

It's Elementary

NOVEMBER 2018

ETFO Hastings-Prince Edward Teacher Local

Supports and Promotes the Professional and Personal Development and the well-being of its Members.
It does so in a Climate of Mutual Respect, Fairness, Equal Opportunity, Collegiality, Clarity of Process and Democracy.

WellnessDay
Swimming, Skating, and Open Gym



**SAVE!
THE DATE!**
Saturday
April 27th, 2019
MORE DETAILS TO FOLLOW



Member Bargaining Survey

The ETFO All Member Central Bargaining Survey is now open.

Participation in the survey allows members to have input in determining our priorities for central bargaining. ETFO members **should check their email inboxes and spam folders** for the email invitation from research firm Stratcom (Strategic Communications Inc.) to participate in the online survey.

The survey takes 10-15 minutes to complete and is open until November 21.

If you have not received the survey invitation, please send an email to: CBsurvey@etfo.org. Members may also receive a phone call from Stratcom to participate in a telephone survey. Further information is available at www.etfocb.ca.

Next Steward Council Meeting

December 7th,
Belleville Banquet
Centre 12 - 3:30 pm



Affiliated with the
Elementary Teachers' Federation of Ontario



Facebook: Etfo Hastings Prince Edward
Twitter: HP ETFO @ ETFOHPE

TriviaNight

On Tuesday, Nov. 6th, members gathered at *The Granite* restaurant, in Bancroft for the ETFO-HP sponsored Trivia Night. This event was well attended with 6 teams. *Brian Goodwin* was our host.



(LEFT TO RIGHT) was *Bryan Beauchamp, Mary Anne Hicks, Trevor Brown and Mike Love*
(Three teachers and the custodian, all from York River).

SPECIAL THANK YOU TO THE SOCIAL
COMMITTEE & ALL THE MEMBERS
WHO PARTICIPATED TO MAKE THIS
NIGHT A GREAT EVENT!



PRESIDENT'S MESSAGE:



Bill 47

Under the Ford government, we are already seeing direct attacks on workers' rights with Bill 47. This bill seeks to rollback employment standards and gains made for workers, including two paid sick days, equal pay provisions, the scheduled \$15 minimum wage increase, and much more. If Bill 47 were to pass later this month the minimum standards for all workers in Ontario would be weakened. But employers don't need to adhere to the lowest common denominator and reduce worker rights and benefits. ETFO is asking school boards to do the right thing and maintain the rights and benefits that workers currently have. Our union has also been an active supporter for labour reform in Ontario to improve the rights, wages, and working conditions for all workers, and we will continue to actively do so. ETFO needs your help to raise concerns about Premier Ford's "open for business" philosophy. If you have not yet sent a message to ask your MPP to protect fairer workers' rights, [please do so today](#).

Staffing Process

In the last newsletter, I reported on a Joint Staffing Committee agreement on the process for filling all vacancies regardless of the time of year. I am pleased to report that a Letter of Agreement has been signed between ETFO and the Board stipulating that all spring, September Enrollment, and mid-year vacancies will be filled by the Joint Staffing Committee following the process which has been in place for spring staffing for several years. This eliminates the need for resumes, portfolios, and interviews when applying for a lateral transfer. Interviews and a more detailed application process are still required for central positions which have a responsibility allowance attached.

Inclement Weather

For information on what to do in the event of inclement weather, please consult Board Procedure 155 and the [brochure](#) on our website. Employees are responsible for their own safety when travelling to and from the work site. The Collective Agreement provides for non-attendance with pay "because of inclement weather, with timely notification to the appropriate supervisor or designate" (Article L30.02.10). In our district, weather conditions can vary greatly and change rapidly. It is up to you to decide if it is safe to travel. There is no requirement to report to the nearest school. If it is unsafe to travel to your home school, it may also be unsafe to travel anywhere. If you do decide that reporting to another school is safe, this arrangement should be made in advance of the inclement weather season, and have the agreement of the administrators at the schools involved. If conditions improve during the day (e.g., the roads have been sanded and are now safe), then there is a reasonable expectation that you will report to work.

Trustee Elections

The results of the municipal elections on October 22 will mean a significant change to the make up of the HPEDSB Board of Trustees. A number of the new trustees were endorsed by the Quinte Labour Council based on their responses to the survey sent out in September. ETFO is hopeful that the new trustees will take the issue of Violence in Schools more seriously than the last Board. I presented statistics from the workplace violence survey to the Board in May—statistics which were worse in HPEDSB in almost every respect than the provincial results. At the same time, I issued an invitation to all trustees to attend an Executive meeting to hear from classroom teachers directly about the impact violence has both on our working conditions and the learning conditions of our students. Disappointingly, not a single trustee from the old Board contacted the Local office about this issue. When the new Board takes office on December 3rd, the invitation will be repeated. Let's hope the new Board demonstrates more concern for the wellness of their employees than the outgoing Board.

Collective Bargaining

By now, you should have received an invitation from provincial ETFO to participate in a survey regarding the next round of bargaining. Under the School Boards Collective Bargaining Act, negotiations take place on two levels—the central table and the Local table. The Local Collective Bargaining Committee has begun the process of preparing for the next round, with the understanding that central bargaining goals will need to be in place first. The Local CBC met on October 30 to participate in a workshop with our outgoing Collective Bargaining Officer, Lisa Hammond. As of November 1st, our new Collective Bargaining Officer is Mike Lumb, the former ETFO president in Limestone. Being from the Eastern Region, Mike is very familiar with our Local, and we look forward to working with him through the next round of bargaining.

Retroactive Salary

If you have applied for a new QECO rating, please ensure that the Board has all the information regarding the course dates which led to moving up a category. The Collective Agreement (Article L9.10.02) provides for full retroactivity to the first day worked following the course completion. For example, if you took a course in the summer of 2018 which moved you from A3 to A4, then the salary increase is retroactive to the first day of the 2018-19 school year. However, QECO ratings do not reference course completion dates, so it is important to send in proof of completion of the course with dates along with the QECO rating (which may take several weeks) in order to ensure you get the full retroactive salary to which you are entitled.

Dave Henderson
ETFO-HP President

Professional Learning Sign Making Workshop — Held on October 23rd



♪ ♪ **Sign, Sign, Everywhere a Sign!** ♪ ♪



STATUS OF WOMEN COMMITTEE

It Starts With You. It Stays With Him: These eLearning modules for elementary teachers and students are linked to the Ontario curriculum and will help educators address issues around healthy relationships, gender issues, homophobia, and sexism. The resource was developed by ETFO in collaboration with the White Ribbon Campaign (**December 6th**), and with support from the Ontario Women's Directorate, Ontario Government. Access the eLearning [modules](#) for ETFO members.

Chair: Angela Silver, Trent River



PROFESSIONAL LEARNING COMMITTEE

The *Professional Learning Committee* held a very successful Sign Making workshop at Foxboro Public School this fall facilitated by member Andrea Bird. We would like to express our thanks to Andrea for sharing her time and talents with us. Members came away with a new skill and some very amazing artworks. We will be hosting a second art workshop on December 11th with local artist Marg McIntyre. This year Marg will be doing an acrylic workshop for our members. Watch your non-board email for information and registration details. We are looking forward to other learning opportunities this winter. If you have your own personal learning idea, you can apply to our *Choose Your Own Adventure* program with funding up to \$250 for your idea, receipts are required. This can be accessed through the Professional Learning Committee tab at etfhp.on.ca. If you have ideas for the professional learning committee or have time to share your talents with us please contact Jane at plchair.etfhp@gmail.com.

Chair: Jane Scanlan-Price, Foxboro



NEW MEMBERS COMMITTEE

Yeah for November! At this point you've made it through IEP writing, progress reports and Halloween! Remember if you ever have questions please don't hesitate to reach out to your union. Below is the link to ETFO provincial to create an account for new members. <http://www.etfo.ca/Pages/login.aspx>

Be sure to check out "ETFO Action Violence in school" [ETFO Video](#). Watch for professional learning opportunities offered in our local.

Remember Christmas is just around the corner!

Chair: Sherry Simms, Trent River



POLITICAL ACTION COMMITTEE

On November 1, the PAC committee met to reflect on the local municipal elections and the upcoming changes that have been proposed by the provincial government. In October the Ford government moved to cancel many of the employment reforms brought in by Bill 148 in 2017, including: labour legislation that ensures all Ontario workers have a minimum of two paid sick days, equal pay for part-time and casual staff at the same rate as full-time workers and the \$15 minimum wage scheduled for January 1.

Chair: Danielle Saunders, Queen Elizabeth



SOCIAL AND WELLNESS COMMITTEE

The *Social Committee* is gearing up for another year of great events! Thanks to everyone who provided treats for their members on *World Teachers' Day*. Our next 2 events are in December, Look for a poster advertising a *Social and Show* on Saturday December 1st. The next Saturday, December 8th, there is a bus trip to the Toronto Christmas Market. Seats are limited and are first come, first served. There are many more exciting events planned, so stay tuned - and new committee members are always welcome!

Chair: Derek Watt, Trent River



HEALTH AND SAFETY COMMITTEE

The *Health and Safety Committee* would like to remind members of the importance of reporting hazards, incidents and accidents as soon as they are recognized or happen. If you notice a hazard (e.g., mould, icy walkway, class temperature below 18°C) you are required to report these to your supervisor right away. If you feel your concerns are not being addressed in a timely manner, then please contact us. The report of an accident or violent incident provides data to you JHSC reps so that they can track the incidents and make recommendations to the board. In order for us to have reliable information to work with it is important that incidents are reported.

Chair: Jason Surgent, Maynooth

Please Consider Joining One of Our Committees!

You may contact the chair or call the local office for more information.

Active Committees are essential in order for our local to be as vibrant as possible.

Teacher Performance Appraisal Process Advice

Please visit the “Quick Links” section of our website...

Are you an Experienced Teacher on TPA this year?

ETFO has several items to help you through the process:

- We have a document that will walk you through the basic elements of the TPA process;
- We have a Professional Judgement Matters document; and
- We have a you tube video/slideshow.

Are you a New Teacher on TPA this year?

ETFO has a couple of items to help you through the process:

- We have a document that will walk you through the basic elements of the TPA process for New Teachers; and
- We have a Professional Judgement Matters document

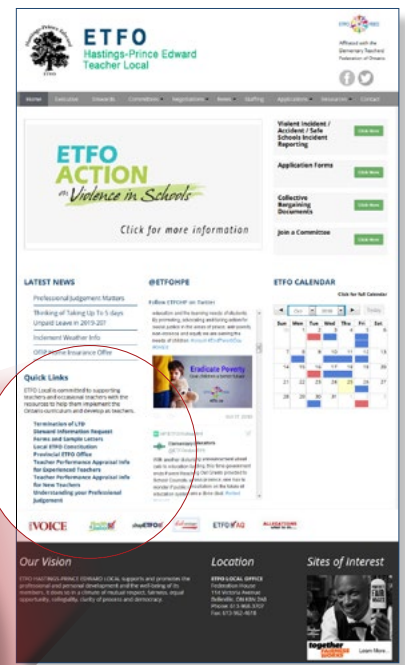


ETFO is a proud supporter of the \$15 and Fairness campaign.

Every member can add their voice and show support for decent work in Ontario.

Check out:

etfo.ca-DrivingLabourAction
to learn how you can get involved.



ETFO FEEO

DID YOU KNOW

that ETFO has a

Health & Safety Website:

<http://etfohealthandsafety.ca/>

PROGRESS REPORT CARD CONFERENCES:

vi) Conference Timeframe: Within two weeks of the distribution of Progress Report Cards to parents, contact will be made with parents/guardians to arrange conferences.

It should be noted that contact will be made but that the conferences do not need to occur during this two week period. Teachers are not required to submit a tracking sheet to indicate that contact has been made with the parents/guardians. This information is stored in the OSR along with the Progress Report. (See section ix below)

vii) Communication: The principal will work with staff to establish a communication approach (e.g. school letter home to parents/guardians).

viii) Conference Section on the Progress Report: During the phone call or face-to-face interview, the homeroom teacher will record the discussion notes directly on the conference section of the report. The homeroom teacher will indicate those in attendance at the conference.

ix) If parents/guardians choose not to participate in a phone or face-to-face conference, the teacher must note this on the copy of the Progress Report that is stored in the OSR.

Health + Safety make it happen

Safe workplaces mean safe learning environments for students.

ETFO ACTION Violence in Schools

Workplace Violence Reporting Flowchart

Violence – Workplace Injury and Illness is the third and final video in ETFO’s three-part series on workplace violence. This video focuses on violence-related workplace injuries and illnesses and the important steps that members must take when they occur.

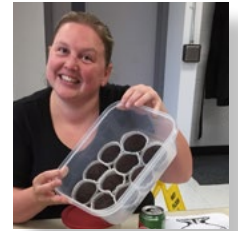
Take Steps to Protect Yourself

Risk Assessment and Safety Plans is the second video in ETFO’s three-part series on workplace violence in schools. This video focuses on how the risks of violence are controlled in schools.

Please take a few minutes to check it out.

World Teacher Day

October 5th was *World Teacher Day*. Local schools celebrated this year with the help from ETFO-HP *Social & Wellness Committee*.



(BELOW & RIGHT)
York River



(ABOVE) **Harry J. Clarke**: leftovers from *Nasr & Nabiha's Travelling Kitchen*



(LEFT)
Prince Charles Trenton



(ABOVE) **Bird's Creek**



(ABOVE) **Maynooth**: members enjoyed soup, sandwiches and strudel from *Memories Tea Room*



(LEFT) **Harmony**

ETFO's
Pregnancy & Parental Leave

INFORMATION SESSION

For parents-to-be and their partners regarding Pregnancy and Parental/Adoption leaves

Nov. 27th, 2018
5:00 P.M.
at **FEDERATION HOUSE**
114 Victoria Avenue, Belleville

Rights and Responsibilities • Collective Agreement References • Benefit Entitlements
Returning from and/or Extending a Leave • SEB plans • EI issues • paying your pension

Snacks provided
Mileage may be claimed, that is above and beyond your normal day's driving, in order to attend.

REGISTER BY NOVEMBER 10TH:
smackay@etfhp.on.ca

FOR MORE INFORMATION CONTACT:
Sarah MacKay 613-968-3707 x228

ETFO Hastings-Prince Edward

NEW WEB-BASED RESOURCE!

smh-assist.ca/emhc



Home Background Helpful Tips Practices Feedback Tutorial Subscribe Contact

Everyday Mental Health Classroom Resource

A free, online, evergreen K-8 resource co-developed by ETFO members and School Mental Health ASSIST. Everyday mental health is based in social and emotional learning (SEL) research.

Explore these easy to use strategies to improve everyday mental health with your students. If you are looking for ways to address the social and emotional learning skills of your students, visit the website to find out how!

Visit smh-assist.ca/emhc for strategies grounded in evidence-based practice.

- Stress Management and Coping Skills
- Emotion Identification Skills
- Positive Motivation Skills
- Self Confidence and Identity Skills
- Executive Functioning Skills
- Relationship Skills



Elementary Teachers' Federation of Ontario
Fédération des enseignantes et des enseignants de l'élémentaire de l'Ontario
136 Isabella St Toronto ON M4Y 0B5
Telephone: 416-962-3836 Toll Free: 1-888-838-3836
Fax: 416-642-2424
etfo.ca



SCHOOL MENTAL HEALTH ASSIST
ÉQUIPE D'APPUI POUR LA SANTÉ MENTALE DANS LES ÉCOLES

TORONTO CHRISTMAS MARKET

Saturday, December 8th, 2018



Brought to you by the
ETFO-HP Social Committee

For
ETFO
members
(and spouse/partner)
\$20
per person

ITINERARY

8:00 am leave Franklin Tours lot in Belleville

8:30 am pick up at Wooler Rd. carpool lot

Comfort stop at Newcastle EnRoute

11:00 am – 4:00 pm
CHRISTMAS MARKET

4:15 pm leave Distillery District

Comfort stop at Newcastle EnRoute

7:30 pm drop off at Wooler Rd. carpool lot

8:00 pm Franklin lot in Belleville

RSVP by Friday, November 30th to Derek Watt at:
social.etfhp@gmail.com
(Limited seats, first come first served)



photo © www.torontochristmasmarket.com



Get to know Your Collective Agreement: Preparation Time

➤ Preparation Time, what does the C.A. say?

L11.05 Preparation Time

Exclusive of morning and afternoon recesses and the lunch period, each Teacher on a full-time assignment shall be assigned preparation time free from supervisory, teaching or other duties within each cycle of five (5) instructional days. Preparation time shall be used for professional activities as determined by the Teacher, and will take place during instructional time.

➤ What if a meeting has been scheduled during my Prep? Am I required to attend?

No. Teachers determine which professional activities they shall do during their Preparation time as per article L11.05. However, a teacher may choose to attend if that is how they wish to use the time.

➤ Can I be required to provide instruction during my Preparation time?

Yes. *L11.05.04 Missed preparation time shall only be rescheduled where a teacher is required by the Principal to provide instruction during his or her scheduled preparation time for a teacher absent from work. Such rescheduling of missed preparation time shall occur as soon as administratively feasible, but no later than three months after the loss of the preparation time and in any event within the same school year.*

➤ Under what circumstance would I be missing my Preparation Time?

L11.13.03 Teachers will not be required to cover other teacher absences, or assume instructional and/or supervision duties caused by a teacher's absence, except in exceptional circumstances, where an Occasional Teacher, either qualified or unqualified is not currently available. In such circumstances, where possible, teacher absences will be covered through missed prep time. Missed prep time will be paid back in accordance with Article L11.05.04.

➤ What if I am a part-time teacher?

L11.06.01 Teachers on part-time assignment shall have the amount of preparation time pro-rated as per their teaching assignment.

➤ What is the minimum amount of time for a Preparation period?

L11.07 Every effort shall be made to provide preparation time in blocks as large as possible, however, preparation time will be provided to individual teachers in blocks not less than thirty (30 minutes), except by approval of the Joint Staffing Committee.

➤ What about during a PA day?

L11.05.05 Professional Activity Days shall not be considered instructional days for the purpose of scheduling preparation time.

➤ What about during an in-service session?

The Board and ETFO have agreed that teachers are to take their Preparation time when/if it would normally occur during that day.



How to Safeguard Your Home Against Break-Ins

As the holiday season approaches so does an increased risk for home burglary. While holiday shoppers hide presents in their homes, and homeowners leave town to celebrate the season with family and friends, home burglars are left with prime opportunities for break-ins and theft.

While there's no way to guarantee your home won't be the target of an attempted break-in, there are some actions that you can take to help defend your home against burglars.

To learn more, visit www.otipinsurance.com/article27



HOW COLD IS *too cold?*

[Regulations of the Occupational Health and Safety Act](#) state that an enclosed workplace shall be at a temperature of “not less than 18°C.”

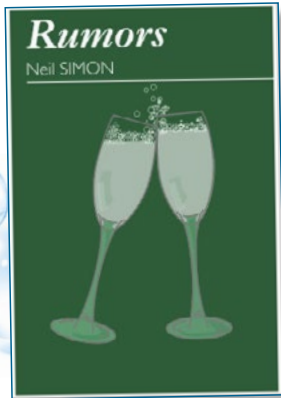
If your classroom is nearing that temperature, report the concern to your principal. If the temperature is below this, the principal must make provisions for a safe workplace by providing a safe heat source or relocating the class to another room with adequate heat.

Contact your [local](#) and/or [provincial office](#) for assistance if necessary.

Saturday, December 1st

Social & Show

brought to you by the ETFO HP Social Committee



A tenth wedding anniversary party should be a fun time with good friends to entertain. The comic master Neil Simon is not going to be that predictable. When guests arrive there is no sign of the hosts or the food. The husband is found shot, in his bed, apparently comatose, and the wife is missing. More guests arrive... influential people with reputations to protect. They become very creative about saving themselves from a steamy scandal. As the explanations, rumors and lies mount up, so does the irresistible urge to laugh.

Apetizers & Refreshments

6:30 – 7:30 p.m.

FEDERATION HOUSE

114 VICTORIA AVE., BELLEVILLE

“Rumors” Show

8:00 – 10:30 p.m.

PINNACLE PLAYHOUSE

256 PINNACLE ST., BELLEVILLE



\$10 per ticket

This event is open to ETFO members and their guests.



RSVP to social.etfohp@gmail.com by **Monday Nov. 26th**
(Limited number of tickets available / first-come-first-serve)

ETFO Hastings-Prince Edward Teacher Local

Congratulations To:

- **Michael Mckeown** (Queen Elizabeth, Belleville) and his wife **Kelly** on the birth of their son **Austin David Paul Mckeown**, born on September 25, 2018
- **Brendan Coffey** (Queen Elizabeth, Belleville) and his wife **Caity** on the arrival of their baby boy **Declan**, born on October 13, 2018
- **Ginger Dickson** (Tyendinaga PS) on the birth of her daughter.
- **Alyssa Fraser** (North Trenton) who was married in Vegas on October 20th.
- **Sarah Rhode** (Foxboro PS) and **John** who welcomed their twins **Jessa** and **Josie Rhode**, born on October 21, 2018
- **Dan Douglas** (Park Dale) who retired from teaching on October 31st.



Our Sincere Condolences To:

- **Matt Charles** (Education Centre) and **Susan Sewell Charles** (Queen Victoria) whose mother/mother-in-law passed away on Saturday, November 10th.
- **Paul van Rooy** (Massassaga-Rednersville PS) whose father passed away on Sunday, November 11th.

ETFO Hastings-Prince Edward Teacher Local

www.etfohp.on.ca



FEDERATION HOUSE
114 VICTORIA AVENUE
BELLEVILLE, ON K8N 2A8

Phone: 613-968-3707 OR
Toll Free: 1-866-962-3836
Fax: 613-962-4618

Visit our Website for the most
Up-to-Date Calendar of Events
<http://www.etfohp.on.ca/resources/calendar/>

