



ADETFO INFO

FEB/MARCH 2017

Message from the Vice-President:

Hello Everyone! It has been a jam packed and interesting three months on the job as your Vice-President. From the very first day, it has been a steep learning curve. It has been great to meet some new members and be able to help them work through their issues and concerns. One of the areas we have been working on is communication and connectivity. Please ensure that we have an accurate and active non-Board email on file. Check your email junk folders. Both Doug and I have new email addresses and we would hate to think any member is missing out on information.

We have been busy with the roll out of the new OTIP benefit plan. If there is anyone still out there who hasn't enrolled or received information, please contact the office.

We have been preparing for the upcoming Staffing Season and have included lots of great information below for your reading. If you have any questions during any point of the staffing process, do not hesitate to call the office or send an email. It is the second year we have worked our way through this and we are growing together. Right now priority is on the transfer form.

Collective Bargaining activities have started Locally and we have been monitoring the discussions regarding the contract extension. We have a date and information enclosed here about a meeting. We will be putting information out there when we get it so keep checking your emails and the Facebook site.

Lastly, I want to remind all members that we are in a busy time of year and things are going to remain busy. From reports cards now, to the staffing process, committee selection process, Unit Elections coming up and all the tons of other things we do as teachers, we will be busy. Stress and fatigue can sneak up on us all and make us feel down. Take time to self-check every now and again. We have a great EAP. Take some time for yourself before it gets to the point where you might need a sick leave. An ounce of prevention....

Lee

FYI: Need to contact the ADETFO office? Please call 705-942-3379 or by emailing:

President Coulter: algomaetfopres@shaw.ca

Vice-President Mason: algomaetfovp@shaw.ca


or Office Manager Kitty Zorzi: kzorzi@shaw.ca

STAFFING SIMPLIFIED: ADETFO has met with ADSB and the following tentative schedule has been agreed upon.


- March 1st– “**Form A**” (FTE +/-Transfer Notification) submitted.
- Organization will be brought to the April 4th Board meeting.
- April 5th – 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 6th – 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. 63 of the CA for duties).
- April 7th – Step 3 – Special Position Posting goes out and will be posted for 5 days. (*Interviews where required to be held April 19/20. These are competition based and open to all members*).
- April 21st – Release of Vacancies for Surplus members @ 3:00 pm.
- April 24th – Form B (Surplus Placement Consideration) due @ 3:00 pm.
- April 27th – Surplus members placed and notified via email.
- April 28th – 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.
- May 1st – Form C due at 3:00 pm. (***)Only indicate positions you are willing to accept. This is a commitment at this stage.)
- May 2nd – 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****
- Excess members “**Form D**” placement process occurs

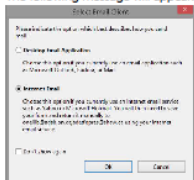
Staffing Forms Guide

Accessing the Staffing Forms

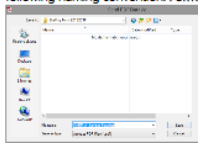
1. Open a web browser and access the 'Staff Resources' site at <https://staff.adsb.on.ca>
2. Select the 'Employee Portal' icon  or navigate to <https://ess.adsb.on.ca/PPS>
3. Log in using your username and password
4. Select 'Elementary Staffing Forms' on the left menu
5. Click on the form(s) you want to download and save them to a location of your preference
6. Go to that file location and open the file in a PDF reader
 - a. NOTE: If you open the form in a browser, the information will not be saved or submitted
7. The Staffing Forms are fillable PDF documents

Completing the Staffing Forms

1. Open the Staffing Form from the location you saved it to in the previous step
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 'Save' and then 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 Joseph Maurice (maurici@adsb.on.ca), Frank Palumbo (palumbf@adsb.on.ca) and ADETFO (algomaetfopres@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.

MARK THE DATE: CB UPDATE ~ All Member Meeting ~ February 28th Grand Gardens North SSM - 4:30 p.m.

Members in outlying areas will be connecting to the meeting through Adobe Connect. Further details will be provided to each area through their Unit Reps and Stewards over the next week. At our Local meeting, our Provincial CB Staff Officer and the CB Team will be presenting the details of the Contract extension and fielding questions related to the Extension. Members will have an opportunity to vote on the proposal through an online voting process.

Additional details will also be coming to members from Provincial ETFO, so please keep watch. If you haven't signed up for Provincial ETFO CB Newsletter, this would be a good time to do so. Looking forward to seeing you on the 28th.

Thank you from your CB Team.



ADETFO Committees' Corner

The Spec. Ed. Committee ~ In an attempt to understand the dynamics of the special education team in your school and the needs within our board, the Special Education Committee has created 2 surveys, one for SERT and one for general members to be sent to all ADETFO members shortly. You may choose to just fill out the survey that best applies to you. Our goal is to have the data collected from the surveys drive the possibility for future bargaining, be shared with administration and also with our ETFO team to understand the diverse needs across the district. The survey will remain anonymous, however if you inform your steward that you have completed one of the surveys, your name will be entered to win a Staples gift card. Thanks in advance for your participation!

The Selection Committee: "Hello, ADETFO Colleagues. The Selection Committee has met and is ready to start year 2 of the new process to fill positions. Each committee has 2 members remaining and 2 positions open to be filled. You will be receiving the updated information over the next while to fill the open positions. Please consider the opportunity to share your leadership to continue the work of our great Local by applying for a committee. Thank you from the Selection Committee.

"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 Awards

Nominations are being accepted for:

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



Nominations Due to the ADETFO Office by:
March 31st.

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

VIOLENT INCIDENT REPORTING

ABC forms are NOT violent incident reporting forms. They do not trigger follow up by the principal, they do not 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. "When in doubt, fill them all out."

REMINDER



If you are interested in attending an ETFO Provincial workshop/conference please visit the website at etfo.ca for all the upcoming events.