

MEMORANDUM

2011-2012: 132

TO: Secondary Principals
Secondary Vice-Principals

FROM: Phyllis Hili
Superintendent of Education

SUBJECT: **MANDATORY PA DAY TRAINING FOR SECONDARY EDUCATIONAL ASSISTANTS
ON FEBRUARY 2 and 3, 2012**

Please ensure that Educational Assistants (EAs) are aware of the contents of this memo. This information is time sensitive. Registration will be filled on a first come, first served basis. For permanent EAs only.

February 2 and 3, 2012 are paid mandatory Professional Activity (PA) days for Secondary EAs. Further notification will follow regarding additional paid PA days.

**THE FOLLOWING BOARD SPONSORED TRAINING IS BEING OFFERED ON THURSDAY,
FEBRUARY 2, 2012:**

**BEHAVIOUR MANAGEMENT SYSTEMS (BMS) RE-CERTIFICATION & SAFETY PLAN OVERVIEW
(NOW A FULL DAY SESSION)**

EAs that received their BMS training during the 2009-2010 school year are required to take their BMS re-certification training during the 2011-2012 school year. If EAs received BMS re-certification training during the 2010-2011 school year, they are not yet required to take the re-certification training until the 2012-2013 school year as certification is valid for two (2) years.

This year the re-certification training will be coupled with a Safety Plan Overview session. EAs will learn about how the Safety Plan, IEP, Behaviour Tracking and analysis all connect to provide a safe learning environment and help reduce challenging behaviours.

This **full day** training will be offered at the following locations:

DATE	LOCATION	TIME	MAXIMUM NUMBER OF PARTICIPANTS
Thursday, February 2, 2012	Bradford District H.S. – Small Gym	8:30 a.m. – 4:00 p.m.	40

EAs should be reminded that during the change of EA assignments at the end of the school year, EAs that are not current with their BMS may not be eligible for certain positions.

ASSISTIVE TECHNOLOGY, LEVEL 1 - NEW

Participants will get an overview of some of the assistive technology that is available on the school network. Hands on training will include the following software titles: Kurzweil tools, WordQ, Dragon Naturally Speaking and Smart Notebook tools. Participants are asked to bring a flash drive in order to save the work created to take back to the school.

This **full day** workshop will be offered at the following location:

DATE	LOCATION	TIME	MAXIMUM NUMBER OF PARTICIPANTS
Thursday, February 2, 2012	Education Centre - Coldwater Room	8:30 a.m. – 4:00 p.m.	20

CULTURAL AWARENESS – FIRST NATION, METIS AND INUIT (FNMI) - NEW

Staff development and capacity building is vital to student success. In addressing the need to improve the academic achievement and overall well-being of First Nation, Metis and Inuit (FNMI) students, this staff development in-service has been designed as a cultural awareness opportunity that will promote an understanding of, and respect for FNMI cultures and world views within SCDSB.

Participants will be invited to take part in a hands-on, interactive cultural and artistic session building a foundation for the implementation of restorative practices and Character Education connections.

This **full day** workshop will be offered at the following location:

DATE	LOCATION	TIME	MAXIMUM NUMBER OF PARTICIPANTS
Thursday, February 2, 2012	Penetanguishene S.S. – Library	8:30 a.m. – 4:00 p.m.	30

INCREASING INDEPENDENCE: RELEASING THE PROMPT AND OTHER APPROACHES - NEW

This workshop will explore intervention strategies for increasing independence by systematically fading prompts and other approaches that will support students to become more independent. The prompt is designed to model the desired behaviour or assist the student in performing it. While prompts are often necessary for initial success, a plan must be in place to work towards independence as a desired goal for all students.

This **full day** workshop will be offered at the following location:

DATE	LOCATION	TIME	MAXIMUM NUMBER OF PARTICIPANTS
Thursday, February 2, 2012	Barrie Central – Room 138	8:30 a.m. – 4:00 p.m.	30

THE FOLLOWING BOARD SPONSORED TRAINING IS BEING OFFERED ON FRIDAY, FEBRUARY 3, 2012:

TOOLS FOR SELF REGULATION - NEW

This session will look at accommodations and self-regulation strategies to teach students with challenging behaviour. The afternoon will include time to “make and take” for immediate use at your school.

This **full day** workshop will be offered at the following location:

DATE	LOCATION	TIME	MAXIMUM NUMBER OF PARTICIPANTS
Friday, February 3, 2012	Bear Creek S.S. – Room 142	8:30 a.m. – 4:00 p.m.	30

FETAL ALCOHOL SPECTRUM DISORDERS AND UNDERSTANDING MISBEHAVIOUR

The first half of the day will be spent discussing Fetal Alcohol Spectrum Disorders and other related Neurobehavioural Disorders. Strategies on how to provide successful classroom support will be discussed. As well, an overview of Neurobehavioural Disorders will be reviewed with an emphasis on Fetal Alcohol Spectrum Disorder (FASD). Strategies to support student achievement will also be outlined.

The second half of the day will focus on understanding the underlying reasons for student misbehaviour. Participants will focus on determining students’ goals or functions of misbehaviour and then utilizing effective strategies to help meet their needs. In addition, participants will examine the main aspects of emotional intelligence and how teaching social skills can promote student success.

This **full day** workshop will be offered at the following location:

DATE	LOCATION	TIME	MAXIMUM NUMBER OF PARTICIPANTS
Friday, February 3, 2012	Education Centre – Georgian Room	8:30 a.m. – 4:00 p.m.	30

OELWEIN READING AND MATH APPROACH

The Oelwein reading approach focuses on visual learning. It is significant to those students having difficulty learning to read through the traditional auditory, sound based approach. Vocabulary is based on personal and meaningful words with comprehension built in through visuals and pictures. The visual math is based on the Oelwein approach using “Match”, “Select” and “Name”. By using this errorless learning approach, the students experience success quickly and efficiently. This session will cover both the reading and math workshop.

This **full day** workshop will be offered at the following location:

DATE	LOCATION	TIME	MAXIMUM NUMBER OF PARTICIPANTS
Friday, February 3, 2012	Eastview S.S. – Room 165	8:30 a.m. – 4:00 p.m.	30

THE FOLLOWING TRAINING OFFERED ON FEBRUARY 3, 2012 IS SPONSORED FROM FUNDS MADE AVAILABLE TO THE OPSEU PROFESSIONAL DEVELOPMENT COMMITTEE:

LET'S MAKE A DIFFERENCE – BULLYING, PREVENTION / INTERVENTION & AUTISM SPECTRUM DISORDER (GENEVA CENTRE) – NEW

Research indicates that individuals with an Autism Spectrum Disorder (ASD) are at high risk of becoming victims of bullying behaviour. This interactive master class will focus on analyzing bullying behaviour, identifying risk factors for individuals with an ASD and creating individualized plans to assist individuals in identifying bullying behaviour and developing the skills necessary to help prevent and/or react effectively to the behaviour. This master class will feature firsthand accounts, activities, questionnaires, and dynamic dialogue to strengthen participants' ability to take action. At the end of this session, participants will be able to define bullying behaviour, identify why bullying behaviour is more prevalent for individuals with an ASD, describe the various types of bullying behaviour, discuss the impact of bullying behaviour and create a plan to assist in preventing and/or reacting effectively to bullying behaviour.

Educational Assistants who attend this training are not eligible to claim mileage expenses.

This **full day** workshop will be offered at the following location:

DATE	LOCATION	TIME	MAXIMUM NUMBER OF PARTICIPANTS
Friday, February 3, 2012	Education Centre – Roy Edwards Room	8:30 a.m. – 4:00 p.m.	40

THE FOLLOWING OPSEU SPONSORED TRAINING IS BEING OFFERED ON FEBRUARY 2 & 3, 2012:

FIRST AID AND CPR

Candidates who complete this course will acquire both an extensive working knowledge and comfort level in treating the following conditions: heart conditions, loss of consciousness, stroke, seizures, anaphylactic shock, diabetic emergencies, asthma attacks, spinal injuries, bone and joint injuries, lacerations, chest and head injuries, facial injuries, poisoning, burns and critical incident stress management. Candidates will also learn how to perform the following CPR techniques: 1 and 2 person CPR, administration of CPR to an infant, child and adult, choking (conscious and unconscious). At the end of this course candidates will also have a better understanding of how to use the Automatic External Defibrillator (AED) machines that are provided at the schools.

Upon completion of this 2 day course, candidates will receive a Standard First Aid and CPR card that is valid for 2 years. Mandatory attendance is required on both dates to receive the card. A light lunch will be provided by OPSEU Local 330.

This **2 day** workshop will be offered on the following dates and at the following location:

DATE	LOCATION	TIME	MAXIMUM NUMBER OF PARTICIPANTS
Thursday, February 2, 2012 and Friday, February 3, 2012	OPSEU Local Office 249 Saunders Road, Barrie	8:30 a.m. – 4:00 p.m. on both days	40

GENERAL REMINDERS

Training sessions are mandatory and are available to permanent EAs only. Participants are asked to notify their Principals regarding the session(s) they are attending.

Registration

Registration for training will open **January 16, 2012 at 4:00 p.m.** Spaces will be filled on a first come, first served basis. **Registration will close on January 23, 2012 at 4:00 p.m.**

Please register through the Staff Development Registration System by logging on to the staff website at <https://www1.scdsb.on.ca>. Once logged on, select: **Board/Applications/Staff Development**.

Participants must register themselves. EAs must ensure that their staff website username and passwords are correct prior to the registration date. If you encounter a problem, please contact the Help Desk at (705) 734-6363 ext. 11777.

Successful registration will confirm your spot in the training. Session details will be sent via confirmation emails from the Staff Development Registration System. Confirmation letters will not be sent prior to training.

Casual dress is recommended at these training sessions. Since room temperatures vary it is recommended that EAs dress accordingly.

In the event of cancellations please contact Carissa Brueton, Educational Assistant Coordinator, at (705) 734-6363 ext. 11469 or cbrueton@scdsb.on.ca.

Mileage Expenses

Employees who attend board sponsored training sessions may submit mileage expense claims on-line using the Staff Website. To help determine if you are eligible to claim your mileage, please refer to item #4.4 of APM A2505 – Expense Claims which states:

“...when an employee travels directly from home to an alternate job site at the beginning of the day, he/she may claim the actual kilometers travelled **less** the number of kilometers normally travelled from home to their habitual work location. Conversely, when an employee travels directly from an alternate job site to home at the end of the day, he/she may claim the actual kilometers travelled less the number of kilometers normally travelled from their habitual work location to home.”

For example, if an employee normally drives 10 kilometers (round trip) to their home school location, and for training, they travelled 20 kilometers (round trip) – they are eligible to claim the difference of 10 kilometers.

Mileage expense claims will be paid by direct deposit. Further instructions on how to complete the online expense claim form will be available at the training sessions.