



Memorandum

To: Adult Education Program Staff
From: Hanna Cabaj (Coordinator) and Linda Cockerham (Payroll Secretary)
Continuing Education Department

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Inserts included with this memo:

- Sunburn/Heat Illness
- iCOD Annual Declaration Process 2010

As we bring the 2009/2010 school year to a close, we would like to thank all staff for their hard work, dedication and cooperation. It is through the combined efforts of everyone in the department that the Adult Education Program continues to serve and meet the needs of newcomers to Canada!

WE WISH YOU A SAFE SUMMER AND AN ENJOYABLE AUGUST! SEE YOU IN SEPTEMBER!

Upcoming Events

- All employees—2010/2011 Criminal Offence Declaration ‘iCOD’ process—available online to August 31, 2010 (see insert for details)
- Orientation Meeting—for Instructors-in-charge/Nursery Instructor-in-charge—Thursday, September 9, 2010 from 5:00—7:00 p.m.

Important Reminders

Important Upcoming Dates

First day of school - Tuesday, September 7, 2010

Orientation meeting for Instructors-in-charge/Nursery Instructors-in-Charge, Thursday, September 9, 2010, from 5:00 - 7:00 p.m. at CEC - 80 Sheppard Ave, third floor

Evening program registration - Monday, Tuesday, September 13 & 14, 2010

Weekend program registration - Saturday, Sunday, September 18 & 19, 2010

“iCOD” Internet Criminal Offence Declaration

IMPORTANT! - As a reminder to all employees, the Ontario Regulation 521/01 requires all school boards to collect offence declarations from all employees by each September 1st. Therefore, all employees are required to make an annual offence declaration. Failure to do so may result in suspension or termination of employment. Be sure to complete and submit the *required* offence declaration for the 2010/2011 school year online *as soon as possible*. The system will remain open until the end of August. If you have any problems registering online, you may contact Human resources at: **416 222-8282 Ext. 2999** or email your concerns or questions to icod@tcdsb.org. See insert for details.

Applying for EI

Please refer to the enclosed information from Service Canada for Employees of School Boards and School Related Occupations, Instructions for Applying for Employment Insurance. This information is taken from the Director’s Bulletin of June 14, 2010.

Records of Employment

Records of Employment will be issued by the week following the final pay dates for the Adult Education programs.

Policies/New Information

St William Adult ESL Centre

St William Adult ESL Centre will be closing its doors at the conclusion of the current school year after serving the community of Jones and Gerrard in East Toronto for several years. Throughout the month of July, Adult Education Immigrant Settlement and Adaptation Counsellors will be working with adult learners in the centre providing one on one information and referral to settlement and language training services in the areas of their residence. Thank you to the St William Adult ESL Centre staff for their dedication in providing quality settlement and language training services to the adult immigrants in East Toronto.

St Leonard Adult Education Centre

Former St Leonard elementary school facility located at the intersection of Finch and Leslie was made available to the Adult Education Program for the relocation of two part time classes housed in a very old portable at St Matthias Catholic Elementary School in the area. While the use of St Leonard facility may only be a temporary one, it will allow Adult Education Program to review the feasibility of adult language programs in the area of East North York.

ISAP Corner

submitted by Matan Zelver, ISAP Manager

ISAP staff travel among sites year round. We see different locations, learners, demographics, and environments. This past month was a new experience for many of us - *record temperatures*.

One particularly hot day I travelled to several sites across the city, figuring the sweltering heat meant fewer learners in class.

What I saw was the opposite. Site by site classes were full. Learners were fanning themselves in doorways eager for class to begin.

One colleague described learners as heroes, motivated and committed, admired for their actions. As I met with staff at each location it became evident who the real heroes were. Heroes are the community builders, heroes are the facilitators, the guiders, the motivators, the carers.

These are the qualities our learners are looking for when they come back each day. You are the stories they will tell to everyone they know.

Have a great summer!

Outreach

submitted by Frank Chu,
ISAP Community relations Manager

“Silent gratitude isn’t much use to anyone.” ~G.B. Stern

I would like to acknowledge the wonderful contribution of all staff members in 2009/2010. The ISAP team hosted an information booth at the South Asian Trade Show at Downsview Park on Jun 26 and 27. Regardless of G20 traffic, hot weather, or heavy rain, the trade show was heavily attended. We provided Adult Education Program information to hundreds of attendees and continue to promote our services at events such as the International Educated Professional Fair, National Job and Education Fair, TESL Ontario Conference and the South Asian Trade Show. We also attend smaller events such as the ones held at social service, community agencies, Scarborough parenting conference, and school outreach functions organized by the TCDSB Community Relations Department.

The TCDSB Adult Education Program ISAP team is looking forward to kick starting our September promotion through Canada Post Direct Mail, advertisements, news releases and Job fairs. Please direct any requests regarding outreach to Frank Chu at 416 397 6530 or frank.chu@tcdsb.org.

Professional Development

Program Planner Up-date

submitted by Joanne Hincks, Program Consultant

We are just wrapping up the sixth program planner project based on **Bernadette Morishita-Miki's** CLB 1 class. It promises to be a good read. While most instructors in our lower level classes use a theme-based approach, Bernadette's program is competency-based. Copies of the planner will be available in time for the TESL Ontario Fall Conference.

Time-frame

Status	When	What
✓ Completed	2005-2006	Stage One -Planner Framework
✓ Completed	January – July 2006	Stage Two —Field-testing planner and integrating feedback.
✓ In Progress	September 2006 >>>>	Stage Three —Development of additional planners using original framework
✓ Completed	November 2006	First Course Planner launched at TESL Ontario
✓ Completed	2006/2007	Two planners for part-time programs: CLB 2-3 by Beatrice Bordeau and Julia Chemali and CLB 3-4 by Mrinal Debnath and Lisette Santos-DeSousa .
✓ Completed	2007/2008	CLB 1-2 by Celine Freitas and Lisette Santsos-de Sousa .
✓ Completed	2009/2009	CLB 5-6 Workplace Preparation by Sharron tan de Bibiana and Lisette Santsos-de Sousa .
✓ Completed	2009/2010	CLB 1 planner by Bernadette Morishita-Miki and Lisette Santos-DeSousa .
	2010-2011	Review of planner framework

June 16th In-Service Workshop Acknowledged

submitted by Eileen Paulsen, Program Consultant

Many thanks to **Vesna Nikolic** from the Dufferin Peel Catholic District School Board and Queen's University for her workshop entitled "Teaching Multi-level Classes: Glass Half Full or Half Empty?" at Park Place LINC. Vesna gave many suggestions for activities that can be done with a mixed CLB group of learners and participants received handouts that were ready to be used in the classroom. In groups, attendees shared their challenges with multi-level classes and discussed possible solutions. The 28 participants consisted of newly approved and seasoned instructors as well as many learners from our ELT program. Vesna's organized and well researched workshop was accompanied by a very colourful power point presentation which even included a song! Thank you again, Vesna, for taking time out of your busy schedule to share your knowledge with us.

Visit our Web Site:
www.tcdsb.org/adulted

Tips for Classroom Instructors

Feature Resources of the Month

submitted by Julia Chemali, Materials Consultant

Title: Inside Reading 2
The Academic Word List in Context
Author: Lawrence J. Zwier
Publisher: Oxford
ISBN: 978-0-19-441613-9

Inside Reading is a four level series that develops learners' abilities to interact with and access academic reading and vocabulary, preparing them for success in the academic classroom. **Inside Reading 2** is intended for learners at CLB 6 and up. The book includes ten units that deal with high interest texts such as Technology, Business, Engineering, Literature, Nutrition, Geology, Sociology, Journalism, Medicine, and Meteorology. The units could be taught in order or randomly, depending on students' needs.

The opening page of each unit introduces the content area and topic. It also presents the unit's goals and target academic vocabulary so students start thinking about their knowledge of the topic and focus on the reading strategies and target word families. Each unit starts with self assessment activity to heighten students' awareness of their own word knowledge. Students will come back to this activity at the end of the unit to re-assess their knowledge and evaluate their progress. There are two readings in each unit. Each reading starts with discussion questions to activate knowledge of the specific topic dealt with in the reading. Readings represent a variety of genres such newspapers, magazines, websites, press releases, encyclopaedias, and books. Target vocabulary is bold at its first occurrence to aid recognition. Vocabulary is recycled and practised throughout the unit and in subsequent units. Reading comprehension questions follow each text to check students' understanding. A reading strategy and practice accompany each reading. Vocabulary activities are presented in two steps. Step one activities are mostly receptive and focus on meanings and word family members. Step two activities, vocabulary work progresses to the sentence level. They are mostly productive and feature work with collocations and specific word use. These activities can also include work with associations, connotations, and learner dictionaries. Each unit ends with topics and projects that teachers can use to take the lesson further such as class discussion topics, online research projects, and essay ideas.

Inside Reading provides a systematic acquisition of the entire Academic Word List (AWL) – **Averil Coxhead's** groundbreaking compilation of the 570 most commonly encountered words across academic disciplines. There is additional practice with the targeted AWL words through a Students CD-ROM included with each student book.

Reminder:

Title: Being Canadian – new, 3rd edition
Authors: Judy Cameron & Tracey Derwing
Publisher: Pearson
ISBN: 978-276-1335508

Being Canadian, 3rd edition, is a book of readings that promotes language development and Canadian Citizenship knowledge. The book deals with the themes of social, cultural, and political history, physical and political geography; the structure of the parliamentary system, the electoral process, and the nature of the economy. These themes are similar to those found in **Discover Canada, the citizenship study guide** by the federal government, but the material is written specifically for Canadian Language Benchmarks 3 to 7.

AE Nursery Program

Dealing with Sunburn/Heat Illness submitted by Victoria Park LINC, Nursery Program

Please see the insert with useful information on dealing with heat related signs and symptoms, and how to deal with them - very useful for all ages.

On A Lighter Note

Rest is not idleness, and to lie sometimes on the grass on a summer day listening to the murmur of water, or watching the clouds float across the sky, is hardly a waste of time. ~ John Lubbock

Deep summer is when laziness finds respectability. ~ Sam Keen

Ah, summer, what power you have to make us suffer and like it. ~ Russel Baker

Summer afternoon - summer afternoon; to me those have always been the two most beautiful words in the English language. ~ Henry James

Submissions to:
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 Toronto, ON M2N 6E8 linda.cockerham@tcdsb.org

I have lived in both. NZ * Very small country and population * Vibrant + cosmopolitan * Tourism industry is great, tech startup scene growing * Very expensive to live in auckland * Very expensive in general (latte for over \$5) * Expensive consumption The year 2020 will bring a number of new laws and rules that Canadians should be aware of, including changes to cannabis and vaping regulations in some provinces. These are articles that do not meet specifications for other labels and also do not fit within the general news category. X. New laws and rules coming into effect in 2020. Sonja Puzic CTVNews.ca Producer. @SonjaPuzic Contact. Published Wednesday, January 1, 2020 7:15AM EST. CTV National News: New year, new laws. NOW PLAYING. Canada is a country in the northern part of North America. Its ten provinces and three territories extend from the Atlantic to the Pacific and northward into the Arctic Ocean, covering 9.98 million square kilometres (3.85 million square miles), making it the world's second-largest country by total area. Its southern and western border with the United States, stretching 8,891 kilometres (5,525 mi), is the world's longest bi-national land border. Canada's capital is Ottawa, and its three largest metropolitan areas are Toronto, Montreal, and Vancouver. What it's like migrating to New Zealand from Canada? Learn about how life compares, NZ visas, job opportunities and the lifestyle here. NZ Ready is a free online tool to help you plan your move to New Zealand, ensuring you know how things work here and have a hassle-free move. Learn more. Live in New Zealand.