



The Supply Line

ETFO Thames Valley Occasional Teachers' Local

Volume IX, Issue 2

October 2006

President's Notes:

Our List has a new composition this year. Many of our members now have part-time permanent teaching contracts and the return to post-retirement restrictions led some to leave. Because we were unable to fill all vacancies last year and in response to the noted changes, the Board has hired several hundred new Occasional Teachers.

Recent statistics show that approximately 80 % of new graduates from Ontario's Faculties of Education, will enter the teaching profession as Occasional Teachers and remain in our ranks for several years before gaining permanent contracts. The rest did not necessarily get permanent jobs.

Let me urge both seasoned and new members, to take advantage of your membership. Borrow a resource from our library; attend a PD session (140 members enjoyed our October 10th event) or come to the Fall Meeting to meet some of your peers.

We believe that Occasional Teaching does not have to be an isolating experience.

Terry Card

Charity Silent Auction

Our Silent Auction is your annual Holiday party. For five dollars, mingle in a festive atmosphere, enjoy the canapés and listen to the jazz ensemble. Patrons donate goods / services and bidders write their bids on each item's bid sheet. Last year we offered items such as oil changes, plane rides, flowers, wine, accommodations at the Lamplighter Inn, and the Sheraton Four Points, massages, pedicures, books, videos, theatre and London Knights tickets, lunch with the Director and a many other items.

Mark November 29 on your calendar and join in a fun evening for a good cause.

Municipal Elections

You may be unaware that your OT Local belongs to the Thames Valley Union Council, an affiliation of TVDSB labour groups which includes the ETFO Teachers, OSSTF District 11 and CUPE 4222. Together, we are committed to a meaningful partnership in public education that includes teachers, educational support workers, students and parents. We have a special responsibility and an active interest in the Municipal Elections to be held Monday, November 13, 2006. As members, we have an opportunity enjoyed by a very few: we can elect our employer – trustees who will vote on our next collective agreements and determine our working conditions and the learning conditions of the students we teach and support.

Along with our Union Council colleagues, we encourage you to consider voting for these recommended candidates, supporters of a strong system of public education:

London Wards 2, 3, 4, 5, 6 –
Peter Jaffe; Peggy Sattler
London Wards 1, 11, 12, 14 –
Sarah Ruttan, Ruth Tisdale
London Wards 7, 8, 9, 10, 13 –
Corinna Morrison, Kathryn Wilkins
Middlesex County –
Barry Wolfe
Elgin County –
Frank Exley
Oxford County –
Bill McKinnon

“Together we are stronger”



Occasional Teacher Performance Appraisal /Evaluation

The current Collective Agreement (Article 5.05) states that an Occasional Teacher request an Evaluation Report if they have taught ten (10) or more days at the site. Article 17.03 states that the Board will pay the single board application fee for Apply To Teach when a current evaluation report has been submitted. An Evaluation Report is also of benefit when an OT applies for LTO postings.

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 expectations and 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. The following are those “descriptors”:

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.



Fall General Meeting



November 1, 2006

Sunningdale Golf and Country Club
465 Sunningdale Road, West, London

Dinner and Door Prizes Included!
Provincial V.P. Barb Burkett to attend

RSVP contact @etfotvots.com / 519-641-3936 by October 27, 2006

Please note: there is no charge for members but 24 hours notice is required to cancel your spot or you will be charged for the cost of the meal.

Notice of Executive Motion: That the Local's Policy and Procedures be amended to include – The Local will pay to the president a sum equal to 20 days release at the daily Occasional Teacher rate as a responsibility allowance. The Local will ensure that appropriate deductions are made and submitted. (Rationale: Provincial Executive recommendation - May 2001)



Directions –
Sunningdale's Club House is on the north side of Sunningdale Road (north of Fanshawe Road) between Richmond Street (Hwy 4) and Wonderland Road.



ETFO AWARDS PROGRAM 2006 – 2007

These special honours and awards are administered by the Awards Committee on behalf of ETFO and its members. **OTs are eligible and have equal access to the awards.** Application forms are available at - www.etfo.ca directly from the home page under “Quick Links” (WP = Women’s Program)

AWARD	Dec. 1/06	Feb. 1/07	Apr. 30/07
Anti Bias Curriculum Development Award	X		
Aboriginal Women in Education (WP)			X
Arts and Culture	X		
Bev Saskoley Anti-Racist Scholarship			X
Children's Literature Award			X
Curriculum Development and Curriculum Development Award (WP)	X		
Doctoral Scholarship and 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 entering Fac. of Education			X
Bursaries: disabled, visible minority, aboriginal persons			X
ETFO Local website of the year		X	
Honorary Life Membership		X	
Humanitarian Award for ETFO Member and for non-ETFO Member		X	
Innovative projects on behalf of children living in poverty		X	
Local Leadership Award		X	
Master's Scholarship and Master's Scholarship (WP)			X
Multi-media Award and Multi-media Award (WP)	X		
Newsletter Editor's Award		X	
Occasional Teacher of the Year Award		X	
Outstanding Role Model for Women (WP)		X	
Rainbow Visions Award for ETFO member or non-member	X		
Science and Technology Award (WP)	X		
Women's Studies Scholarship			X
Writer's Award and Writer's Award (WP)	X		



Attention: All Occasional Teachers

The Ministry of Education, Teaching Policy and Standards Branch, has requested that Occasional Teachers complete an online Ministry survey regarding their professional development (PD) requirements.

The goal of the study is to determine the types of PD activities in which both long-term and daily Occasional Teachers are currently involved, and to determine what types of PD are essential for future skill development.

While the Ministry is particularly interested in receiving responses from teachers in LTOs, ETFO encourages all Occasional Teachers to participate in this survey as soon as possible.

Access the survey at <http://www.surveymonkey.com/s.asp?u=714032312880>.

It takes about 10 minutes to complete. Thank you for participating in this important survey!

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



ETFO's NEW MEMBER WELCOME PROGRAM

A Workshop for Members in Their First Three Years

**Presenters to include ETFO Vice President Barbara
Burkett**

Tuesday, November 7, 2006 4:30 to 7:30 p.m.

**Best Western Lamplighter Inn
591 Wellington Road
London, Ontario**



***RSVP contact@etfotvots.com / 519-641-3936
by noon - November 3, 2006***

Dinner and Door Prizes - no cost

As part of the program ETFO will provide New Member Kits which include:

- The 2006-2007 edition of "Welcome to ETFO"

- Booklet of “tip” sheets designed to help new members in their hectic first years
- **“So You’re a New Teacher, Be in the Know”**
- ETFO legal assistance wallet card
- ETFO publications
- Copy of Local Collective Agreement

Revised List

NUTRITIONAL BALANCED DAY SCHOOLS

31 schools participating



The Thames Valley District School Board has provided an updated list of participating schools. Be aware of these schools when accepting half day assignments as the mid-day break times often differ from non-balanced day schools.

A. E. Duffield	Start 9:00 (10:42 - 11:27) (1:03 - 1:48) stop 3:30
Aberdeen	Start 9:00 (10:40-11:25) (1:05 -1:50) stop 3:30
Adelaide	Start 9:00 (10:45 -11:30) (1:05-1:55) stop 3:35
Biddulph	Start 8:50 (10:15-10:55) (12:55-1:35) stop 3:10
Caradoc N	Start 9:10 (10:50-11:35) (1:15-2:00) stop 3:40
Caradoc S	Start 9:00 (10:40-11:20) (1:00-1:40) stop 3:20
Carrothers-	Start 9:00 (10:40-11:20) (1:00 -1:40) stop 3:20
Central Public	Start 9:00 (10:42-11:32) (1:08-1:48) stop 3:30
Colborne	Start 9:00 (10:30-11:15) (1:15-2:00) stop 3:30
Eagle Heights	Start 9:10 (10:52-11:42) (1:18-1:58) stop 3:40
Ealing	Start 9:00 (10:40-11:25) (1:05-1:50) stop 3:30
Eastdale-	Start 9:00 (10:50-11:40) (1:20-2:00) stop 3:30
East Williams	Start 9:00 (10:40-11:25) (1:05-1:50) stop 3:30
Fairmont-	Start 9:00 (10:53-11:38) (1:26-2:11) stop 3:35
F.D. Roosevelt	Start 9:05 (10:45-11:25) (1:05-1:55) stop 3:35
Huron Heights	Start 8:10 (9:50-10:35) (12:15-1:00) stop 2:40
Innerkip	Start 9:05 (10:47-11:32) (1:08-1:53) stop 3:35
J.P. Robarts	Start 9:00 (10:40-11:20) (1:00-1:40) stop 3:20
<u>J/P. Robarts</u>	<u>Note JK/SK not participating in this program</u>
Kensal	Start 8:15 (9:55-10:40) (12:20-1:05) stop 2:45
Knollwood	Start 9:00 (10:40-11:25) (1:05-1:50) stop 3:30
Lord Nelson	Start 9:00 (10:40-11:20) (1:00-1:40) stop 3:30
<u>Lord Nelson</u>	<u>Note: JK/SK not participating in this program.</u>
Lucan	Start 9:00 (10:40-11:25) (1:05-1:50) stop 3:30
McEachren	Start 9:00 (10:42-11:32) (1:08-1:53) stop 3:35
McGillvray	Start 9:00 (10:40-11:25) (1:05-1:50) stop 3:30
Northdale Central	Start 8:55 (10:35-11:20) (1:00-1:45) stop 3:25
Parkhill	Start 9:00 (10:40-11:25) (1:05-1:50) stop 3:30
Prince Andrew	Start 9:00 (10:40-11:25) (1:05-1:50) stop 3:30
Pr. Elizabeth Lon	Start 9:00 (11:00-11:45) (1:05-1:50) stop 3:30
Tweedsmuir	Start 9:05 (10:41-11:31) (1:19-1:59) stop 3:35
Valleyview	Start 9:06 (10:37 -11:17) (12:53-1:43) stop 3:25
Wellington	Start 9:00 (10:50-11:35) (1:15-2:00) stop 3:30

*Note: 17 new schools participating as of September 2006
*Forest Park no longer participating.

Deadline May 31, 2007



A TERRIFIC P.D. OPPORTUNITY
For a \$25 Book Rebate

Purchase a professional book related to your professional needs and receive a rebate of up to \$25 / per member per school year.

Shop at your favourite bookstore or - Check out ShopETFO at www.etfo.ca

- Submit -
- 1) the form below
 - 2) the original bill
 - 3) a stamped self-addressed envelope

To - PD Rebate Request
ETFO Thames Valley Occasional Teachers' Local
521 Nottinghill Road, Suite 9
London, Ontario N6K 4L4

Cheques will be mailed within 4 weeks. Limit of one claim per school year for each member. We will list your current professional readings for our members.

NAME: _____

ADDRESS: _____

TELEPHONE: _____

TITLE OF BOOK: _____

AUTHOR: _____

PUBLISHER: _____

How this publication will be helpful to Occasional Teachers: _____

WORKPLACE PROFESSIONALISM

ETFO outlines ten important points to maintain your professionalism in the workplace. Be aware of:

1. **Punctuality**
2. **Professional Attire**
3. **Familiarity with Board Policies**
4. **Familiarity with Classroom Routines and Policies**
5. **Role Modeling for Students (Speech and Attentiveness)**
6. **Establishing a Rapport**
7. **Verbal and Written Communication**
8. **Flexibility**
9. **Professional Ethics**
10. **Respect**

For more information, see the ETFO website at www.etfo.ca - Click on "Occasional Teachers"

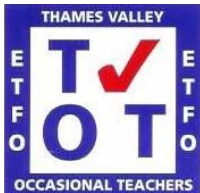
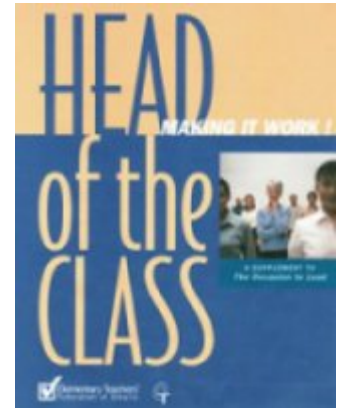
The following document is available free of charge from the ETFO website at www.etfo.ca -

Head Of The Class: A Supplement of *The Occasion to Lead*

Classroom management and respectful relationships form the foundation of a successful teaching experience. This section of *The Occasion to Lead* provides occasional teachers with suggestions and strategies to handle teaching assignments with confidence.

The topics covered include:

- successful classroom management,
- creating a positive environment,
- effective discipline,
- learning styles,
- In-A-Jiffy learning opportunities,
- emergency lesson plans and activities,
- media activities,
- activities involving bubbles,
- physical education activities,
- French activities,
- the power of music,
- primary/junior FSL activities, and
- French instruction Internet sites.



ETFO THAMES VALLEY OCCASIONAL TEACHERS' LOCAL

An Invitation
to our 4th annual
Charity Silent Auction
and
Holiday Celebration
in support of –

- Participation House Foundation – Project Hope-
An organization providing therapeutic, educational and social support for high needs young adults living at home
- The WrapAround Initiative-
An initiative linking individuals and families to appropriate services and encouraging them to make connections within their community

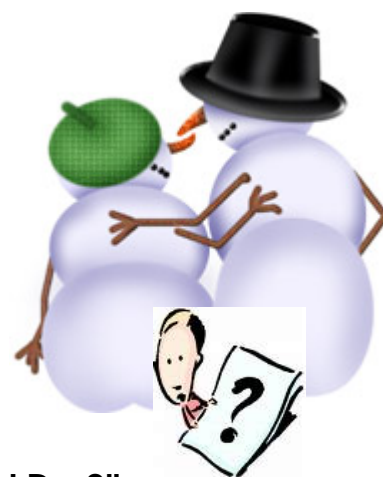
- **Madame Vanier Children's Services-**
A non-profit organization that provides a broad range of services to help vulnerable children overcome serious emotional and behavioural problems

Wednesday, November 29, 2006

4:30 pm – 7:30 pm

Windermere Manor - 200 Collip Circle, London
(Windermere Road west of Richmond Street)

Admission \$5.00: Includes appetizers
Jazz by Ken Varley Duo
Cash Bar
100% of all funds go to the charities



FAQ's.....

Early Dismissal – “How much will I be paid for an Early Dismissal Day?”

No assignment will be paid less than a half day (0.5). A teaching day is 300 minutes so time worked beyond 150 minutes is paid on a pro-rated basis. For example, if you taught 180 minutes, you would be paid for .6 of a day.

Daily Rate – “What is the daily rate for short -term occasional teaching?”

The daily rate as of September 1, 2006 is **\$192.81** (including Vacation Pay) and is the amount paid for all **daily** occasional teaching, regardless of your placement on the salary grid. The salary grid only takes effect in a long-term occasional teaching assignment, where you will be paid according to your QECO rating and experience credit. An assignment becomes long-term on the tenth consecutive day of teaching as a substitute for the same Teacher in the same assignment and pay is retroactive to the first day of the assignment. You will receive your next raise February 2, 2007.

QECO – “What is QECO?”

The Qualifications Evaluation Council of Ontario is partially funded by your dues to ETFO. It provides an organized, uniform basis on which to evaluate teacher qualifications for salary purposes. The recognition of QECO categories by individual boards is a matter for local negotiation. At this time, all school boards in Ontario recognize QECO evaluations. The Thames Valley District School Board currently recognizes QECO Programme 5. If you are in a long-term occasional position, you must have a QECO evaluation in

order to be paid your grid rate. Otherwise, you will be paid the daily rate which equals Category A 1 - 0 (no years of experience).

Winner of September 2006 Newsletter Collective Agreement Contest

And the winner is.....

Vanessa Piccinin correctly identified the correct article number (8.01 b) in our Collective Agreement which states that:

Effective 2006 September 01, a Long-Term Occasional Teacher in a continuous assignment which extends beyond three (3) months shall be paid an additional \$6.00 per day worked (pro-rated for part-time) in addition to regular salary, in lieu of benefits, commencing the fourth working month and terminating at the end of the continuous assignment. This amount includes vacation pay and statutory holiday pay.

Vanessa's name was randomly selected from the first ten correctly answered emails. Vanessa is the winner of an ETFO Thames Valley Occasional Teachers' Local bookbag, umbrella and clock. Congratulations to Vanessa and thank you to all who participated!