



The Supply Line

ETFO Thames Valley Occasional Teachers' Local

Volume IX, Issue 5

June 2007

President's Notes:

Though the school year has officially come to an end, the Executive continues to work on your behalf preparing for the move to our new offices, planning for our participation in the ETFO Provincial Annual Meeting in August and putting into place a line up of events that will build on this year's successes. The first of these is an opportunity to participate in "An Evening with Stephen Lewis" on October 17th. This is an ETFO Thames Valley Teacher sponsored event and your Local has subsidized tickets so that we can provide them to you at the same cost of \$35. Following that is the October 19th system-wide PA Day. This year elementary Occasional Teachers will receive a day's pay to attend as one of our two negotiated days of designated professional development. Registration is via the Employee Portal and we encourage you to register early. Then on October 24th we are pleased to present two after school workshops from the Prologue to the Arts series. Mingle with your peers over dinner and enjoy the interactive presentations knowing that all costs are covered by your dues. Please note that you will begin teaching in September with a 1.8% raise in pay, with an additional 1.4% increase effective February 1st.

Look for the second installment of money in lieu of benefits for Long-Term Occasional Teachers with your final pay. (Art. 8.01)
 Enclosed is your annual pocket calendar. We are pleased to hear that members rely on these for school phone numbers, contact information, important dates and reminders.
 On your behalf, allow me to thank the outgoing Executive and the many members who have shown us support this year. Serving you is a responsibility we take very seriously and we feel privileged to have met so many of you this year. We wish you a relaxing and rewarding summer and we will see you again in September.

Terry Card

LTO POSTINGS 2007 – 2008

More long-term postings will be available August 15, 2007. The Board will allow you to forfeit an LTO for a permanent position but not one LTO for another.



Criminal Offence Declarations

Regulation 521 requires that the Board must collect annual Criminal Offence Declarations from all staff who might come into direct contact with pupils. Declarations are on the Employee Portal and must be completed online. Compliance with this legislation is mandatory.

Didn't reply to the Annual TVDSB Canvass Letter? Contact Teresa Stoye, Staffing Officer.

NB: June 28th was a paid PD day for all LTOs

For Employment Insurance Information

- Go to TVDSB First Class > Occasional Teachers > Employment Insurance Poster
- Go to www.etfo.ca > Resources for Occasional Teachers > A Members' Guide to Employment Insurance
- When asked for Chapter, enter ETFO Thames Valley OT Local



\$25.00 BOOK REBATE REPORTS

Almost 300 of our members used their rebate to purchase books such as:

"How to Write a Story" by Laureen Reynolds - Evan-Moor Educational Publishers **"Sight Word Poetry"** by Teacher Created Resources

- "In my LTOs with primary grades, these two resources will help support my Language Program"

"I'm Through, What Can I Do?" by Linda Schwartz - The Learning Works

- "Wonderful for those students who always finish quickly and are looking for something to do. Also some very good extra activities to have on hand for the whole class"

"Check and Double Check Math and Phonics" - Scholastic

- "Excellent Math and Language workbooks that help to reinforce concepts learned in class. I use them both in the classroom and for homework assignments."

"How to Teach Art to Children" by Joy Evans and Tanya Skelton - Evan-Moor Publishers

- "This book covers all the elements of art with activities for learning about the elements and then using them, referencing famous artists and art styles. A wide range of experiences is offered ... and use materials usually readily-available in an elementary classroom."

"Psychology for Kids" by Jonni Kincher - Kagan Publishing

- "...40 fun and simple tests that are designed to help students (grade 7 & 8 students) learn about themselves, ...explore their interests and abilities and why they act the way they do..."

"Silly Sports and Goofy Games" by Dr. Spencer Kagan - Kagan Publishing

- "Good activities that can be implemented with little prep. Activities to energize a class."

"Full-Color Math Games K - 1" by B. K. Hoffman, J. R. Hauer - Teacher Created Resources

- "An extra tool, if needed, if we finished assigned work too quickly"

"Poetry Writing Handbook" by Greta Barclay Lipson - Teaching & Learning Company

- "Currently I'm in a grade 4 LTO position. This book will be helpful to teach different kinds of poetry to my students. The lessons in the book also encourage writing of poetry."

"With All Due Respect" and **"Secrets of Discipline"** by Ron Morrish - Woodstream Publishing

- "Great resources for classroom/child/self management"

"10 Minute Critical Thinking Activities for English" by Deborah Eaton - Walch 1998

- "Excellent book filled with riddles, games, and ice breaker activities. Perfect to fill in for a few minutes at the beginning or end of class. Great for grades 4 to 8."

"Positive Discipline in the Classroom" by J. Nelsen, L. Lott, H. Glenn - Three Rivers Press

- "...The components of Positive Discipline provide beginning teachers (and veterans) with a framework for creating caring environments in which children share in the problem-solving and decision-making process. It is a guide for classroom management. It provides students with the skills necessary to solve conflict, both in and out of the classroom - developing mutual respect, cooperation, and responsibility in their classroom."

"Win-Win Discipline" by Spencer Kagan, Patricia Kyle, and Sally Scott

- "Helps me perfect my classroom management skills and become more aware of how to recognize and defuse problems before they escalate."

"Setting Limits in the Classroom" by Robert J. MacKenzie - Three Rivers Press

- "How to deal with different situations and disruptions and eliminate power struggles."



Professional Development Opportunity for Occasional Teachers

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

Two Workshops

Wednesday, October 24, 2007

4:30 – 7:30 p.m.

Best Western Lamplighter Inn

Dinner and Door Prizes Included!



Shannon Thunderbird

First Nations Performer

Presenting

Great Circle of Life Drumming Workshop

Stories, songs and drum rhythms are combined in this lively and truly interactive, entertaining learning experience as participants fly with Eagle and sing with Orca

And



Mike Ford

2006 Juno Award Nominee

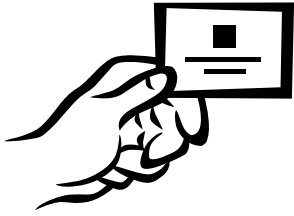
Presenting

Great Canadian Song Book

Mike's lively and interactive manner engages his audience to reflect upon Canada's historical landscape while listening to shanties, ballads, marches, satirical verse and protest songs. Mike uses these musical conventions and styles to illustrate the dynamic events, political climate and personalities identified by the Canadian studies curriculum.

***Participants get dinner, both workshops
and chances at door prizes!***

RSVP by October 19, 2007 to 519-641-3936 or etfotvot@gmail.com



MARKETING MYSELF AS AN OT THROUGHOUT THE TVDSB

By Michelle Sharpe, Secretary 2006 -2007

To ensure that one continues to receive previously booked phone calls to teach in our Thames Valley District School Board, the Occasional Teacher needs to market him/herself regularly. The best way to effectively market any service or product is via word-of-mouth. According to executives and sales people that I know, the next best way to market yourself is to pass out business cards upon meeting potential clientele.

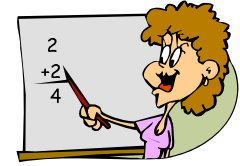
When in situations where I know I will be meeting potential clientele (teachers potentially in need of an OT), I ensure that my business card holder is 'stocked up'. I strongly believe that having a professionally finished business card shows that you are serious about your career. Moreover, since you would have taken the time to create a personal card, precisely detailing your credentials, there is less need for you and your potential client (regular full or part time teacher) to have banter as to what you can do for him/her. Your potential client should be able to quickly and easily see your name, what you are qualified or willing to teach, how to contact you, and perhaps some other special "tidbit" of information (a unique, outstanding quality about yourself) on your personal business card.

K.I.S.S. is my motto (Keep It Simple Silly). If one is wishing to market him/herself quickly in a room filled with potential clients (contract teachers at some type of teacher event such as a PD workshop) and/or if one feels that a potential client is in a hurry, s/he can feel more at ease politely introducing him/herself knowing his/her personal card is 'on-hand'. The personal business card itself will list his/her qualifications/certifications/willingness to teach a particular subject and/or grade level. I highly recommend professional business cards. There are many local businesses that supply professional quality business cards at reasonable cost. To create my professionally polished business teaching cards, I use an on-line printer. Prices vary depending on whether you order from a U.S.-based company, or a Canadian supplier. You must of course pay for the shipping & handling. When choosing the company to publish your professional cards, I advise that you carefully consider quality, quantity and pricing.

As previously mentioned, word-of-mouth is an excellent method of marketing a service/product. After an OT has been able to 'get in' to a school and prove him/herself as a competent teacher in charge of students, his/her abilities and skills speak for themselves. Teachers pass on names of great OTs to other teachers. Continue to market yourself throughout the school year by strategically placing your business card with your 'note-of-the-day' on the desk of the teacher you replace, into the hands of potential clientele, and on the bulletin boards of staff rooms and/or other areas when acceptable (always ask for permission from the school administration). Furthermore, ensure that you take your cards into the staff room at recess/lunch to have them handy when a contract teacher asks you for it. Since professional OT business cards are a rather popular item these days, make yours "stand out"!

Personally, I use the K.I.S.S. approach on a daily basis and it can work. The bottom line is, when one is marketing him/herself, s/he needs to be concise and precise. Good luck to all in your search for Daily and/or Long-term Occasional Teacher work!

SELF-DIRECTED PROFESSIONAL DEVELOPMENT



SMART Board Technology:

This innovative technology has made significant inroads into Thames Valley elementary schools. SMART Board training was the most sought-after of the workshop offerings on the February 23rd Designated PA Day for Occasional Teachers.

What can you do if you missed that training opportunity?

Check out SMART Technologies website at www.smarttech.com for on-line interactive 30- to 45-minute training sessions and a quick, no-cost overview of the basics of working with SMART products.

Other Websites to check out:

www.elearningontario.ca

- Ministry of Education resource bank and e-learning courses for participating school boards

www.eworkshop.on.ca

- FREE, self-paced professional development for K to 6 teachers
- Over 40 e-learning modules and websites in both languages

www.ecoo.org

- Educational Computing Organization of Ontario - The Educational Computing Organization of Ontario exists to share and disseminate information and to advocate and promote the effective use of computers and associated technologies in the education process.
- ECOOs fall conference will be held November 7 – 9, 2007 at the Delta Meadowvale Conference Centre in Mississauga. Early Bird online registration for the November 2007 ECOO Conference 'Citizenship in the Digital Age' begins on June 8th 2007.

ETFO Thames Valley Occasional Teachers' Local 2007 – 2008 Executive

As elected at the May 17, 2007 Annual General Meeting:

President and Chief Negotiator

1st Vice President

2nd Vice President

Treasurer

Secretary

Executives at Large:

Terry Card

Nancy Miller

Nancy Springer

Lorna Wilson

Donna Daugavietis

Sharron Colter

David Griffith

Carrie Heiter

Michelle Sharpe

Your Paycheque

by Lorna Wilson, Treasurer 2006 -2007



Each pay day, you should check your pay on line at www.tvdsb.on.ca
(Also check your bank account to make sure your pay has been deposited. You can do this at the bank, or on line. Ask your bank to set up on line access for you.)

Go to the **Employee Portal**. Enter your login and password. Click on **View My Pay History**. Select a pay date and click **Submit**. Your pay statement will appear showing how much you earned for a 2 week period and the deductions taken from your pay. Click on **View Time Sheet Details**. Check to make sure that you have been paid for all the days you have worked. Click on **Print Time Sheet Details** for future reference for EI or OTPP. File your Time Sheet Details in a safe place. Keep your own log of days worked – Job Number, Date, Location, Teacher, Grade, etc. Each pay day, compare your log to the Time Sheet Details.

Check these deductions on your pay statement:

- **EI - Employment Insurance** - Everyone pays this.
- **CPP - Canada Pension Plan** - Everyone pays this **EXCEPT** those people who are 60 years or older and have applied for CPP. Go to the website and find out how you can apply for CPP or call your local office. If you begin receiving CPP, you will have to provide payroll with a copy of your statement from CPP indicating that you are receiving this benefit (in order that payroll can stop deducting CPP from your pay).
- **OTPP - Ontario Teachers' Pension Plan** - Every teacher pays **into** the OTPP **unless** you are receiving a pension. In other words, if you have retired and are receiving money from OTPP, you will not pay into OTPP. (This changes when you have exceeded the allowable teaching days. See "Teaching after Retirement" on the OTPP website.)
If you have taken the commuted value of your pension, and therefore are not receiving a monthly pension from OTPP, you **MUST** pay into OTPP.
- **Federal and Provincial Tax** - Everyone has tax deducted from earned income.
- **Elementary Teachers' Federation of Ontario Dues** - every elementary Teacher pays this.
- **Thames Valley Occasional Teachers' Local Levy** – all T.V. elementary Occasional Teacher pay.

It is your responsibility to review your pay and report any errors to the Payroll department.

Some telephone numbers and web sites you may need:

TVDSB Payroll Helpline	519-452-2521	www.tvdsb.on.ca
Ontario Teachers Pension Plan	1-416-668-0105	www.otpp.on.ca
Canada Pension Plan Old Age Security Employment Insurance Human Resources Canada	London 519-645-5944 Woodstock 519-421-7225 St. Thomas 519-631-5470 Tillsonburg 519-842-9008	www.hrsdc.gc.ca
ETFO Dues & Local Levy Dues	Terry Card, President, Thames Valley Occasional Teachers Local 519 641-3936	etfotvot@gmail.com
Taxes - Canada Revenue Agency	1-800-267-6999	www.cra-arc.gc.ca

Teaching Roles Within Your Board: Are You Protected?

Under the *Education Act*, teachers become members of ETFO bargaining units when they teach in English language public schools in the province. The Federation has the right, and the obligation, to represent all teachers in the bargaining unit with respect to their terms and conditions of employment.

It is extremely important for ETFO members to ensure that they respect the terms and conditions set out in the collective agreement when they are asked to take on unique or unusual teaching roles for school Boards.

ETFO provides an umbrella of protective services to members when they are performing their teaching duties. Such services include collective bargaining representation, grievances and grievance arbitration, employment related advice, professional development and legal representation at the College of Teachers and in CAS and criminal matters where necessary.

ETFO has established criteria for assessing when advice and legal support will be provided to members. The key criterion in assessing whether or not ETFO legal support will be provided is whether or not the event in question is connected to the member's performance of his or her duties as a public school teacher.

For more information, see the complete article at www.etfo.ca > Professional Relations > PRS Matters > Teaching Roles Within Your Board: Are You Protected?

PRS
Matters



CONGRATULATIONS MAXINE HOWLETT,
*Successful bidder for Two Return Tickets to any
WestJet destination in Canada!*

Keep Saving Your Popcan Tabs!

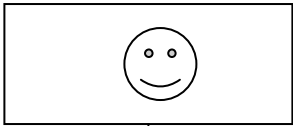


Popcan tabs have just purchased a special stroller for Tyler and will soon be helping the 25th child in need of "wheels"! Thank you everyone for continuing to save popcan tabs over the summer. Drop them off at Thames Valley schools in the fall so the 25th child may receive this much needed help. — Aurilla Ripley

TVARRIS Priority Lists

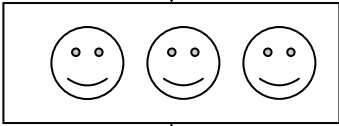
Priority Lists are used to determine the order in which TVARRIS will contact OTs

1. Specified Substitute



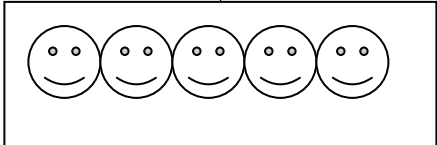
A specified substitute is the first choice indicated by the Employee or Administrator that TVARRIS should call.

2. Priority List (Subject Match)



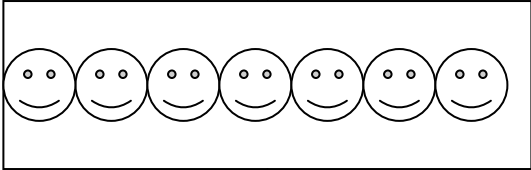
The Priority List contains substitutes identified by the school Administrator as being preferred for a particular subject.

3. Preferred List (General)

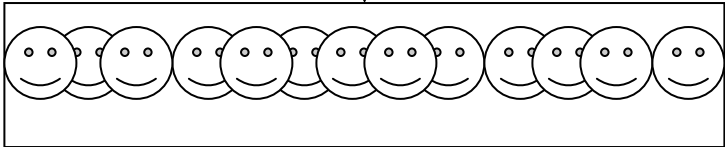


The Preferred List contains substitutes identified by the school Administrator as being preferred and is suitable for any subject.

4. Qualified List (Subject and Area Match)



The Qualified List is generated by TVARRIS and contains substitutes whose qualifications match the Job and have indicated they will work in the area.



5. General List (Area Match)

The General List is generated by TVARRIS and contains any substitute who has indicated they will work in the area.

In support of



the *Stephen Lewis*
FOUNDATION

Easing the pain of HIV/AIDS in Africa

An evening with

STEPHEN LEWIS

Wednesday, October 17, 2007

Hellenic Community Centre
133 Southdale Road West, London

6:00 PM – Dinner

7:30 PM – Stephen Lewis



ETFO Thames Valley Occasional Teacher Members \$35.00

Non-members \$45.00

(Local has subsidized cost of these tickets)

Contact ETFO Thames Valley Occasional Teachers' Local

519-641-3936 / etfotvot@gmail.com

Only a limited supply of tickets for our Local so order early!

- A Professional Development Event of the ETFO Thames Valley Local -

Of note for LTOs -

If you were paid at the A1/ daily rate for this year's long-term assignment(s), you may be eligible for a salary adjustment that reflects your qualifications. To qualify, you must provide the Board with a QECO/ Qualifications Rating Statement and any supporting documents prior to July 31st.

Follow the instructions at www.qeco.on.ca or call QECO at 1-800-385-1030 and request an application form to obtain your QECO rating statement. Submit the results before the July deadline to Teresa Stoye of Human Resource Services at the Thames Valley District School Board (519-452-2000X 20272 or t.stoye@tvdsb.on.ca). Notify her if your QECO application has been submitted but will not be finalized by the July due date.

This process can take several weeks so keep all documentation.