

Currently Speaking

Office: 519-837-0090 ext. 402

Home: 519-836-8585

Fax: 519-836-9759

www.ugot.org

PRESIDENT'S MESSAGE



September has been a very busy month for me and many members of the Executive.

- Andrew Aloe, Vice-President, and I attended the Provincial Occasional Teachers' Conference/Meeting in Sudbury September 16 - 18, 2007.
- Andrew Aloe, Vice-President; Jacquie Gray, Executive Member; and I attended Provincial Leadership Development Training in Mississauga September 27 - 28, 2007.
- Andrew Aloe, Vice-President; Barb Walkey, Collective Bargaining Liaison; and I attended Representative Council and a Provincial Collective Bargaining Training Session in Mississauga October 11 - 12, 2007.
- Donna Henderson, Secretary, was an active Campaign Team member working on Lynda McDougall's election campaign in the Dufferin-Caledon riding. Lynda McDougall is also the Vice-President of the Upper Grand Teachers' Local.
- Marina Howlett, your President, was actively involved in the campaign to re-elect Liz Sandals in the Guelph riding.
- The provincial ETFO provided some funding to allow your President and Secretary to be paid for some of the Release Days that were approved for the election campaign.
- Jacquie Gray attended the WHSC Health and Safety Training for Women - Level 1 on October 17 - 19, 2007.

In addition to the above activities, the Executive has attended two executive meetings and been involved in the routine start-up activities in September. Your Executive is a very hard-working group who represent you well.

We have many new Occasional Teachers who were recently hired to work with the Upper Grand District School Board so I will provide a few suggestions to deal with concerns that other members have expressed since we started to use the S.E.M.S. system to contact Occasional Teachers. As always, if you have questions/concerns related to your LTO assignment, your daily OT assignments or other Collective Agreement issues, please contact me at the Orchard Park office (519-837-0090) or leave a message on my answering machine at home (519-836-8585). I will try to provide the assistance you may need.

Marina Howlett
Office Telephone: 519-837-0090 ext. 402
Home: Telephone: 519-836-8585
Fax: 519-836-9759
E-mail: marina.howlett@sympatico.ca



Plan to attend the Fall General Meeting Thursday, November 15, 2007



- *Be an informed member.*
- *Understand your rights and responsibilities as outlined in the Collective Agreement.*
- *Provide details to help negotiate changes to the Collective Agreement.*
- *Receive information and discuss current issues and Collective Bargaining Goals.*

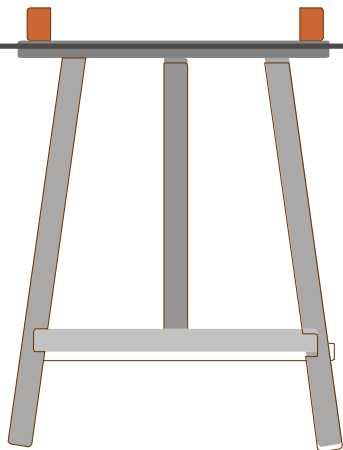
**Negotiations with the Upper Grand DSB
commence in 2008.**



Website www.ugot.org

Please visit the website for current information, Professional Development opportunities, an Executive contact list, Executive Meeting Minutes, Currently Speaking (our OT newsletter), and other pertinent information as it becomes available.

We will continue to use the website to communicate to members when it is impossible to contact all members by telephone or through the mail.






UPCOMING EVENTS *Plan to Attend!*

Thursday, November 1, 2007

4:30 -7:00 p.m., Victoria Terrace P.S., Fergus

ARTS NIGHT - 3 Workshops - Choose one.

-  Rhythm Sticks (Jr.)
-  Drama for the Dramaphobe (Pr., Jr.)
-  Bucket Music (Jr., Int.)

Sponsored by Upper Grand Teachers' Local
Reserved spots for LTO members only

Registration flyer and details posted on the ETFO
School Bulletin Board

Wednesday, November 21, 2007

4:45 -7:30 p.m., Westwood P.S., Guelph

BEYOND THE BREAKFAST PROGRAM

Sponsored jointly by Upper Grand Teachers' Local
and OT Local

Casual OT's and LTO's are invited to attend.

Registration flyer and details posted on the
ETFO School Bulletin Board



Thursday, December 6, 2007

4:45 - 6:00 p.m, UGDSB Board Office

Employment Insurance Workshop

Further information will be posted on the UGOT
website (www.ugot.org) or call
Marina Howlett (519-836-8585)



OT ALERT - BALANCED SCHOOL DAY

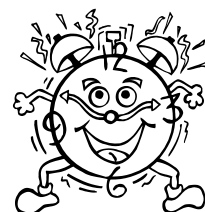
(Reprinted from October 2006 newsletter)

150 minutes Instructional Time equals a 0.5 OT assignment. If you are scheduled to teach more than 150 minutes Instructional Time, you should be paid accordingly.

When you accept two assignments in one day, it may be necessary for you to arrive late at the second assignment. Please continue to accept the second assignment, but, as a courtesy, please inform the second school of your expected arrival time. Principals may need to make alternate arrangements because of the various start-up times resulting from Balanced School Day timetables. Schools are able to facilitate this process.

You should also make the necessary arrangements to leave the first assignment after you have completed 150 minutes of Instructional Time. Call me if you encounter any problems (519-836-8585).

Please continue to accept two assignments on any school day. You are entitled to any assignment that is available.



WORKING CONDITIONS

- 19:01 *The Board shall provide or ensure that the following in-school information is available to Occasional Teachers: a timetable for the Occasional Teacher's assignment (including supervision periods); a schedule identifying period times; an up-to-date class list; a seating plan; an outline of the school day (including opening procedures, washroom procedures); fire drill and emergency procedures; written information on school discipline procedures; and routines for students with special needs.*
- 19:02 *The timetable for an Occasional Teacher shall be the same as the timetable of the teacher who is being replaced.*
- 19:03 *No Occasional Teacher shall be assigned any form of supervision prior to the commencement of class on the first morning of an assignment or prior to commencement of the afternoon class on the first day if it is a half-day afternoon assignment.*

It has come to my attention that some classroom teachers have been switching prep time re: scheduling teaching assignments and trading supervision duties. The majority of teachers should have prep time every day (140 minutes divided by 5 days equals 38 minutes per day). Some variations may occur in the schools depending on how the program is delivered.

If you suspect changes have been made to your classroom/supervision duties, ask to see the teacher's timetable and supervision schedule. Then discuss the situation with the principal/vice-principal.

Teachers are required to provide their timetable and other related schedules (Article 19:01). This is a working condition that has been negotiated on your behalf! Do not allow others to abuse your working conditions!

Any problems/concerns, please contact me; then we can work together to resolve the issues.

Marina Howlett, 519-836-8585

JOB CANCELLATION

If S.E.M.S. or the school cancels a pre-arranged OT assignment, the occasional teacher must be notified by 8:00 p.m. of the previous day.

If the occasional teacher needs to cancel an assignment, there is no time deadline to make the cancellation but courtesy should prevail. When you cancel through S.E.M.S., please make a courtesy telephone call to notify the school. Leave a message if necessary. Cancellations should not be made immediately prior to the commencement of classes unless it is an extreme emergency.

Please review Article 27 in the Collective Agreement for more details.

Elementary students
get \$711
less funding
than
high school students.

**Close
the \$711
Funding Gap
Now!**



UPDATED E-MAIL ADDRESSES

Updated E-mail Addresses for Upper Grand ETFO Occasional Teachers' Local

Approximately 75% of Upper Grand Occasional Teachers' Local have provided their e-mail addresses. The addresses will allow the President and/or Executive to contact most members when a need arises or information needs to be communicated expediently. E-mails are not intended to replace paper communication, but to supplement it.

If you have not received an e-mail from me, it means one of four things:

- you do not have an e-mail address;
- you do not wish to share your e-mail address (your privilege);
- you have changed your e-mail address; or
- I could not decipher the address when inputting.

You can add or change your e-mail address at any time by contacting John Parkyn at john.parkyn@rogers.com.

I would appreciate receiving notice of name changes, updated e-mail addresses and your ideas as to how the e-mail service can be used. Don't forget our website: www.ugot.org.



Thank you,
John Parkyn,
Executive Member, Upper Grand OT's

DATES TO REMEMBER

Federation Dates

- Thurs., November 15, 2007..... **Fall General Meeting**
Time: 4:45 p.m.
Location: Ignatius Hall, Orchard Park
- Fri., November 16, 2007.....**P.D. Workshop**
For Occasional Teachers (P.A. Day)
**"Effective Classroom Management
for Occasional Teachers"**
Time: 12:00 noon - 4:00 p.m.
Location: J.D. Hogarth School, Fergus
- Thurs., June 5, 2008.....**Annual Meeting**
Time: 4:45 p.m.
Location: Wellington County Museum

Executive Meetings

- Tues., November 20, 2007.....Orchard Park
Thurs., December 13, 2007.....Donna Henderson's home
Orangeville
- Tues., January 15, 2008Orchard Park
Tues., February 26, 2008.....Orchard Park
Tues., March 25, 2008.....Ruth Tomlin's home
Orangeville
- Tues., April 22, 2008.....Orchard Park
Tues., May 20, 2008.....Orchard Park
Tues., June 24, 2008.....John Ritchie's home
Guelph

Professional Development Days

- Fri., October 26, 2007
Fri., November 16, 2007
Fri., February 15, 2008
Fri., June 6, 2008
Fri., June 27, 2008



Holidays

- Dec. 22, 2007 - Jan. 6, 2008.....Christmas Break
Feb. 18, 2008.....Family Day
(Note: New statutory holiday)
March 9 -18, 2008.....Winter Break
March 21 - 24, 2008.....Easter

U. G. ETFO Occasional Teachers' Local

President:	Marina Howlett
Vice President:	Ted Pritchard
Treasurer:	John Ritchie
Secretary:	Donna Henderson
Executive:	Andrew Aloe
	Carol Christie
	Pat Klypycz
	John Parkyn
	Ralph Rainford
	Ruth Tomlins
	Barb Walkey
Website:	www.ugot.org
ETFO Provincial:	1-888-838-3836

Upper Grand ETFO Occasional Teachers'

FALL GENERAL MEETING

Ignatius Hall - Orchard Park

5420 Highway 6 North, R.R.#5,
Guelph, Ontario

Thursday, November 15, 2007

Cost: \$10.00 per person
General Meeting 4:45 p.m. - 7:30 p.m.

Get to Know
your Executive

Friendship

Proposed Budget 2007 - 2008
Bargaining Issues for 2008
Collective Bargaining - Survey
Information & Questions

Door Prizes



GUEST SPEAKER - BARBARA BURKETT

Vice-President - Provincial ETFO

"Bargaining Issues for Occasional Teachers"

Lots of
Information

Good Food

Please plan to attend.

I will attend the General Meeting and Dinner.
Name: _____ Phone: _____

Payment: \$10.00 per person

Vegetarian meal requested

I will only be able to attend the General Meeting.
Name: _____ Phone: _____

Please **return to Marina Howlett**, President by **November 9, 2007**.

Orchard Park, Suite B2
5420 Hwy 6 N
Guelph, ON N1H 6J2

by Royal Mail
by Board Courier from each school site
by Fax to 519-836-9759



Effective Classroom Management for Occasional Teachers

A Three Session professional Learning Opportunity Designed for Occasional Teachers.

Offered in Partnership between ETFO and the Upper Grand ETFO OT Local

Session 1 Direct Instruction based upon the new resource *Classroom Management for Occasional Teachers* currently under development by ETFO

Date: Friday, November 16, 2007

Time: 12:00 - 4:00 p.m.

Location: J.D. Hogarth School, Fergus

Session 2 Reflective Practice
Self-directed, on going between sessions one and three

Session 3 Sharing of Experiences Consolidation of
Prior Learning Direct Instruction

Date: Tuesday, April 8, 2008

Time: 4:45 - 6:30 p.m.

Location: J.D. Hogarth School, Fergus

Participants who register commit to participating in all aspects of the program.

Registration fee: \$20.00 (will be reimbursed by local upon completion of the course)

Participants will receive: a copy of the draft book, two face-to-face professional learning opportunities, guidance on the reflective practice activities between session one and three, workshop materials, and half-day of paid release time.

For further information please contact: Marina Howlett 519-836-8585

Please complete the registration form below and return it and the registration fee (cheque payable to UGOT Local).

Effective Classroom Management for Occasional Teachers

Registration Form

Name: _____

ETFO Local: _____

ETFO Membership #: _____

Home Phone: _____

E-mail: _____

Address: _____

Town/City _____ Postal Code _____

REGISTRATION FEE

(Includes a copy of the draft book, two face-to-face professional learning opportunities, guidance on the reflective practice activities between session one and three, workshop materials, and half-day of paid release time.)

REGISTRATION FEE: \$20.00 (will be reimbursed by Local upon completion of the course)

PAYMENT BY CHEQUE:

Please enclose cheque payable to the UGOT Local

Completion of this section is voluntary. As an equity-seeking organization, ETFO must be aware of members belonging to groups that experience discrimination in order to plan programs and do outreach. Anyone who is not comfortable in disclosing this information need not complete this section.

Self-identification:

Aboriginal disabled

lesbian, gay, bisexual, transgender

racial minority woman

Personal Accommodation:

Accessibility requirements:

Dietary requirements:

Other:

Please complete and return this form by November 9, 2007,

by mail to: Marina Howlett
Upper Grand ETFO OT Local
Orchard park Office centre, Suite B2, RR #5
Guelph, On N1H 6J2

by Fax to: 519 - 836 - 9759
Send cheque to Orchard Park
Note: Cheque must be received to
guarantee registration!