

The Supply Line

Volume III, Issue 2

Winter, 2000 - 2001

President's Notes:

It has been a tumultuous year for Teachers in Ontario as the government has continued to close its grip on education. ETFO Locals are now obliged to contend with fewer autonomous school boards, all under fiscal constraints. Many ETFO Locals are now into their second round of negotiations. Approximately half of our Teacher Locals have ratified contracts. Others have not been as fortunate; twenty-three hundred elementary Teachers in Hamilton - Wentworth were locked out by their Board for almost four weeks before being legislated back to work. Our Local was proud to offer a presence and financial support to their cause. We now wish the Teachers of Toronto and of the District of Keewatin-Patricia success as they pursue their negotiations.

At home we have been occupied implementing our new Collective Agreement. Long-Term Occasional positions are now posted on the **Board website - www.tvdsb.on.ca** and on the **Board posting line - 452-2970**. In November, we worked with the Board to pioneer the process whereby three OTs who submit IETP forms, are interviewed for each new permanent teaching position. A Learning Opportunities Grant and midyear retirements opened up more than thirty new jobs to our members, and many OTs were hired.

Our new **Local website - www.etfotvots.com** provides immediate access for our members, and to the Board, to Provincial ETFO, and to other Locals. We also have now an **Info-**

line - 637-9625 with news items of general interest to the membership. Recent bulletins have dealt with: Professional Development opportunities, elections at the Governing Council of the College of Teachers, candidates for School Trustee and reports regarding contract developments elsewhere in the province. The Info-line is an inexpensive method of delivering information during the period between these newsletters. The message is updated biweekly and we encourage you to use the service often.

I have responded to more than a hundred of your calls and e-mails since July 1. Some of these have been routine matters but a disturbing number stem from more serious allegations. There has been a significant increase in allegations of assault here and throughout the province.

If you are asked by a Principal, the Children's Aid or the Police to discuss an incident or a difficult class etc., call the **Local - 439-2508**. You are entitled to representation by the Federation at any meeting. If you are accused of a criminal offence directly related to your professional duties, call **ETFO Professional Relations Services - 1-888-838-3836** immediately and before making any comment. These are litigious times and I urge you to teach defensively.

My hope is that you had an opportunity to savour the many blessings of the season. I wish you a prosperous, healthy and happy New Year.

Terry Card

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.

2001 ONTARIO COLLEGE OF TEACHERS

membership fees are due before April 15, 2001. The Board does not deduct these fees from OTs or LTOs. You must send a \$90 cheque to:

Ontario College of Teachers
121 Bloor Street East, Sixth Floor
Toronto, Ontario M4W 3M5

Include your Social Insurance Number /College registration number and mark as "2001 fees" to ensure credit. If you will not be teaching again, inform the College that you are "retiring" to avoid being "suspended - nonpayment of fees." Please note that the College \$115 penalty for late payment is additional to the \$ 90 annual fee.

LONG-TERM OCCASIONAL TEACHERS are paid on the Teachers' Salary Grid.

After ten consecutive teaching days for the same Teacher, an Occasional Teacher becomes a Long-Term Occasional Teacher and is paid, effective the tenth day and retroactive to the first day, a per diem rate including vacation pay and statutory holiday pay (Chart A) in accordance with the applicable salary rate for the Elementary Teachers. The salary table is based on years of recognized teaching experience in a publicly funded school and on the QECO rating. Your pay stub shows the 4% added back on a separate line (Chart B). The LTO per diem rate is calculated by dividing the Elementary Teacher annual salary by the 194 days of the school year. You must submit a QECO rating to be eligible.

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

Years Ex-perience	Category A	Category A1	Category A2	Category A3	Category A4
0	150.6	161.3	168.5	181	192.87
1	158	170.9	180.2	194	206.51
2	168	182.2	192.4	206.8	220.12
3	178.2	193.9	204.5	220.1	234.38
4	189	205.4	216.7	234.2	250.01
5	198.4	217	228.7	248.3	265.63
6	208.4	228.5	240.8	262.4	281.28
7	225.1	240.2	252.9	276.5	296.89
8	235.8	251.7	265	290.6	312.52
9	247.2	263.4	277.2	304.7	328.16
10	258.6	281.5	289.3	328.5	347.82

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

Years Ex-perience	Category A	Category A1	Category A2	Category A3	Category A4
0	144.9	155.1	162	174.1	185.5
1	151.9	164.3	173.3	186.5	198.6
2	161.6	175.2	185	198.9	211.7
3	171.3	186.4	196.6	211.7	225.4
4	181.8	197.5	208.4	225.2	240.4
5	190.8	208.7	219.9	238.8	255.4
6	200.4	219.7	231.6	252.3	270.5
7	216.4	231	243.2	265.9	285.5
8	226.7	242.1	254.8	279.4	300.5
9	237.7	253.3	266.5	293	315.5
10	248.7	270.6	278.2	315.9	334.5

IMPORTANT WEB SITES TO VISIT



FREE INTERNET and EMAIL for TEACHERS

The Education Network of Ontario / Réseau éducatif de l'Ontario, provides no-cost Internet services for Teachers who are registered with the Ontario College of Teachers. Access is available from anywhere in Ontario without long distance charges.

For information call 1-888-556-2012 or visit their website at www.enoreo.on.ca.

INCOME TAX INFORMATION

Log your mileage between schools on two half-day assignments and include on tax form T2200 - Conditions of Employment. You can also deduct your College of Teachers registration fee. The O.C.T. receipt for your 2000 tax year was sent with your College membership card.

www.etfotvots.com - O.T. Local/Collective Agreement (Password/username- votca)
www.tvdsb.on.ca - Board L.T.O. postings, Board minutes, agendas, news releases, Board policies, procedures, publications
www.attn.org - permanent teaching positions
www.qeco.on.ca - qualification evaluations
www.etfo.on.ca - Resource Centre Library, Directory of Locals, Links, Professional Development
www.freeworksheets.com - worksheets
www.time4teachers.com - worksheets
www.kidsdomain.com - worksheets
www.teachnet.com - worksheets
www.ocdsb.on.ca - Teacher resources
www.edu.gov.on.ca - Teacher resources
www.enoreo.on.ca - Teacher resources
www.cbc4kids.com - Teacher resources

PROFESSIONAL BOUNDARIES - Part Two (From last issue)

Adapted from ETFO PROVINCIAL - PROFESSIONAL RELATIONS SERVICES: 1-888-838-3836

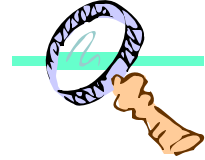
◦ **DO:**

- **DON'T:**

RESTRAINT INTERVENTION:

- have a plan; know available options
- remain in control
- seek assistance
- document/report all incidents to the Principal
- remove your audience
- call the Professional Relations Services department (Provincial Office)
- take courses - only qualified personnel should intervene
- know your rights and responsibilities
- remember that intervention is the last resort

- use physical force
- lose temper
- act alone
- talk to everyone about the incident
- over-react
 - release any documents, information, statements etc. without counsel



Extracurricular ACTIVITIES:

- ensure student transportation is provided
- partner two people (adults)
- ensure liability coverage
- follow OPHEA Safety guidelines
- have current first aid training/kit
- be encouraging
- make parents aware of times
- keep in mind that activities are voluntary
- establish and make known criteria for team selection
- establish emergency protocol

- volunteer to drive (e.g. Students home / events)
- ever be alone with a student
- scrimmage with students
- touch students
- stray from open public spaces
- be critical of students and their abilities
- close doors when meeting with a student

DISCIPLINARY PRACTICES:

- be fair
- recognize there is due process (Code of Conduct)
- use positive reinforcement
- appropriate procedures to individual, circumstances
- focus on behaviour, not on the child
- be firm and consistent
- detach emotionally
- be kind, calm
- communicate with parents
- document; keep Administration informed

- single out
- react physically, vocally, touch
- discipline
 - attack ancestry; make racial slurs
- debate/get drawn into a power struggle
- whine/cry
- over-react
- use sarcasm
- reveal confidential information

PERSONAL DISCLOSURE:

- legislation
- Children's Aid Society
- Board Policy
- seek support from Prov. Professional Relations Services

- reveal personal family information shared confidentially
- spread negative reports about/of colleagues

THINGS THEY DIDN'T TEACH YOU AT TEACHERS' COLLEGE

\$ MONEY

Pizza, drink, trips, fund-raising, photo money ... this is where a class list is handy. Duplicate a copy of the list. Check off the child's name. Use one column for the amount of money received and another column for the permission form etc. Immediately send the money and forms to the office and buzz to let them know that these are on their way. Leave the duplicate checklist for the Teacher.

YARD DUTY

Be on time or early. Cut your class short to allow ample time to get the class ready (primary classes in winter can take ten minutes or more). If anything happens before you get out, you could be held accountable. After recess, double-check the playground for stragglers.

HEADCOUNTS

Take frequent headcounts during the day. If there's a fire drill and no class list, at least you'll know how many children you should have. Verify your head count numbers frequently during any class trips.

BUS TRIPS

You need at least three class lists: one for you, one for the school and

one for the bus driver. Young children should have identification tags. Adults should have a list of the children in their care. Ensure children are safely seated on the bus. Take a headcount. Note the name of the driver, the bus company, the bus number and any identifying features of the bus - they all look alike in a parking lot. Clarify the pick up time and place with the driver. Take frequent headcounts during the event. Bring grocery bags for children to stow their own hats, mittens etc. Allow for a bathroom break before you go on any trip.

STAFF ROOM

MANNERS

Pay for coffee if there's a fund. Wash your cup and wipe up spills. Ask before partaking on "treat day" though many staffs will offer. If you're there often, bring in a treat for staff - your effort will buy much good will. Never participate in discussions about students, other teachers, programmes, schools, parents, volunteers etc. You are a professional.

SUPPORT STAFF

E.A.s, secretaries, custodians etc. are invaluable. Try to establish and maintain a good rapport with all school staff.

THE FACILITIES

If you can't wait to use the facilities, contact the office, librarian etc. to cover your class for a moment. Never leave the class unattended.

ROTARY

It's very difficult to keep on schedule but again, never leave a class unsupervised, especially if you are the one on the move. If you arrive to find a class unattended, make a personal note in case something comes up at a later date.

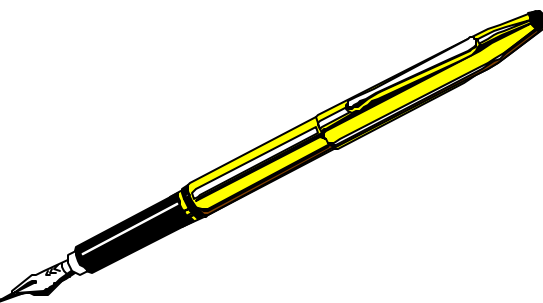
IDENTIFICATION

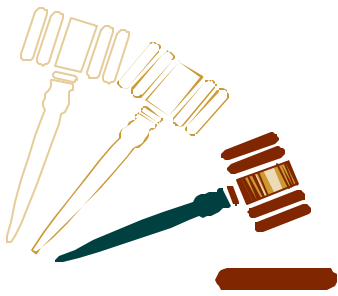
Ask for identification and check with the office before releasing a child to an adult. Visitors to a school are supposed to check in with the office before going to the class or out to a portable. Better to be safe than sorry.

PROFESSIONAL

ATTIRE

How we dress doesn't make a difference in how well we teach, but recent studies in the business world have prompted Fortune 500 companies to move from "casual" attire to "business casual" attire. We work actively with children so our attire must be comfortable and versatile, but first impressions do count.





CHAIRpersons NEEDED

Since its inception, ETFO has used active members to serve as business chairpersons at Representative Councils and as parliamentarians at the Annual Meeting. If you would like to be

considered as a business chairperson or parliamentarian, please notify your local president, Terry Card - 439-2508. All recommendations must be in by January 8, 2001.

Please note that as Teachers, we are bound by: _____

Regulations under the Teaching Profession Act _____

[updated June 1997]

Duties of a Member to his Pupils

14. A member shall,

- S** regard as his first duty the effective education of his pupils and the maintenance of a high degree of professional competence in his teaching;
- S** endeavour to develop in his pupils an appreciation of standards of excellence;
- S** endeavour to inculcate in his pupils an appreciation of the principles of democracy;
- S** show consistent justice and consideration in all his relations with pupils;
- S** refuse to divulge beyond his proper duty confidential information about a pupil; and
- S** concern himself with the welfare of his pupils while they are under his care.

... Duties of a Member to Educational Authorities ...

Duties of a Member to the Public

16. A member shall,

- S** endeavour at all times to extend the public knowledge of his profession and discourage untrue, unfair or exaggerate statements with respect to teaching; and
- S** recognize a responsibility to promote respect for human rights.

Duties of a Member to the Federation

17. A member shall cooperate with the Federation to promote the welfare of the profession.

Duties of a Member to Fellow Members

18. (1) A member shall,

- (a) avoid interfering in an unwarranted manner between other teachers and pupils;
- (b) on making an adverse report on another member, furnish him with a written statement of the report at the earliest possible time and not later than three days after making the report.

Your Frequently

Asked

Questions -



Dear Terry:

I accepted a call to teach in a primary class I was familiar with, at a school I often visit. When I arrived, the Principal switched my assignment to a difficult Gr. 8 class and gave the primary class to another Occasional Teacher. What were my options? - Baited

Dear Baited:

Unfortunately, the Principal has the right to reassign you. You have the right to refuse the new assignment but then you don't get paid. If you felt unqualified for the alternate assignment, it would be prudent to turn it down rather than to possibly jeopardize your career. - Terry

Dear Terry:

I am in a Long-Term assignment that doesn't end until June. Can I apply for permanent teaching positions on the ATTN? -

Hungry

Dear Hungry:

Yes. If you are successful, the Board will usually release you to take the new job. Remember to ask for an Evaluation Report while you are in an L.T.O. of 21 days or more and submit with an Interest in an Elementary Teaching Position form to the Board in January in order to qualify as one of the 3 OTs. to be interviewed for each new teaching position. - Terry

Dear Terry:

I was called late for a half day assignment and then I was paid for .25 of a day. Can they do this? - Shorty

Dear Shorty:

Under no circumstances is an OT paid less than a half day, and if you arrive within a reasonable amount of time after receiving a late call for a day's assignment, you are paid a full day. - Terry

Send questions to:

tjcard@email.com or phone 439-2508

School Bus Delays and Cancellations

Adverse weather conditions in December prompted the Thames Valley District School Board to 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. In other words, 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. This year the Board has developed "code words" grouping several schools together to simplify the message so "it will be repeated more frequently for the benefit of students and parents". For your information, the codes and the schools they affect are listed below:

GLENCOE REGION: Glencoe District High, Caradoc South, Ekcoe Central, Mosa Central

STRATHROY REGION: Strathroy District Collegiate, Adelaide-W.G. MacDonald, Caradoc Central, Caradoc North, Colborne St., Metcalfe, North Meadows, Southdale, Valleyview

PARKHILL REGION: North Middlesex District, East Williams, McGillvray Central, Parkhill/West Williams

MEDWAY REGION: Medway High, Biddulph Central, Centennial Central, Delaware Central, Lucan, Oxbow, Parkview, Plover Mills, Prince Andrew

DORCHESTER REGION: Lord Dorchester, Northdale Central, River Heights, Leesboro Central

MIDDLESEX COUNTY: the entire county of Middlesex and ALL of the above schools

WEST LORNE: Aldborough, Dunwich-Dutton, West Elgin Senior Elementary, West Elgin Secondary

SOUTHWOLD-CENTRAL: Elgin Court, Myrtle St., Elmdale, New Sarum, Balaclava St., Forest Park/Mary Bucke, Edward St., Port Stanley, Scott St., Homedale, Southwold, Locke's, Sparta, Wellington St., Early Childhood Ed Centre, Arthur Voaden Secondary, Central Elgin Collegiate, Parkside Collegiate

MALAHIDE-BAYHAM: East Elgin Secondary, Davenport, McGregor, Port Burwell, South Dorchester, Springfield, Straffordville, Summers' Corners

ELGIN: the entire county of Elgin and ALL of the above schools

WOODSTOCK: College Avenue Secondary, Huron Park Secondary, Woodstock Collegiate, Algonquin, Beachville, Central, D.M. Sutherland, Hickson, Princeton, Hillcrest, Tavistock, Drumbo, Innerkip, Tollgate, Northdale, Eastdale, East Oxford/Sweaburg, Victoria, Oliver Stephens, Plattsville, Zorra Highland Park, Waterloo-Oxford, Paris Dist.High

INGERSOLL: Ingersoll District Collegiate, A.J. Baker, Harris Heights/Victory Memorial, Princess Anne, Thamesford

TILLSONBURG: Glendale, Annandale, Norwich District, Maple Lane, Elliott Fairbairn, North Norwich, Otterville, Rolph St., South Ridge

OXFORD: the entire county of Oxford and ALL of the above schools

RED ZONE: Byron Northview, A.E. Duffield, Kensal Park- bus 7, M.B.McEachren, Lord Nelson, Westminster Central, Lester B. Pearson - bus 8 (first 3 stops only), Princess Anne - bus 9, Laurier - bus 4, bus 3 (excluding first stop), Saunders - bus 9, 13, 14, 15, 5 (first 4 stops only)

YELLOW ZONE: Emily Carr, Masonville - bus 2 (first stop only),

Lester B. Pearson - bus 4 (first stop only), Jack Chambers,

Northridge - bus 1 (first 3 stops only),


Banting - bus 1 (first 2 stops only),

Lucas - bus 1 (first stop only)



DEADLINES APPROACHING



- JANUARY 8 Applications to act as chairperson / parliamentarian for Provincial ETFO
- need recommendation of Local President
- JANUARY 12 *Wellness Workshop -Top 10 Ways to Remain Sane*, Jan. 24
- contact Thames Valley Teachers' Local - 474-3150 (limited spaces; OT Local to reimburse OTs)
- JANUARY 16 *Multiple Intelligence* credit course Tuesdays 4:30 - 8:15 p.m. until March 6, J.P. Robarts in London
- contact Ian Hardie at J.P. Robarts - 452-8270 to register for limited spaces
- JANUARY 17 *Teaching Skills of the 21st Century* credit course Wednesdays 5:00 - 9:00 p.m. London Ed. Centre
- contact Nick Karalis at Hillcrest School - 537-2642 to register for limited spaces
- JANUARY 31 Submit to Board, **Interest in an Elementary Teaching Position** form
- FEBRUARY 1 Applications for ETFO Awards: Anti Bias Curriculum Development; Honorary Life Membership;
Education Support/Professional Support Person of the Year; Local Leadership; Local Website;
Humanitarian Award for an ETFO and a non-ETFO member; Multi Media and Multi Media - Women;
Innovative Projects on Behalf of Children Living in Poverty; Outstanding Bus Driver;
Occasional Teacher of the Year; Newsletter Editor; Outstanding Role Model for Women;
Women Working in Social Activism on Behalf of Women and Children;
Women Who Develop Special Projects in Science and Technology
- FEBRUARY 15 Submit to the Executive of the Local, any resolutions to the ETFO Annual Meeting
- MARCH 9 Registration closes for the ETFO - Financial Management for Women Conference "Taking
Charge of Money Matters" (April 20 - 21, 2001)
- APRIL 10 *Dealing with Difficult Parents* at Ingersoll Golf and Country Club, speaker Principal JoAnne Robinson
-contact Thames Valley Teachers' Local - 474-3150 (limited spaces; OT Local to reimburse OTs) APRIL
- 15 **Ontario College of Teachers Fees** due
- APRIL 30 **Evaluation Reports** to complete  Interest in an Elementary Teaching Position forms due
at Board

AMENDMENTS TO THE LOCAL CONSTITUTION

As provided by Article XII, proposed amendments to the Local Constitution must be submitted to the Executive at least 30 days prior to a General Membership Meeting. They must be published at least 14 days prior to the General Membership Meeting. Thus far we have received three amendments for consideration by the membership at our Spring General Membership Meeting:

ARTICLE VIII SECTION 3 - LOCAL ANNUAL MEETING

That Article 8.3.2 a) be amended by the substitution:

- S** receive the printed annual reports of the Officers and Committees of the Local and distribute the same immediately prior to the Call to Order of the Annual Meeting

ARTICLE IX SECTION 3 - ELECTION PROCEDURES

That Article 9.3 be amended by the addition of a NEW article:

- S** Where the elected position is not contested, a motion to "suspend the rules and elect by acclamation" is in order. A two-thirds majority is required.

ARTICLE X DELEGATES TO THE ETFO ANNUAL MEETING

That Article 10 be amended by the addition of a NEW Article 10.5:

- S** The delegation to the ETFO Annual Meeting shall appoint one of the delegates to prepare, print and distribute a report on the Annual Meeting for presentation at the Fall Membership Meeting.
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Information Bulletin to ETFO Members

**RE: ALL ELEMENTARY TEACHING POSITIONS - TORONTO DISTRICT SCHOOL BOARD
- KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD**

Labour disputes have arisen between the members of the Toronto ETFO Local and the Toronto District School Board, and the Keewatin-Patricia Local of the Elementary Teachers' Federation of Ontario and the Keewatin-Patricia District School Board in regard to the negotiation of respective Collective Agreements.

The members of the Toronto ETFO Local have determined to commence a sanction effective Thursday, December 7, 2000, in accordance with the provisions of the Ontario Labour Relations Act.

The members of the Keewatin-Patricia ETFO Local have determined to commence a sanction effective Friday, December 15, 2000, in accordance with the provisions of the Ontario Labour Relations Act.

This notice is to advise ETFO members in other jurisdictions not to apply for or accept any elementary teaching positions with the Keewatin-Patricia District School Board or with the Toronto District School Board...

Until these disputes are settled and this information bulletin is rescinded, any member of ETFO who applies for, or accepts, any elementary teaching position with the Toronto District School Board or with the Keewatin-Patricia District School Board will be subject to Disciplinary Procedures as set out in Article VII of the Constitution of the Elementary Teachers' Federation of Ontario.

THE ELEMENTARY TEACHERS' FEDERATION OF ONTARIO

Phyllis Benedict
President

Gene Lewis
General Secretary

Local Executive Contacts

President	Terry Card 439-2508	1st Vice President	Linda McLean 679-5643
2nd Vice President	Richard Thompson 439-7810	Secretary	David Patterson 643-6370
Treasurer	Patt Nunn 633-8629	Chief Negotiator	Ken Beckett 672-2414
Communications	Donna Daugavietis 474-4075	Member-at-large	Keith Tapp 681-0966

At Your Website: www.etfotvots.com
Collective Agreement
Archived newsletters
Contacts, Links

On Your Info-Line: 637-9625
Updated at least every
two weeks to keep
members current

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.

Call 439-2508 when you move so that you will continue to receive The Supply Line.

If you are not an Occasional Teacher and receive this newsletter in error, please notify us and accept our apologies.