

The Supply Line

Volume VI, Issue 1

Fall, 2003

President's Notes

It has been an exhilarating autumn. After an exhausting campaign, Teachers can celebrate the election of a provincial government that promises a more teacher-friendly agenda. We are hopeful that the Liberals will act quickly to repeal the Professional Learning Program (PLP) that mandates teacher recertification, and that they will move to make the Ontario College of Teachers self-governing.

One year ago, your Collective Bargaining team held a meeting to discuss and ratify a preliminary submission for negotiations. We can now announce that on November 26 we will meet with you again to discuss and ratify the tentative settlement that the team negotiated on October 31st.

Finally, our members can celebrate the Local's success in finding an office. We hope to move at month's end and look forward to hosting an Open House when we are settled.

It promises to be an exciting year and we invite you to participate to the fullest in these opportunities paid for by your dues.

Terry Card

Early Dismissal Days

If you are called to work for a full day on an Early Dismissal Day, you will be paid for the day. If you are called for a half day, then that is what you will be paid. If you work past a half day, your time will be pro-rated to reflect the extra teaching time.

Upcoming Local Events for Members:

- Tues., November 4/03- Gen. Meeting
- Thurs., December 4/03 - Charity Silent Auction at Idlewyld Inn 4:30 pm
- Thurs., January 29/04 - PD workshop
- Wed., February 25/04 - PD workshop
- Thurs., April 22/04- PD workshop
- Thurs., May 27/04 - Annual Meeting; PD

Executive Meetings: members welcome to attend. Call Local Office for details.

- Thurs., January 15/04
- Thurs., February 12/04
- Thurs., March 11/04
- Thurs., April 8/04
- Thurs., May 13/04
- Thurs., June 10/04

and still we rise . . .



Leadership training and personal growth for women.
Toronto, Feb. 11-14, 2004
Fee \$50-all other costs paid.
Further details- www.etfo.ca
(Register by Nov. 14, 2003)



Survive and Thrive -

A free virtual conference designed for teachers in their first five years but available to all. Register at www.etfo.ca.

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 acted and you will be connected immediately.**

cont



The Daily Rate for Occasional Teachers effective September 2003 is \$ 179.46.
 (shown on pay as \$ 172.56 with 4% vacation pay added on separate line)



Salary Grid for Long-term Occasional Teachers
 (must have QECO rating on file with Board to qualify)

Chart A -Includes 4% Vacation Pay

Chart B - Reflects pay stub with 4% on separate line

YearsEx- perience	Category A	Category A1	Category A2	Category A3	Category A4	YearsEx- perience	Category A	Category A1	Category A2	Category A3	Category A
0	167.57	179.46	187.41	201.40	214.56	0	161.13	172.56	180.20	193.66	206.31
1	175.75	190.13	200.44	215.82	229.73	1	168.99	182.82	192.73	207.52	220.90
2	186.92	202.66	214.03	230.06	244.88	2	179.73	194.87	205.79	221.21	235.46
3	198.21	215.71	227.48	244.89	260.74	3	190.58	207.41	218.74	235.47	250.71
4	210.30	228.51	241.06	260.56	278.12	4	202.21	219.72	231.79	250.54	267.43
5	220.69	241.42	254.40	276.25	295.51	5	212.20	232.13	244.61	265.62	284.14
6	231.80	254.21	267.92	291.91	312.91	6	222.89	244.43	257.61	280.66	300.88
7	250.38	267.20	281.37	307.59	330.29	7	240.75	256.92	270.55	295.78	317.59
8	262.31	280.06	294.84	323.26	347.66	8	252.22	269.29	283.50	310.83	334.29
9	275.02	293.03	308.36	338.94	365.06	9	264.44	281.76	296.50	325.91	351.02
10	287.72	313.12	321.81	365.45	386.94	10	276.66	301.08	309.43	351.39	372.06

2003 - 2004 Executive

President and Chief Negotiator Terry Card
 439-2508
 tjcard@email.com

1st Vice President Jacqueline Kobayashi
 451-7245

2nd Vice President Nancy Springer
 453-5219

Secretary Nancy Miller
 675-0233

Treasurer Sharon Pinylo
 633-3998

Communications Michelle Sharpe
 641-8772

Past President Ken Beckett
 672-2414

Teacher Local Liaison Lorna Wilson
 474-3150

Contacts to Note

Local OT Office: 439-2508
www.etfotvots.com

Thames Valley School Board:
www.tvdsb.on.ca

TVDSB LTOs: 452-2970

Emp. Portal: www.tvdsb.on.ca

New hire: www.applytoteach.ca

ETFO Provincial: www.etfo.ca
 1-888-838-3836

QECO: www.qeco.on.ca or
 1-800-385-1030

Teachers Pension Plan Board:
www.otpp.com
 1-800-668-0105

Ontario College of Teachers:
www.oct.on.ca
 1-888-534-2222

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.

(No applications will be accepted before December 1, 2003 while we move to new offices.)

Send us the form below, the original bill and a stamped self-addressed envelope to:

P.D. Rebate
ETFO Thames Valley Occasional Teachers' Local
Unit 9, 521 Nottinghill Road
London, Ontario
N6K 4L4

Cheques will be mailed within 6 weeks -

NAME: _____

ADDRESS: _____

_____ TELEPHONE: _____

TITLE OF BOOK: _____

AUTHOR: _____

PUBLISHER: _____

How this publication is helpful to Occasional Teachers: _____

ETFO Professional Relations Services - What We Do

ETFO staff in Professional Relations Services is available to provide information, advice, support and intervention for members who are experiencing professional difficulties that are not covered by the provisions of the collective agreement.

This service is confidential, and no action will be taken by PRS staff without the member's permission. Neither the member's name nor any details of a call are revealed to anyone without the permission of the member. Local presidents and workplace stewards are encouraged to contact PRS at the provincial office when assistance is needed to advise and support members. PRS staff will advise members of their rights and responsibilities in matters such as:

- College of Teachers complaints
- competence and performance appraisals
- criminal allegations that are related to employment responsibilities
- difficulties with students, staff, parents, administration
- disciplinary action
- employment insurance, maternity and parental leaves
- ethics and professionalism
- harassment, sexual discrimination (racial, sexual orientation, etc.)
- human rights issues
- negligence
- resignation and termination
- long term disability, stress and sick leave
- Workplace Safety and Insurance Board
- other work related issues

PRS Matters

ETFO keeps members informed on important legal and professional issues impacting educators in today's challenging climate through its new bulletin ***PRS Matters***.

Publications and Workshops

PRS staff provide ongoing assistance to local presidents, workshops for stewards, and other professional development opportunities for members. The prevention of professional difficulties is a major objective of ETFO. With this objective in mind PRS staff publishes articles in regular ETFO publications such as the ETFO Voice and ETFO Link.

Our two most recent publications (and available at shopETFO) are:

Parent-Teacher Relationships - Putting the Pieces Together

This resource book provides information on a variety of topics and issues related to teachers' interactions with parents, including: establishing positive relationships; managing conflict; harassment; defamation; complaints to administration and/or the College of Teachers and allegations of assault and abuse.

After the Chalk Dust Settles

This book looks at how teachers can reduce stress and achieve wellness by learning strategies to:

- cope with change
- increase personal well-being
- establish a balance between work and home
- manage conflict more effectively
- communicate better
- promote positive attitude
- maintain professionalism



PRS - Just a Call Away 1-888-838-3836(toll-free)

ETFO AWARDS PROGRAM 2003-2004

These special honours and awards are administered by the Awards Committee on behalf of ETFO and its members. **OTs are eligible.** Application forms are available from the Local.

(WP - Women's Only Program)

AWARD	Dec. 1/03	Feb. 1/04	Apr. 30/04
Anti Bias Curriculum Development Award	X		
Aboriginal Women in Education (WP)			X
Anti-Racist Scholarship			X
Doctoral Scholarship			X
Doctoral Scholarship (WP)			X
Educational Support/Professional Support person of the year		X	
Bursaries (WP):disabled, visible minority, aboriginal persons			X
Bursaries: sons and daughters of ETFO members			X
Bursaries: disabled, visible minority, aboriginal persons			X
ETFO Local website of the year		X	
Honorary Life Membership		X	
Humanitarian Award for ETFO Member		X	
Humanitarian Award for non-ETFO Member		X	
Innovative projects on behalf of children living in poverty		X	
Local Leadership Award		X	
Master's Scholarship			X
Master's Scholarship (WP)			X
Multi-media Award	X		
Multi-media Award (WP)	X		
Newsletter Editor's Award		X	
Occasional Teacher of the Year Award		X	
Outstanding Bus Driver Award		X	
Outstanding Role Model for Women (WP)		X	
Rainbow Visions Award (non-ETFO member)	X		
Special Projects in Science and Technology (WP)	X		
Social Activism on behalf of Women and Children (WP)		X	
Women's Studies Scholarship			X
Writer's Award	X		
Writer's Award (WP)	X		

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 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 but 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; 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; 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:** 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.



CONTEST for a Terrific P.D. OPPORTUNITY

WIN the opportunity to attend the Signature Workshop Series on Member Protection being offered cooperatively by the Occasional Teacher Locals of Halton and Hamilton-Wentworth on Friday, December 5, 2003 (PA Day) at the Royal Botanical Gardens in Hamilton. We will pay the registration fee of \$35 per person to five winners drawn by lot. A luncheon will be provided.

Participants will have a choice of two of the following workshops:

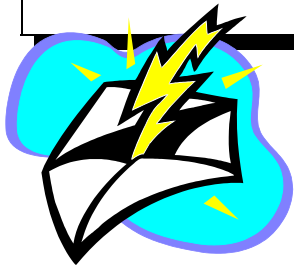
- 1) CAS Allegations: Preventative Strategies
- 2) The Duty to Report / Emerging Issues
- 3) Must Knows about the Ontario College of Teachers
- 3) Stress Management
- 5) Pensions, Taxes & Financial Issues in Teaching
- 6) The Ontario Labour Relations Act and Collective Agreements:

Your Rights and Responsibilities

Keynote speaker is well-known humourist, satirist and Toronto Star journalist, Linwood Barclay.

Call 439-2508 and clearly leave your name and telephone number.

Draw will be held Friday, November 21, 2003 and five winners will be notified later that day.



**Your Frequently
Asked
Questions -**

Dear Terry:

*Sometimes I receive a
TVARRIS call after the
assignment has begun.
Can I still take the job?*

- Prudence

Dear Prudence:

You may certainly accept the assignment and you will be paid for the full job. As a courtesy, contact the school, tell them that you have just received the call and let them know when to expect you.

Terry

Dear Terry:

What if I am ill on a day when I have pre-booked an assignment? - Greengill

Dear Greengill:

Cancel the job on TVARRIS as early as possible, day or night, and as a courtesy, call the school and let them know you are unable to work; you may have to leave a message on their answering machine.

Terry

Dear Terry:

Should I get a QECO rating even if I am not currently in an LTO? - Hope

Dear Hope:

Yes. The process takes several weeks so go to www.qeco.on.ca for the appropriate form. Your TVDSB pay stub proves employment.

Terry

ELEMENTARY TEACHERS' FEDERATION OF ONTARIO
THAMES VALLEY OCCASIONAL TEACHERS' LOCAL
COLLECTIVE BARGAINING BULLETIN

November 3, 2003

A tentative Collective Agreement settlement was reached with the Board on Thursday, October 30, 2003. The Takeover Team recommends that the settlement be accepted by the members in a vote to be held at the Best Western Lamplighter Inn, 591 Wellington Road South in London (519-681-7151) on Wednesday, November 26, 2003 at 4:30 pm. All Occasional Teacher members are requested to attend this meeting.

NOTICE

MEMBERSHIP MEETING TO DISCUSS AND RATIFY A TENTATIVE
CONTRACT SETTLEMENT

BEST WESTERN LAMPLIGHTER INN
591 WELLINGTON ROAD SOUTH
LONDON

WEDNESDAY, NOVEMBER 26, 2003
4:30 PM

Sandwiches and drinks provided
RSVP to attend
439-2508

ALL MEMBERS REQUESTED TO ATTEND
MEMBERS MUST BE PRESENT TO VOTE

Emily Noble
Provincial President
Chair, Provincial Takeover Team
1-888-838-3836
416-962-3836

Dave Kendall
Provincial Chief Negotiator
1-888-838-3836
416-962-3836

Terry Card
Local President
Local Chief Negotiator
519-439-2508

ETFO THAMES VALLEY OCCASIONAL TEACHERS' LOCAL

An Invitation

to our

Charity Silent Auction

and

Holiday Celebration

in support of

Children's Safety Village of London Area
Merrymount Children's Centre
Participation House Foundation - Project Hope

Thursday, December 4, 2003

4:30 pm - 7:30 pm

The Idlewyld Inn
36 Grand Ave., London

Hor d'Oeuvres and Cash Bar
Admission \$5.00

RSVP by December 1, 2003

439-2508



