



ADETFO INFO

MARCH 2016


STAFFING SIMPLIFIED: ADETFO has met with ADSB and the following tentative schedule has been agreed upon. Please note that as a result of this schedule Staffing Committees will need to be organized earlier than April 15th this year!

- March 7st – “Form A” (FTE +/-/Transfer Notification) submitted.
 - Organization will be brought to the April 5th Board meeting (This is happening earlier than the contractual deadline of April 15th.)
 - April 6th – Excess members will be notified by the principal. Excess members may not post or transfer during spring staffing and will be required to complete “Form D” (Restricted Vacancy). Placements will not begin until after June 1st. ***Excess members do not complete transfer notification forms. You will be required to indicate geographic areas in which you are prepared to accept recall on Form D).
 - April 7th – Surplus members will be notified by the principal and Form B (Surplus Placement Consideration) to be given to surplus members.
 - Staffing Committees meet (see pg. 28 of the CA for duties).
 - April 8th – Step 3 – Special Position Posting goes out and will be posted for 5 days. (Interviews where required to be held April 18-19. These are competition based and open to all members).
 - April 20th - Release of Vacancies for Surplus members @ 3:00 pm.
 - April 21st – Form B (Surplus Placement Consideration) due @ 3:00 pm.
 - April 22nd – Surplus members placed and notified via email.
 - April 25th – Transfer Vacancies Posted @ 3:00 pm and members who completed Form A by March 1st to be given “Form C” (FTE +/-/Transfer Placement Consideration) by principal.
 - April 26th – Form C due at 3:00 pm. (***Only indicate positions you are willing to accept. This is a commitment at this stage.)
 - April 27th – Transfer placements.
 - First and Second General Postings to be completed by June 1st. (***These positions are competition based and open to all members).
- **All forms will be completed and submitted electronically on the ADSB employee portal****


See your Steward for the guide and/or assistance!

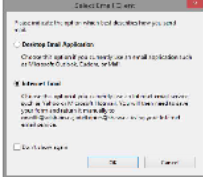
Staffing Forms Guide

Accessing the Staffing Forms

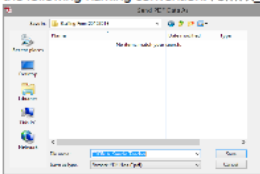
1. Open a web browser and access the 'Staff Resources' site at <https://staff.adsb.on.ca>
2. Select the 'Employee Portal' icon  or navigate to <https://ess.adsb.on.ca/IPPS>
3. Log in using your username and password
4. Select 'Elementary Staffing Forms' on the left menu
5. Click on the form(s) you want to download and save them to a location of your preference
6. The Staffing Forms are fillable PDF documents

Completing the Staffing Forms

1. Open the Staffing Form you downloaded and saved
2. Enter your information by typing or selecting for the dropdown menus
3. Once the Staffing Form has been completed and reviewed for accuracy, click on the 'Submit Form' button at the bottom of the form 
4. The following message will appear:



5. In most cases, the 'Internet Email' option will be used to email the Staffing Form
6. Click 'OK'. You will then be prompted to save the file
7. When saving the file, select or create a folder where you can later access the form. Name the file using the following naming convention: Form X_Your Name (i.e. Form A_Mary Jones, Form B_John Smith)



Submitting the Staffing Forms

1. Once the form is saved, compose an email to Brenda O'Neill (oneillb@adsb.on.ca) and ADETFO (adetfores@shaw.ca) and attach the completed Staffing Form as an attachment.
2. All Staffing Forms must be completed using these PDF Staffing Forms and submitted via email.

VIOLENT INCIDENT REPORTING

ABC forms are NOT violent incident reporting forms.

They do not trigger follow up by the principal nor do they get reported to the Joint Health & Safety Committee, nor do they initiate safety plans. If you are being directed to complete ABC forms instead of the REQUIRED Ministry Safe Schools Form, please contact the office. Forms are available on our website www.adetfo.on.ca.

“Professional Judgement” shall be defined as judgement that is informed by professional knowledge of curriculum expectations, context, evidence of learning, methods of instruction and assessment, and the criteria and standards that indicate success in student learning. In professional practice, judgement involves a purposeful and systematic thinking process that evolves in terms of accuracy and insight with ongoing reflection and self-correction.

Key components of the PPM are:

- ~ Teachers must use diagnostic assessment during the school year to inform their instruction;
- ~ District School Boards will generate a list of approved diagnostic assessment tools;
- ~ Teachers will use their professional judgement to determine:
 - which diagnostic tool/s from the board's pre-approved list they will use;
 - which student/s they will use the tool with;
 - how often they will use the diagnostic tool; and
 - when they will use the diagnostic tool.



ADETFO Committees' Corner

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This year the Spec. Ed. Committee is pleased to announce the return of the Learning Disability Technology Support Award. This award is open to all graduating students who are identified as having a learning disorder or disability. We will grant 10 - \$100 iTunes cards to students for purchasing of appropriate applications to support their learning. Please nominate one grade 8 per school for this prize and submit to shaunigans@hotmail.com by April 30th. The winners will be drawn randomly. In the meantime, this committee will continue to discuss, inquire about and clarify issues surrounding Special Education including, the role of the SERT, reduced funding for students with Special Needs, and the role of the EA within Special Education. We have been working on a survey to focus on the key issues that are important to all of our members.
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The Social Justice and Equity Committee is pleased to be working in conjunction with A.D.S.B. in order to provide curriculum resources dealing with diverse families and the LGBTQ community. Positive Space Posters should have reached all schools by early March and information regarding the joint resources will follow shortly. In addition, the committee is hosting an after school session on Thursday, April 14th at Grand View School. The topic will be Social justice and Stereotypes and will be hosted by Carol Trudeau-McEwen. Hope to see you there!
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The Selection Committee: "Hello, ADETFO Colleagues. The newly created Selection Committee has been formed. The selection process to create our committees this year will look a little different. It will follow the Provincial process more closely. Stewards will be receiving the updated information over the next while. Please consider helping to move the work of our great Local along by applying to work on a committee. Thank you from the Selection Committee."
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The Awards Committee: Just a reminder that Nomination packages have been sent via email to all ADETFO members. You may notice that the committee has started to make slight changes to the nomination package. The committee is looking forward to reading all about the wonderful people in your school community.
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NEW HEALTH AND PHYSICAL CURRICULUM

As you know, there are many changes in the new Health and Physical Education Curriculum and it has received much media attention. It is important to remember that gender identity and sexual orientation fall within the protected grounds under the Human Rights Code and curriculum issues related to both fold into the Ministry's Equity and Inclusive Strategy.

Communication is very important especially in the early stages of implementation.

Members are encouraged to discuss the following with administrators:

- Has the process for sending advance communications home to parents been determined in your school?
- Is there a school/board process in place for parental requests for religious accommodations (that directs such request to the school principal or board and not the classroom teacher)?
- What are the board's expectations about how the curriculum is to be implemented and has this been communicated?
- Where can members go for advice, resources or PD?
- What are the school/board's expectations of how teachers should field complaints from parents and have these been communicated?

Members are encouraged to consider team planning and to get direction from school administrators with questions or uncertainties. Finally, members can always contact PRS for more specific advice.

Please visit the ADETFO website for ADETFO Executive Minutes at:

www.adetfo.on.ca

ADETFO Awards

Nominations are being accepted for:

- ~Support Staff
- ~Outstanding Bus Driver
- ~Innovative Educator
- ~Honorary Life Member
- ~Humanitarian
- ~Volunteer



Nominations Due: March 31st.

See your Steward, visit the ADETFO website for criteria and applications or contact Kitty Zorzi, Office Manager for a copy 705- 942-3379 or by email: kzorzi@shaw.ca

Friendly Reminders:

As per AGM motion #55 2014:

When itinerant and/or rotary teachers are teaching students, the classroom teacher be encouraged to leave the learning environment for the duration of the instruction.

Also, members are advised to please send **draft copies** of written correspondence to the ADETFO office prior to submitting formally to administrators if content is questionable.