activity, PA announcements, a knock at the door. Pay special attention to effecting smooth, **orderly transitions**. Have students put away all items from the last lesson before starting the next lesson. **Wait** for students to be attentive
- **Refocus** students to the work at hand—this may be as simple as reminding students to go back to work, using a bell or other item to get the attention of the whole class and then direct them.
- Remain calm about interruptions yourself.
- Ask students about routines for traveling from the classroom to another location in the school.

ETFO Thames Valley Occasional Teachers' Local



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WE'RE ON THE WEB!

[WWW.ETFOTVOTS.COM](http://WWW.ETFOTVOTS.COM)

The Supply Line  
Newsletter Editor, Nancy Miller

ETFO Thames Valley Occasional Teachers' Local

President/Chief Negotiator—Terry Card

First Vice President—Nancy Miller

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Chief Negotiator—Terry Card

Sharron Colter—Executive

David Griffith—Executive

Carrie Heiter—Executive

Michelle Sharpe—Executive

Check [www.etfotvots.com](http://www.etfotvots.com) > Newsletters  
Fall 2007—form for A Terrific PD Opportunity \$25 Book Rebate  
December 2007—form for Recognition of 10/15/20/25 years as an OT

**"Earn While You Learn" - April 18, 2008**

**Register immediately for the second of two paid  
Professional Activity Days for elementary  
Occasional Teachers.**

**Go to the Employee Portal > Registration Access  
> Elementary Occasional Teachers' Designated  
P.A. Day > select afternoon sessions >  
click "Submit".**

**Register by April 4, 2008.**