

Occasional Teachers' Local Executive Meeting

Teachers' Local Office

Thursday, May 3, 2018 4:30pm

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

Regrets:

1. Meeting called to order 4:50 pm
2. Reading of the ETFO Harassment Policy and FMNI Statement by Gayle Van Altena.
3. Approval of the agenda moved by Luke Van Schaik, seconded by Gayle Van Altena. Carried.
4. Approval of the minutes moved by Luke Van Schaik, seconded by Mindy Deichert. Carried.
5. Business arising from the last meeting(s) and/or action items from November Executive meeting:
 - All minutes should be up to date
 - Post the March minutes (Gayle)
 - Motion by Gayle Van Altena, seconded by Toni Gale that two school years of minutes will be kept on the website and 7 school years of minutes will be kept in paper copy in a binder by the communications or secretary. Carried.
- 6. Health and Safety Report, Wendy Hastings**
 - Update on Special Health and Safety Meeting
 - 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
- Kim will be attending the MOL meeting on May 17th from 1-3 at the Ed. Centre.

7. PL Chairs’ Report, Kim Finlayson

The Voice Care Workshop received great reviews from members and was only three short of maximum attendance. Training is very important and should be provided to all members. Should be considered for paid PL for OTs.

Inspire and Inquire, the Primary version was amazing according to all attendees who provide 5 or higher rating for the workshops overall effectiveness.

Upcoming Professional Learning

Learning Through the Early Years - May 24, 31

FDK - Building Relationships - June 18

- Sept. 17th Crayola
 - (Offered first to those on last year’s waiting list)

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

8. Communications Officer Report, Gayle Van Altena

Personal emails have been requested from new hires and continue to be inputted to our Mailchimp communications list.

9. Grievance Update, Kim Finlayson

- ★ In Camera - LTA Evaluation Process

10. Social Justice and Equity Report, Kim Finlayson

- Backpack Program - Discuss who is willing to take on this job. If no one is willing, Lindsay McNichol would like to continue.
- Status of Women Meeting May 28th - Gayle VanAltena will be attending in place of Kim.

11. Political Action Report, Gayle Van Altena An influx of emails regarding current polls and political party platforms from OT Executive flood my inbox. Only those most important and pertaining to education are sent on to our members.

- Kim has lawn signs if you want one.

12. Goodwill Committee Report, Kim Finlayson

- A card was sent to a member who had broken her wrist. She said it brightened up her day so let's keep those cards mailing. Let me know if anyone could use a little cheering up or congratulations.

13. Constitution Committee, Toni Gale

Committee met on Wednesday, April 4th to review the Constitution. Edit suggestions were made and sent to the Executive for approval.

14. Motion to accept committee reports Toni Gale, seconded by Luke Van Schaik.

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

a. Current Balance in our accounts as of April 27/2018

Chequing	\$ 73394.58
GICs 1+1	\$ 3,295.08
Money Market	\$ 5,069.98
Total Balance of	\$ 81759.64

- b. See attached treasurer's report of actual spending in comparison to the budget.
- c. Outstanding payment to Shop ETFO has been taken care of. The first cheque has had a stop payment placed on it and this will cost \$12.50. A new cheque has been issued and will be hand delivered on Wednesday.
- d. Secretary to sign cheques.
- e. Should invest more in GICs to meet the \$15 000 to \$18 000 in savings, evaluation financial situation.
- f. Change members on bank account - Wendy motions that we remove Lindsay McNichol as a signing authority on the chequing account and draft the letter to have Gayle Van Altena and Luke Van Schaik added a signing authorities. Seconded by Mindy Deichert. Carried.

16. Collective Bargaining Report, Kim Finlayson - No Report

17. President's Updates

- ★ In Camera Session - Re: Monday's Announcement
- Didn't attend the last Labour Meeting due to Bids and Bites Fundraiser Preparation
- OTIP Feedback Survey - to complete as a group online

18. New Business

- Correspondence Folder - Nothing to share
- Selection of Delegates (2) and Alternates (2) for the Provincial Annual Meeting Monday August 13-16 (Usually go down Sunday night)
 - Fill out the online forms

19. AGM - Elections

President

Running - Kim Finlayson

Nominators: Toni Gale, Gayle Van Altena

Election - Acclaimed

Vice-President

Running - Mindy Deichert

Nominators: Toni Gale, Sarah Kyle

Election - Acclaimed

Secretary

Running - Toni Gale

Nominators: Kim Finlayson, Wendy Hastings

Election - Acclaimed

Treasurer

Running - Luke Van Schaik

Nominators: Mindy Deichert, Kim Finlayson

Election - Acclaimed

Chief Negotiator

Running - Kim Finlayson

Nominators: Toni Gale & Luke van Schaik

Election - Acclaimed

Health and Safety Representative

Running - Wendy Hastings

Nominators: Sarah Kyle, Toni Gale

Election - Acclaimed

Members at Large, minimum of one (1) - maximum of four (4)

Running - Sarah Kyle, Gayle Van Altena

Nominators: Sarah (Toni Gale, Wendy Hastings), Gayle (Wendy Hastings, Sarah Kyle)

Election - Acclaimed

Members of the Executives need to actively recruit two members at large.

19. Next meeting dates:

Representative Council - May 9, 10

Meeting with Tara Lamb from OTIP - May 16

Learning Through the Early Years - May 24, 31

General Meeting, Elections - May 28

Health & Safety Meeting - May 31 1:30-2:30

FDK - Building Relationships - June 18

OT Executive- Monday, June 25 at 1pm - Teachers' Local Office

New Hire Committee - June 28 at 12:30pm

ETFO Treasurers' Training - TBD

ETFO Leadership - September 2018

Upcoming PL -

20. Adjournment

To Do:

Post March Minutes - Gayle done

Sign cheques - TG *Done

Bank letter draft & sign - Kim & TG :) ***Signing authority - Luke

Kim F - to send link/forms to AGM attendees (Mindy, Sara - alternate & Wendy - paid alternate) *ensure you fill out your dietary restrictions

Caucus: Mindy & KF (OT) and SK & WH - Women

Kim F - send AGM email invite today *done

Kim F - send retirement invite *done