

## **Memo #6**

Date: November 1, 2016

To: Executive/Members

From: Kent MacDonald, President

Re: **Prep Time and Shared Space; Conference and Convention Funding; Media Literacy Week**

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### **Prep Time and Shared Space**

In regards to preparation time, it is strongly encouraged that classroom teachers leave the classroom while the Preparation time/FSL teacher is present. We have to be respectful that some of our colleagues are not in the position where they have their own classroom space to deliver curriculum. As a result, they have to move from classroom-to-classroom to provide instruction, which is less than a perfect scenario for many reasons.

During the time that Preparation/FSL teachers are assigned to a classroom to deliver instruction, we have to be respectful that the space becomes theirs to use. It is a professional courtesy to vacate the space, to allow the Preparation/FSL teacher sole use of the space with the students in their care. When classroom teachers remain in the room, students can easily become confused as to who is “in charge” at that time. It is recognized that there are times when classroom teachers might have to remain during a prep period due to perform a specific task that is restricted to the classroom space, but this should be the exception, not the rule.

In the end, we are all teachers and we need to be cognisant that when the Preparation /FSL teacher is teaching the instructional and classroom management responsibilities clearly should be shifted to our colleague.

### **Conference and Convention Funding**

At our October Unit General Meeting – Tuesday, October 25<sup>th</sup> – we set the amount eligible for teachers to attend conferences, workshops and conventions. This amount will remain at \$500 for the next three years (until the end of the 2018-19 school year).

#### Allocation of Funds:

Our unit budget allocates funds to this line and as per our by-laws funds are dispersed to approved applicants.

Our budget year begins July 1<sup>st</sup> of each year, and 10% of the total funds are allocated to the months of July and August.

For each two-month block – beginning in September – 18% of the total funds may be dispersed, and any unused amounts may be carried forward and added to the total amount in the next two-month block. This allows us to apply unused amounts to enable more members to attend

conferences in subsequent months.

Funding is approved on a cost-recovery basis only. Therefore, once approved by the executive to attend a conference/workshop, the member is responsible for sending receipts into the Unit Office, after they have attending their conference/workshop. Once received, a reimbursement cheque will be sent to the member.

#### Application for Funds:

Using the attached form, a teacher would place their name, school etc. As well they would place the name of the conference/workshop. Location, date, fee would be referenced.

#### Restrictions:

Preference will be given to those applicants that have not received funding in the previous year.

A maximum of 6 members may be funded for any particular conference/workshop. And only one member per school/location.

Even with the above restrictions, those members would be placed on a waiting list, and if funds for that period are still available, they would be allowed to collect funding.

#### Occasional Teacher Coverage:

If a teacher is taking a work-day to attend a conference/workshop, they must consider the cost of the occasional teacher. If the school principal cannot provide financial coverage for the occasional teacher, then the cost of the occasional teacher would have to come out of the \$500 funding provided by OECTA Simcoe Muskoka.

#### CLC and OFL:

If a teacher wishes to attend a Canadian Labour of Congress or Ontario Federation of Labour sponsored conference or workshop, they are able to do so each year, and will not be restricted by the limitation of being funded for only one conference or workshop per calendar year.

### **Media Literacy Week**

October 31 to November 4 is Media Literacy Week. The annual event, co-led by Media Smarts and the Canadian Teachers' Federation, aims to develop thoughtful, informed young people, while fostering positive and enriching interactions with media. This year's theme is "Makers and Creators," to celebrate the many ways young people use media for creativity and innovation.

Events will be held across the country and online. There are also a number of resources that can be used in your classroom or in your home.

Visit their [WEBSITE](#) to learn more.

**If you have any concerns, please contact the Unit office at 705-733-9625 or 1 800 558 4815  
Thank you for sharing this information with OECTA members.**