



MEMORANDUM

DATE: Monday, September 15, 2025
TO: Worksite Stewards
FROM: Nadia Goode, President
RE: 2025-2026 Steward Start-Up Package

Please find below the information contained in this year's Steward Start-Up Package:

1. Worksite Information Sheet
2. Worksite Membership List
3. Worksite Visit Request Form
4. 2025-2026 PETL Meeting Dates
5. PETL Steward Responsibilities and Election Guidelines

Please return the *Worksite Information Sheet*, *Worksite Membership List*, *Worksite Visit Request Form*, and *Steward/Alternate Statement of Commitment* (signed, dated, and witnessed) to the PETL office via email to Susan Hejmo-Lacy (susanh@etfopeel.com) by no later than **Friday, October 10, 2025**.



MEMORANDUM

DATE: Monday, September 15, 2025

TO: Worksite Stewards

FROM: Nadia Goode, President

RE: Worksite Information Sheet

WORKSITE/SCHOOL: _____

STEWARD & ALTERNATE ELECTION FACILITATOR:

NAME: _____

STEWARD INFORMATION:

NAME: _____

CELL PHONE: _____

NON-BOARD EMAIL: _____

ALTERNATE INFORMATION:

NAME: _____

CELL PHONE: _____

NON-BOARD EMAIL: _____

NEW MEMBERS:

Please list the names and non-board email addresses of *all* new PETL members in their first five years of *permanent* teaching (full- or part-time) with the PDSB:

MEMBER NAME	MEMBER NON-BOARD EMAIL

IN-SCHOOL STAFFING ADVISORY COMMITTEE¹:

CHAIR: _____

MEMBERS:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SCHOOL COUNCIL TEACHER REPRESENTATIVE:

¹ Stewards: Please be sure to refer to Article 13.02 (pp. 60-61) and Appendix B (pp. 100-102) of the local collective agreement (included in this package for your reference) for information regarding the formation, composition, and election of the ISSAC, as well as the Terms of Reference for the committee. Also note that the ISSAC is a completely separate and distinct committee from the School Improvement Advisory Committee (SIAC). Language regarding the SIAC can be found at Article 30.07 (p. 97) of the local collective agreement.



MEMORANDUM

DATE: Monday, September 15, 2025

TO: Worksite Stewards

FROM: Nadia Goode, President

RE: Worksite Membership List

Stewards: It is critically important that the local have a complete and accurate list of *all* PETL members in the worksite as soon as possible. Please create or update a list for your worksite using either the [MS Excel](#) or [Google Sheet](#) template provided. For the purpose of PETL communications and in order to ensure that our PETL member database is up-to-date, please have members include their non-board email address *and* their cell phone number.

NOTE: This list should include the names of *all* permanent, statutory PETL members *only* (full- and part-time, including members on maternity/parental leave, medical leave, other board-approved leaves, and new members). It should **not** include the names of occasional teacher (i.e. PEOT) members (i.e. daily occasional teachers or long-term occasional teachers).

Links to the MS Excel and the Google Sheet templates can also be found in the Member Secure Area of the local website at www.etfopeel.com (under the item 'Steward/Alternate Tasks 2025-2026', dated September 8, 2025).

Please return this *Worksite Membership List* (either an updated [MS Excel](#) file or a link to an updated [Google Sheet](#)) to the PETL office via email to Susan Hejmo-Lacy (susanh@etfopeel.com) by no later than **Friday, October 10, 2025**.



MEMORANDUM

DATE: Monday, September 15, 2025
TO: Worksite Stewards
FROM: Nadia Goode, President
RE: Worksite Visit Request Form

PETL Released Officers plan to visit all schools and worksites in the PDSB to discuss current issues and answer questions. A visit may be scheduled before school, during lunch or nutrition break, or after school – whichever is most convenient for you and your co-workers. Please complete and return this request form to the PETL office via email to Susan Hejmo-Lacy (susanh@etfopeel.com) by no later than **Friday, October 10, 2025**. You will be contacted to finalize a date and time for your visit.

STEWARD INFORMATION:

WORKSITE/SCHOOL: _____
NAME: _____
CELL NUMBER: _____
NON-BOARD EMAIL: _____
NO. OF PETL MEMBERS: _____

PREFERRED DAY(S) AND TIME(S):

MON	TUES	WED	THURS	FRI

BEFORE SCHOOL SPECIFY TIME	LUNCH / NB SPECIFY TIME	AFTER SCHOOL SPECIFY TIME

COMMENTS: _____



PETL MEETING DATES 2025-2026

STEWARD MEETINGS			
DATE	START TIME	LOCATION	NOTES
Thursday, November 13, 2025	4:30 p.m.	Educators' Centre	Steward & New Member Meeting & Dinner
Wednesday, June 17, 2026	4:30 p.m.	Educators' Centre	Steward, Alternate, & +1 BBQ

MEMBERSHIP MEETINGS (OPEN TO ALL MEMBERS)			
DATE	START TIME	LOCATION	NOTES
Tuesday, October 28, 2025	4:30 p.m.	Educators' Centre	Fall GMM
Tuesday, February 24, 2026	4:30 p.m.	Educators' Centre	Winter GMM
Tuesday, May 5, 2026	4:30 p.m.	Educators' Centre	Spring AGM

STEWARD TRAININGS			
DATE	START TIME	LOCATION	NOTES
Thursday, October 23 & Friday, October 24, 2025	9:00 a.m.	Maple Banquet Hall & Event Centre (1325 Eglinton Ave E)	Fall Steward Training / Full-Day Release Date assigned by Superintendency Breakfast available from 8:00 a.m.
Wednesday, February 18, Friday, February 20, Monday, February 23, & Tuesday, February 24, 2026	9:00 a.m.	Educators' Centre	Winter Steward Training / Full-Day Release Date assigned by Superintendency Breakfast available from 8:00 a.m.

PETL EXECUTIVE MEETINGS (DATES FOR YOUR REFERENCE):

August 27, 2025 / September 16 & 17, 2025 / October 14, 2025 / November 13, 2025 / December 11, 2025
January 15, 2026 / February 12, 2026 / March 4, 2026 / April 9, 2026 / May 5, 2026 / June 11, 2026

PETL OPEN HOUSE: Saturday, September 20, 2025 – 11:00 a.m. to 1:00 p.m. – Educators' Centre

PETL INTERNATIONAL WOMEN'S DAY CELEBRATION: Date, Time, & Location TBD

STATUS OF WOMEN DINNER: Thursday, December 4, 2025 – 5:30 p.m. – Location TBD

PETL RETIREMENT & AWARDS DINNER: Thursday, May 28, 2026 – 5:00 p.m. – Location TBD

PETL BLACK GOLD EVENT: Wednesday, April 8, 2026 – 5:30 to 9:30 p.m. – Educators' Centre