

Occasional Teachers' Local Executive Meeting

Thursday, March 22, 2018

Teachers' Local Office

4:30pm

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

Regrets:

1. Meeting called to order at 4:52PM
2. Reading of the ETFO Harassment Policy and FMNI Statement by Gayle Van Altena.
3. Approval of the agenda - Mover: Luke Van Schaik, Seconder: Gayle Van Altena and carried.
4. Approval of the February 15th minutes - Mover: Wendy Hastings, Seconder: Darlene Ellison and carried.
5. Business arising from the last meeting(s) and/or action items from February Executive meeting:
 - All minutes should be up to date
 - Post the February 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.
 - Elections Information, Process and GM invitation need to go out to members.
6. **Health and Safety Report, Wendy Hastings**
 - Update on Special Health and Safety Meeting Thursday, March 8, 2018 Kim Finlayson participated via teleconference.
 - Learning Services provided a 45 minute presentation regarding violence in the classroom which fell short of the intended objective.

- Basically went over the services provided and how they are done.
- 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/laminated cards with pictures and significant triggers or protocol for behaviours
 - 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

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|------------------------|--|
| ● March 28 and April 4 | Two part Inspire and Inquire (Primary) |
| ● April 11 | Voice Care Workshop |
| ● March 26 | Interview Skills (OT only) |
| ● May/June | Early Years FDK (2 parts) |
| ● April 23 | Mining Matters (Teacher Local Mainly) |
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- Sept. 17th
 - Crayola (Next School Year)
 - (Offered first to those on last year’s waiting list)

All workshops are currently full, with waiting lists except the Early Years (FDK) for which I am still waiting for confirmation of dates.

Bring ETFO Equity Workshops to the PL meeting and the list of presenters from ETFO Presenters on the Road which has been booked for Tuesday, June 26 at 1pm at the Teachers’ Local Office. See flyer in the PL Binder.

No one will be attending the PLOTS conference as it is the same day as Bits and Bites. The minutes are going to be emailed to Kim.

8. Communications Officer Report, Gayle Van Altena

Gayle to send out request to any new hires to send her personal emails and to become familiar with OT Website

9. Grievance Update, Kim Finlayson

OT schedule changed with additional duties, no 40 minute lunch and no preps. Discussion occurred with administrator and TIC. Will need to monitor for future violations.

OT Evaluation Process - Situation will be discussed.

Unfilled Job Discussion

- Adding retirees to roster/emergency list
- Emergency OT, with OCT qualifications, used during unfilled jobs, will have union dues and levy deducted
- Propose having a number of OT paid as in LTA to be “on call” for unfilled. If not an unfilled, then report to school as “additional staff”.
 - Anything else to be discussed or brought forward to HR

10. Social Justice and Equity Report, Kim Finlayson

The preparation work for soliciting donations for the Bid and Bites Fundraiser on Thursday, April 26 has begun. Gayle will be released for the day prior to the event to assist Krista with the sorting and listing of donations as the office has been booked for a retirement workshop on the Tuesday evening. The Mining Matters scheduled on the Monday has been moved to the Legion. Lindsay McNichol will be released for the day of the event to display the backpacks and school supplies and assist as needed with set up as she continue with the backpack program after her resignation from the OT executive.

11. Political Action Report, Gayle VanAltena

- Joint meeting with Teacher Local PA/PR committee March 8 we discussed ways to encourage members to vote. We will send out reminders to ensure members know they are on the voters list and where to vote. Also campaign platforms in relation to education will be sent out to members as well as current poll numbers from each party will be sent out closer to election date

- 15 lawns signs will be order for the OT Local, from ETFO, just indicating our platform, not promoting any particular party affiliation. Let Kim Finlayson know if you would like one.

12. Goodwill Committee Report, Darlene Ellison No report

With Darlene’s retirement from the OT roster, someone will need to be found to take on the Goodwill Committee until the end of June 30, 2018. Kim Finlayson will take on this role until end of June.

13. Constitution Committee, Toni Gale

Toni to set a date for the committee to meet and 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 Toni, Gayle and Wendy.

14. Motion to accept committee reports - Mover: Luke Van Schaik, Seconder: Darlene Ellison, carried.

15. Treasurer’s Report, Luke Van Schaik

a. Current Balance in our accounts as of

Chequing	\$ 78 088.88
GICs 1+1	\$ 5069.98
Money Market	\$ 3295.08
Total Balance of	\$ 86 453.94

- b. See attached treasurer’s report of actual spending in comparison will be brought forward at the April meeting. Luke Van Schaik motions to accept the treasurer’s report, seconded by Sarah Kyle, carried.
- c. Secretary to sign cheques.
- d. Investing more in GICs to meet the \$15 000 to \$18 000 in savings in the next fiscal year after an evaluation financial situation will be done in June. Mover: Luke Van Schaik, Seconder: Wendy, carried.

16. Collective Bargaining Report, Kim Finlayson

I attended the ETFO Collective Bargaining Conference on March 5 and 6. During this time I attended three workshops and have provided some key information learned below.

- Beyond Reporting: Making Important Connections to Deal with Workplace Violence
 - Being sure members are getting all forms
 - Administrators are to have risk assessments or reassessments in place for schools
 - Work Refusals can only be made by the person being affected by the “student” or “condition” (Regulation 857)
 - If a member refuses work, the replacement worker must be told they are filling in for a work refusal and Health and Safety Representative or Local President should be present for this conversation which may be over the phone.

- Dealing with Challenges Members Face in Access to Sick Leave and Workplace Accommodations
 - The “Duty to Accommodate” must be followed by the Board which means a variety of options should be explored without inflicting “undue hardship”.
 - If members (or the doctor) are requested to fill out a questionnaire, send a copy of it to ETFO PRS
 - Members on medical leave need to be careful of perceptions - shouldn’t be attending ETFO events/workshops; the Board can surveil members

- Connecting Members to the Benefits Plans
 - ELHT will be launching a new website after March Break which will be announced by OTIP; this website will be public so it will only have general information
 - T4A which indicates the amount paid towards benefits as it is a taxable benefit. This form will be sent to home addresses which the Board has. You must keep your address up to date with the Board as when the Board sends in the bi-weekly information it will override any changes OTIP has put in.
 - Members Newly Hired - It can take up to 20 working days from the date of hire or from the 90th day worked if “end date” is unknown.
 - 31 days to activate account once OTIP has provided the member with notification. Use the tutorial.
 - If you are not enrolled within the 20+ days of start date or 90 days since start of LTA contact OTIP not the Board.
 - Keep receipts for a minimum of 7 years as audits are random.

- If you take a leave you have 31 days to complete the required OTIP information.

All workshops were packed full of information and needed more time to facilitate the discussion of scenarios which we did not get to.

17. President's Updates

★ Labour Management Meeting - Next meeting Wednesday, March 28

★ List Management

- Examined the Elementary OT Roster Stats and there were 23 OTs who had 200+ "No Answers" with 2 over 1000 and 2 approaching 1000. There were another 6 OTs who were approaching 200. After the February Labour Management Meeting I shared these stats with Michelle Ahrens, Manager of HR Services, and mentions that a few years ago an email was sent to individuals with excessive "no answers" or "declines" stating the number of no answers with the instructions on how to make oneself "unavailable" and on how to use the "do not disturb" features. Also how tying up the system leads to more unfilled jobs as those who are available are not reached in time. Also, need to check to see if they are on a part time contract or LTA and indicate they need to be diligent about "unavailability" which can be time consuming, but is necessary to ensure the system is effective.

★ Personal Emergency Days

- Need to speak with HR Services about this as it is now part of the new labour directives.

18. New Business

- 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 has been booked and a park n' fly.

- 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:

Constitution Meeting - Wednesday, April 4 - 9:30am at Local Office
 Representative Council - May 9,10 - Kim
 General Meeting - May 28, Teacher's Local - Huron Shores Catering - at Local Office at 4:30pm
 ETFO Treasurers' Training - June?
 ETFO Leadership - Wednesday, September 26 and Thursday, September 27, 2018

Upcoming PL

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|------------------------|--------------------------------------|
| • 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- FDK |

20. Adjournment - 6:15pm Mover: Sarah Kyle, Seconder: Luke Van Schaik, carried

To do:

Post November and February minutes - Gayle **Done**
 Set date to print hard copy of minutes - Kim or Gayle - Toni ***Done** Apr 4
 Wednesday, April 4 - 9:30am - Constitution Committee meeting - Toni, Wendy & Gayle **Done**
 Toni to book Local Office - email sent to KC - **Done**

Communications - Gayle

Send out request to any new hires for personal emails and to become familiar with OT Website **Done**
 Send out info regarding OTIP benefits and importance of signing up for benefits right away **Done**

All Executive members to create & share a Union release document with Kim starting January 2018 including Date, Full/Half, Reason and Supply Name - Toni **Done**

Treasurer's Report Meeting - Luke & Kim

Elections Committee to set up email - Luke & Wendy

Set June date for creating New Hire presentation- Gayle, Kim, Sarah - **June 28 pm**

Book caterer and room for AGM- Kim **Done**

