

Occasional Teachers' Local Executive Meeting
Wednesday, December 20, 2017 *Postponed until February 15th*
Teachers' Local Office
4:30pm

Present: Kim Finlayson, Darlene Ellison, Wendy Hastings, Gayle Van Altena, Sarah Kyle, Luke Van Schaik, Mindy Deichert

Regrets: Toni Gale

1. Meeting called to order by Kim Finlayson at 4:36 pm.
Need to find a volunteer to take minutes in light of Toni's absence. Gayle has volunteered to assist with the minutes.
2. Reading of the ETFO Harassment Policy and FMNI Statement by Gayle Van Altena.
3. Approval of the agenda as screened motioned by Sarah Kyle and seconded by Wendy Hastings, carried.
4. Approval of the minutes from the last meeting on Thursday, November 16, 2017. Once approved, Gayle or Kim will post the November minutes on the website. Gayle Van Altena moves to accepted the minutes as screened, seconded by Wendy Hastings, carried.
5. Business arising from the last meeting(s) and/or action items from November Executive meeting:
 - Grievance update regarding transition times in high school sites. The board has agreed to grant the two teachers who were affected one day of lieu time to be taken on a PA day.
 - Need to Know Section has been updated with links to surveys and reporting forms
 - All minutes should be up to date
 - Post the November minutes (Gayle or Kim)
 - Need to determine how many need to be archived. Gayle Van Altena moves, Luke Van Schaik seconds that previous school year minutes remain on the website along with the current school year minutes to date as approved, carried. Recommended to print hard

copies of all minutes and place in a binder to be stored with PL boxes at the Teachers' Local Office.

6. Health and Safety Report, Wendy Hastings

- Viewing of new website with “Let Us Know Tab”
- Share information from the meetings of the Federations and questions posed to the Board via Labour Management Meeting (Kim)
- Highlights from Thursday, November 30th meeting
 - Rod McDonald and Todd McHone (Fire Prevention Officers): review of fire code and common infractions as well as fire drill expectations and timelines. Common Infractions include:
 - Fire Doors being propped open
 - Exit lighting not being operational
 - Artwork on walls
 - Exit routes obstructed
 - Exterior fire routes obstructed
 - Sharing of incident reports and 5 year trend which shows exponential increases in aggression. Further discussion on why (increase in reporting, staff not following behaviour plans, lack of tracking of behaviour and triggers)
 - Discussion around Supply Staff and not being informed about students and what they need to know to keep themselves and other students safe. Next steps: does there need to be a system in place to get the necessary student information to supply staff?
 - Legislative Training: complaints heard around length of time to complete. Next Step: small group assembled to look at how to increase staff engagement and to complete in the allotted ½ day time frame
 - Round Table: lockdown procedures, PPE concerns over heat and weight, small appliance use in classrooms, lack of keys for OTs, AAD inspections part of H&S Inspections, Eyewash station concerns result in looking at upgrading existing plumbing
- January 25th meeting
 - Legislated Training: group met and shared suggestions on condensing AP readings into a slide format with a game component to review. Groups would be given the option to complete these as a group for ¼ of the September PA Day with the other ¼ being used

to complete the remaining “Slide Type” Training. They could still continue to complete all online if these better meets the needs of the group. Group to meet again next month to move forward on this option and present to March JHSC meeting.

- PPE: more samples looked at with little improvement from current PPE in regards to weight and heat. Concerns expressed over increase in aggression and staff looking for better protection. Next Step: continue to look at alternatives with lighter fabric that still provides safety
- Safety Plans and process for OTs and other supply staff: reference to Collective Agreement and expression of lack of clarity on what should be required in relation to increase in aggression. Next Step: discussion and suggestions on what OTs should know that they feel safe and that they can adequately provide for the safety of the students in their care. Wendy to report back at March JHSC Meeting.
- Increase in Aggression: Michelle informed us that this is a great concern and that it was discussed at the Labour Management Meeting and that it is on next month’s meeting for further discussion.
- Incident Report YTD: JHSC discussed the increase in aggression and possible causes and a concern for the safety of staff as well and the impact on the learning environment for students. As a result next meeting has been moved to February 22nd and there will be a request to invite a Senior Service and Senior Staff member to discuss concerns and possible suggestions moving forward.
- Inspection Reports: 73% are completed with more scheduled over the next months. Building and fire codes now included in eBase.
- Incident Reporting New Form: Looking at moving reporting to an online format. Currently looking at companies/programs to compare. Unanimous decision to move from paper to online. Once decided will pilot in a few schools to identify an issues before rolling out to the entire board.
- Kirk Gregory announced his retirement and that this will be his last JHSC meeting. He was thanked for his many years on the committee, his expertise and commitment to Health and Safety.
- Ministry of Labour Provincial visit next month. Information they are requesting prior to the inspection was shared.

- Special meeting regarding violence prevention is scheduled for March 8 at 1:30 pm - Wendy Hastings and Kim Finlayson will be in attendance.
- Discussion led by Wendy indicating what information needs to be provided to daily occasional teachers. Jamie Gibbings wants to list to be more detailed than what is required in the OT Handbook.
 - Same coloured binder in the same location in each school
 - Behaviour plans for all students the OT will be in contact with.
 - Significant triggers
 - Who to call
 - What to watch for...precursors to escalation
 - Strategies for intervention
 - Strive program if applicable
 - “Runners” not on behaviour plans
 - Photos of students included in binder
 - Walkies required for OT, where to find it
 - Important to know if student was previously in a “section” class and recently reintegrated without support or previously in any other “behaviour support” system

7. PL Chairs’ Report, Kim Finlayson

Upcoming Professional Learning

- January 25 Daily Five, Jodi Regier
- March 28 and April 4 Two part Inspire and Inquire (Primary)
- April 11 Voice Care Workshop
- March 26 Interview Skills
- May/June Early Years (2 parts)
- April 23 Mining Matters
- Sept. 17th Crayola
 - (Offered first to those on last year’s waiting list)

Examining new tables for the Teachers’ Local Office in order that there would be more space for members attending workshops. It is important to use the ETFO Office to drive home that PL is being paid for and provided by the Locals. The tables would be narrower and provide the ability to use the space when holding workshops larger than 30.

Fifty teachers attended the Daily Five literacy workshop at the Board Office which was facilitated by Jodi Regier. Very positive feedback and numerous request for more workshops on literacy assessment and a part two of the Daily Five which would focus more on the “Cafe” or lessons.

Bring ETFO Equity Workshops to June PL meeting. See flyer.

8. Communications Officer Report, Gayle Van Altena

I continue to send out notification to all new members informing of “Let Us Know” tab on updated website and to be familiar with the Violent Incident Flowchart. Photos have been updated for those who provided them. Mail Chimp (used to email members) has been updated with current members emails.

9. Grievance Update, Kim Finlayson

Teachers’ Local received grievance settlement for teachers who worked with transition times built into their schedules. The omission of OTs on LTAs from this grievance was an oversight by the ETFO Staff Officer and as a result the Local’s ability to grieve was eliminated due to time constraints. I had a discussion with Michelle Ahrens, Human Resources Services Manager, and is willing to provide one day of lieu time to the two OTs on LTAs who were affected. The formal letter as to when this time will be paid back went out January 17th. The members may take a lieu day on a PA day from now until June 2019.

10. Social Justice and Equity Report, Kim Finlayson

The preparation work for soliciting donations for the Bid and Bites Fundraiser has begun. Anyone interested in delivering letters to local businesses let me know or contact Krista Ehgoetz-Brown.

11. Political Action Report, Gayle VanAltena- I attended the Political Action Conference in Toronto- January 29 & 30th - Focus was on upcoming Provincial Election (expected to occur on June 7, 2018).My role will be to encourage all members to ensure they are on the voters list, know where they vote and cast a vote. Current polling shows a tight race between NDP and PC and it is in our best interest to have a Minority Government thus EVERY vote cast is important!

Release will be provided for Gayle to visit schools to promote voting in the upcoming provincial election.

12. Goodwill Committee Report, Darlene Ellison - one card sent in Jan. (Get Well)

13. Constitution Committee, Toni Gale

Toni needs to set a date for the committee to meet to review the Constitution in preparation for posting any changes 30 days prior to the AGM in May/June.

Release time (half day) will be provided for Darlene, Toni, Gayle and Wendy.

14. Motion to accept committee reports made by Luke Van Schaik and seconded by Darlene Ellison, carried.

15. Treasurer's Report, Kim Finlayson & Luke Van Schaik

a. Current Balance in our accounts as of Tuesday, February 13, 2018

Chequing	\$ 56 495.16
GICs 1+1	\$ 5069.98
Money Market	\$ 3295.08
Total Balance of	\$ 64 860.22

b. See attached treasurer's report of actual spending in comparison to the budget. Luke Van Schaik motions to accept the treasurer's report, seconded by Mindy Deichert, carried.

c. Secretary to sign cheques.

d. Should invest more in GICs to meet the \$15 000 to \$18 000 in savings, evaluation financial situatiuon.

16. Collective Bargaining Report, Kim Finlayson

Need to confirm members on the Collective Bargaining Committee in order that four members can plan to attend the Collective Bargaining Conference on Wednesday, March 5 (evening), Thursday, March 6 (full day). Kim will be the only member of the executive attending.

17. President's Updates

★ ELHT Employee Life & Health Trust meeting on December 7

- OTIP and ETFO are looking into providing benefits for daily OTs, but the major hurdle is the cost. To have a comparable plan to one being offered to permanent teachers and those on LTAs is very expensive and in many cases more than the teacher would make in a given year.
- See attachment about LTD fee increase which was received February 8th at Representative Council and emailed out to teachers by ETFO.

★ Representative Council

- ETFO's three violence prevention and awareness videos have been shared and are available to use at Local meetings.
 - Share with members at AGM
- Humanity Fund - 0.0042% of all members salaries goes to this fund which supports 21 different charities (e.g., Local and National). Some Local donate the remaining money in the donation line to this fund in June. Should the Local consider this?
 - No desire for this to happen at this time. (No Motion made)
- Annual Meeting is August 13-16 at the Sheraton in downtown Toronto. The Local travels down on Sunday, but there isn't a special rate.
- Ordering ETFO "Stop the Hate" t-shirts if anyone would like one.

★ February Cap Monitoring

- Still need to hire 49 to meet the cap of 254. There are 346 occasional teachers on the roster and with the combinations of leaves, long term assignments and permanent contracts there are only 205 teachers available for work which is up two OTs since November.

★ Labour Management Meeting

- Inclement Weather
 - Direction is to keep schools open which is what is written in the AP which will be a change in practice for some rural schools who have automatically closed when buses aren't running. The decision to cancel buses will be made between 5:45 and 6:15 and decision to close schools will be made 1.5 hours prior to the start of the school day.

- Decisions will be made by administration and the superintendent overseeing each school.
- The expectation is that teachers are not providing a babysitting service and students who attend on inclement weather days will be working on educational activities or getting caught up on work or receiving extra help.
- Expectation is that all staff make an attempt to get to school. Noon is the cutoff for teachers going to work. So if a teacher has been unable to get to work by noon then “weather” should be put in Smartfind. Teachers are unable to enter this option after the day has started so administrators will have to input this information for staff who are unable to make it to school.
- Principals are to have a “weather plan” which means they have an idea of who can or cannot make it to school on a given day to ensure there is enough staff to properly supervise students who arrive.
- During the day there is constant communication as to the changes or possible changes in the weather.
- There will be direction from the Board as to where to obtain up to date information regarding road closures as last week there were varying sources used by staff which provided different information.

★ ETFO Provincial made a \$500 donation to Optimism Place in Stratford.

➤ Recruitment/Hiring

- Attracting and retaining EAs and OTs in both secondary and elementary continues to be an issue.
 - Since September 36 OTs have been hired and currently 56 are still needed. Reviewed again in February and 49 OTs still need to be hired. There have been many unfilled jobs, especially the week prior to report card deadline. On average there are 123 jobs to be filled a day and on one particular day 243 jobs to be filled.
 - Board has been attending job fairs and looking at an apprenticeship program for EAs.
- Mentioned that I have heard from 3 OTs who are accepting LTAs with other Boards since they recognize all teaching experience where our Board only recognizes AMDSB teaching experience

when in an LTA and all experience once in a contract. So you could be paid at two different grid rates if you are on a contract and LTA.

- Meeting with Local Affiliate Leaders on February 22nd to discuss violent incidents and policies. Wanting to present a joint, united front to the Board on during the additional Health and Safety meeting on Thursday, March 8.

18. New Business

- Correspondence Folder
- Should a New Hire powerpoint be created. Find executive members or outside members? Finalize who interested in assisting with powerpoint at the end of the June. Gayle and Sarah have shown interest.
- Annual Meeting August (12) 13-16 in Toronto, who is interested? Interest will be determined after the local elections.
- Elections Committee - Wendy Hastings and Luke VanSchaik
- POTS June 11-13 in Timmins - Since it is too far to drive, a flight, hotels. Discuss the results of the ETFO Violence Survey Results shared on January 23rd. All executive members received the mailed out information from ETFO.

19. Next meeting dates:

ETFO Leadership - September 2018

OT Executive- March 22

Representative Council - May 9,10 - Kim

Collective Bargaining Conference - March 5, 6 - Kim

General Meeting - May 28, Teacher's Local

ETFO Treasurers' Training - June?

Upcoming PL

- January 25 OT Workshop, Daily 5, with some focus on Language assessment (Presenter Jodie Regier) - Note 50 members attended.
- March 28 and April 4 Two part Inquire and Inspire Primary
- March 26 Interview Skills
- April 12 Voice Care Workshop
- April 23 Mining Matters
- TBA Two Part Early Years

20. Adjournment

To do:

Post November minutes - Kim or Gayle

Print Hard Copy of minutes - Kim or Gayle

Elections Committee to set up email

Toni (chair) to schedule a Constitution Committee meeting

Set June date for creating New Hire presentation- Gayle, Kim, Sarah

Book caterer and room for AGM- Kim