

Occasional Teachers' Local Annual General Meeting

Monday, May 15, 2017

4:30 - 6:30pm

Seaforth Legion

Seaforth, Ontario

Regrets:

- 1. Meeting called to order at 4:30pm by Kim Finlayson.**

Welcome and Introductions of Executive Members.

- 2. Reading of the ETFO Harassment Policy and FMNI Statement - Toni Gale**

- 3. Working Dinner**

- 4. Approval of the agenda.**

Kim Finlayson asked for an addition under New Business to announce Executive Resignation.

Gayle VanAltena moved to accept the agenda as screened, Mary Molyneaux seconded, all in favour and carried.

- 5. Approval of the minutes from the last general meeting on October 17, 2016.**

Minutes can be viewed on the website at <http://occasionalteachers.com/minutes/>.

Maureen Miles-Kramer moved to accept minutes as screened, Jane Marie Mitchell seconded, all in favour and carried.

- 6. Professional Judgement Presentation by Jim Giles from ETFO**

- 7. Health and Safety Report, Lindsay McNichol**

On May 8th, 40 members attended the first half day of paid release for occasional teachers for Health and Safety Training. Jamie Gibbings, Health and Safety Representative, directed members as to which forms to use when an incident occurs.

- Safe School Forms and Violent Incident Form
 - When you fill out this form you can not legally keep a copy. Do keep detailed notes and staple the receipt from the administrator to it. This receipt is acknowledgement of the administrator's action/no action taken.
- Violent Incident Form

- Employee Accident/Incident Report
- PPM 144

As a teacher you are legally obligated to respond and report violent incidents. If you are told you do not need to fill out a form please contact Kim Finlayson.

Michelle Ahrens joined the group for lunch and introduced her role at the board office.

More information regarding the success of the half day training will be provided the evening of meeting.

8. PL Chairs' Report, Kim Finlayson and Lindsay McNichol

As new Co-PL Chairs, Lindsay McNichol and I made it our goal to revitalize professional learning for members. In order to offer a greater variety of workshops and increase the probability workshops would run at or closer to capacity, the Occasional Teachers' Local joined forces with the Teachers' Local in order to offer joint PL whenever possible. This collaboration was easier as I too am the Co-Chair for the Teachers' PL Committee. The securing of presenters began in early August since the sooner the Professional Learning requests go to ETFO, the more likely the Local is to receive full or partial funding and/or presenters. Pooling resources and having access to more potential attendees has been a positive experience and a workshop has yet to be cancelled due to low registration. The additional resources also meant a light meal could be provided, along with related resources and handouts in many cases. To further entice members, workshops were posted in a variety of places including the closed AMDSB Elementary Teachers and Occasional Teachers' Facebook group, the Elementary Occasional Teachers' group on Google Ed., through both Local websites and the personal emails of occasional teachers. As well, Lindsay McNichol provided frequent reminders to members who registered early for workshops to ensure the attendance of the registrants. To date, the following workshops have been provided: *Classroom Management for the Occasional Teacher; Teaching Mathematics for the Occasional Teacher; Professional Judgement: How Do I Exercise it in the Workplace Effectively?; Inspire and Inquire with a Junior/Intermediate Focus; Programming with Students with Special Needs in the Regular Classroom: Student Mental Health; Art & Heart Workshop in combination with the ETFO Executive Presentation and Collective Agreement Review (for New Contract Teachers); Power to Play Primary and Power to Play Junior/Intermediate - Nutrition Programming sponsored by the*

Dairy Farmers of Ontario; Assessment and Reading Comprehension; Health & Safety Training; and Maplewood, Elementary Report Card Training (2 Locations). One additional workshop is being held on May 29th - *Digital Citizenship: Think, Respect and Thrive Online: An ETFO Digital Citizenship Curriculum.* All attendees at this workshop will receive the \$50 ETFO curriculum resource for free. Plans are already in the works for next year, for example, the Artful Expression: Crayola Art Workshop is booked for November 20th. If you have any requests for professional learning please contact Lindsay McNichol or myself. We will be meeting with the Teachers' Local PL Committee the morning of Wednesday, June 28 in order to plan for the next school year.

Yours in Federation,

Kim Finlayson and Lindsay McNichol

- ETFO Summer Academy - more than 70, 3 day courses are planned to be offered across the province this summer. Watch ETFO website for registration details.

9. Communications Officer Report, Lindsay McNichol

I am currently working on getting personal emails for new hires and anyone I don't currently have. This is an ongoing process and I will continue to keep this list current to keep our members informed. On Monday, May 8 I emailed all members from whom I needed personal emails and I still have 63 outstanding members that I need personal email addresses from.

10. Grievance Update, Kim Finlayson - Nothing to Report

11. Social Justice and Equity Report, Kim Finlayson

On April 20, the Teachers' Local, spearheaded by Krista Ehgoetz-Brown, and the OT Local held its annual Bids and Bites Fundraiser for the Huron and Perth Women's Shelters. Over \$9000 was raised through the generosity of businesses and teachers who donated a variety of items towards the silent auction, luck of the draw and toonie auction. In addition, \$4000 worth of backpacks and school supplies were donated to the shelters. A special thank you to Lindsay McNichol and her family for shopping and to Gayle Van Altena for setting up these items for display the night of the fundraiser. As always occasional teachers and their friends are encouraged to come out to this annual April fundraiser and support the shelters who provide much needed resources for the women and children in our communities.

12. Political Action/Public Relations, Gayle VanAltena

We combined our Occasional Teacher Local and Teacher Local PA/PR committees to share workload and planning. May 2, we met to plan for our joint booth at the International Plowing Match being held in Walton, September 19-23, 2017. The focus of the display is ETFO's Building Better Schools campaign. We plan to distribute brochures and apples to the public. AMDSB Students who wish to design a colouring page for children to colour/take home from the IPM, will be eligible to win one of three \$20 gift cards to Chapters. The top three designs will be used at the IPM. It was decided we will have a sensory bin filled with corn, farm machinery and animals for children to play in as well as an interactive board for adults to learn about the reasoning behind the Building Better Schools campaign. Funding applications will be completed to help cover the cost of a display in the Education Tent, supplies, as well as release time for Teachers/ OTs that work at the booth during the IPM.

13. Goodwill Committee Report, Darlene Ellison

We need your help!

If you know of any occasional teachers who have been affected by any of the following: illness, birth of a baby, hospitalization, marriage and/or loss of a family member please email me (Darlene Ellison) or another individual of the executive. To date 8 cards have been sent and 2 donations made.

14. Constitution Committee, Toni Gale, Chair

Members of the Constitution Committee include Darlene Ellison, Wendy Hastings, Gayle Van Altena and Toni Gale. The committee met one evening in March to review the Constitution and provided the proposed amendments to the Executive who accepted and sent them out well in advance of the General Meeting for member review. Questions will be entertained this evening and the proposed changes will be voted on by members.

15. Collective Bargaining Report, Kim Finlayson

The Collective Agreement has been combined and now consists of two sections - The Central Table Agreement and the Local Agreement. The Board has reviewed it, ETFO has signed off on the Central Table portion and the Local has reviewed the final section. ETFO has signed off on the Collective Agreement and it is now in the hands of the Board and once signed will be posted under the Elementary Occasional Teachers' Group Section on Google Ed. In addition, the Local will also be asking the Board to post the copy of the Extension Agreement in the same location.

16. Motion to accept committee reports.

Darlene Ellison moved to accept committee reports as screened, seconded by Jane Marie Mitchell, all in favour and carried.

17. Constitutional Amendments, Toni Gale

Constitutional amendments screened, questions entertained and vote occurred. Toni Gale moved to accept Constitutional amendments as screened, seconded by Linda Straus, all in favour and carried.

18. Treasurer's Report, Lindsay McNichol

- Current Balance in our accounts as of Friday, May 12, 2017

| | |
|------------------|--------------|
| Chequing | \$ 56 599.83 |
| GIC 01 | \$ 5 000.00 |
| GIC 02 | \$ 3 249.59 |
| Total Balance of | \$ 64 849.42 |

- a. See attached treasurer's report of actual spending in comparison to the budget. Motion needed to accept the treasurer's report. motions to accept the treasurer's report, seconded the motion, motion carried.
- b. Appointment of Auditors for the 2017-2018 year end report. Each auditor will receive a half day's release to complete the audit.**

*Darlene Ellison moved that Jane Marie Mitchell and Lynn Koot be the auditors for the Fall 2016-2017 books, seconded by Mary Molyneaus, all in favour and carried.

*Lindsay McNichol moved to accept the treasurer's report as screened, seconded by Gayle VanAltena, all in favour and carried.

19. President's Updates, Kim Finlayson

- Over the last year the Local has experienced many growing pains in its relationship with the Board as the HR Department has been re-structured, the electronic communication system has been completely changed, the collective bargaining process has been transformed to include a central component and OTs in LTAs now have access to benefits. Over the last 14 years, I don't recall a year with so many changes. Here's to hoping things run more smoothly in the future once the Local, the Board and members all learn to navigate the new system. One way to make the transition continue smoothly is to let the Local know when things arise you aren't certain of or how you should proceed.

- As well, with more violent incidents occurring in our Board it is more important than ever that members complete all the required paperwork when a violent incident occurs against a student or themselves. These reports need to be filled out for each and every incident. So it is more important than ever that occasional teachers are following the schedule of the teacher they are replacing which includes all entitled preps. As well, remember occasional teachers are not required to begin the first day of an assignment with a duty. It is the responsibility of the administration or designate to ensure this is not occurring. Knowingly breaking the collective agreement can lead to disciplinary action.

- ETFO Representative Council May 3-4 Key Points
 - To be considered a member of ETFO you must have worked 120 calendar days prior to a vote or attending activities for which you have to be member, unless on an approved leave. The intent of the mover at the GM was 120 working days and this language will take effect July 1, 2017.

 - Reduced numbers of applicants for Teachers' Colleges since two year program has been implemented and diversity is decreasing.

 - Proposed in the budget for AGM- Three Conferences with a CB theme will be held every other year, opposite year of the CB Academy. Release time will be the responsibility of the Local. Must budget accordingly if plan to send representatives. Questions regarding who will be attending and whether it will be a lottery or so many per Local.

 - No OT Suite at the Provincial Annual Meeting this year. The monies remaining in the fund has been transferred to the POTS Chairperson fund in order that account fees will be waived. Money will still remain earmarked for the Suite.

 - Apply to Education suggestions for daily positions - have French positions call out first, 30 minutes prior to all others. The more Boards that want a feature the faster it will occur.

 - With the Central Table Extension, Boards will need to continue provide benefits until the end of the extension. In our case, this will include the \$6 per day in lieu of benefits.

- ETFO is looking at the distribution of conferences/workshops and how to make it more equitable as most that are offered have reached or are reaching capacity.
- Lengthy discussions regarding the violence within the schools and the escalation of it and the handling of it by teachers, administrators and the Board. As a result there will be resources and advisories from ETFO regarding this violence in schools.
- Lindsay and I will be heading to Port Elgin to the UNIFOR centre in June (11-13) to attend this year's POTs meeting. At this meeting, occasional teachers from across the province gather to discuss the motions which will be presented at the ETFO Annual Meeting and the candidates up for election for the ETFO Executive. Often issues affecting occasional teachers across the province are also discussed, as are remedies for common issues.
- I would like to take a moment to thank the Executive for all of their hard work over the past year, especially Lindsay McNichol who managed to complete many of the presidential duties when my LTA/Contract was increased to full time despite having a .75 LTA of her own. I look forward to working with everyone for at least one more year as the executive enters the second year of a two year term.

20. New Business - Kim Finlayson

- Local examine financial ability to make a donation to an African famine relief agency in light of the crisis ongoing in Africa.
- Local examine financial ability to make a donation to "Save the Evidence" fundraising campaign in support of the Woodland Cultural Centre.
 - The historic Mohawk Institute Indian Residential School building in Brantford is in need of financial help to make necessary repairs. As a part of our heritage, we need to ensure evidence of the dark history of residential schools is saved. This residential school operated from 1828 to 1970, suppressing dignity, rights, cultures and freedoms of First Peoples of this land. We need to ensure the abuses of this past are not repeated in the future. Several locals take advantage of the Woodland Cultural Centre. This directly supports fellow occasional teachers in their time of need.

*Lindsay McNichol moved to donate \$500 to “Save the Evidence” fundraising campaign, seconded by Mary Molyneaux, all in favour and carried.

- Ask members for suggestions for PL for next school year.

21. Open Forum for Discussion/Questions

Question about exchanging personal keys for a school key. Discussed what works/doesn't work and different systems in other boards and schools.

LTA Hiring Process - Pick top 5 in Seniority

22. Draw for Door Prizes

All winners :)

23. Next meeting date: General Meeting - October/November - TBA

24. Adjournment - Gayle VanAltena moved to adjourn at 6:45pm, all in favour and carried.

Additional Executive Meeting:

- Draw/Announcement of delegates attending the ETFO Annual Meeting in August. Toni Gale and Gayle VanAltena were selected as alternates for the Provincial Meeting with Lindsay and Kim. Alternate is Darlene Ellison.
- Ashley Dickey resigned from Executive Committee due to teaching commitments.