

DRAFT Occasional Teachers' Local Executive Meeting
Teachers' Local Office or Local Office
Monday, March 25, 2019, 4:30 pm

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

Regrets: Mark Reble

1. Meeting called to order at 4:30 pm
2. Reading of the ETFO Harassment Policy and FMNI Statement by Gayle Van Altena.
3. Approval of the agenda was moved by Luke Van Schaik, seconded by Sarah Kyle and carried
4. Approval of the minutes was moved by Gayle VanAltena, seconded by: Luke Van Schaik and carried
5. Business arising from the last meeting(s) and/or action items from the last Executive meeting:
\$10,000 has been transferred from the chequing account to a GIC with renewal in 14 months (KF).

6. Health and Safety Report, Luke Van Schaik

2018-19 Meeting Dates: Thursday, March 28 1 pm

- Student Success and Medical Emergency cards are up and running at Maitland River. Luke will keep us informed of the process and success. Bringing them to present on Thursday at the Joint Health and Safety Meeting on Thursday.
- OTs reminded to visit our website <http://occasionalteachers.com/> and click on "Let us Know" to access forms (Employee Accident/Incident Report) necessary after an incident
- All Health and Safety Forms are now to be filled out online.
- Gayle is going to investigate updating the website with the new online reporting.

7. PL Chairs' Report, Kim Finlayson

Upcoming Professional Learning
April 11th - Thinking Green

Currently, 24 registered which registration ending April 3.

April 30th - Supporting Positive Behaviours in the Classroom

Registration will be out for this one next week.

Planning to add a Health and Wellness Workshops - pilates, joga, yoga etc. in May and June (Aim for Wednesdays, Thursdays).

There is still money left to spend if you have any ideas.

April 25 - for PLOTs regional meeting Barrie, Kim will attend.

8. Communications Officer Report, Gayle Van Altena

In light of the cuts proposed by the provincial government, we will need to mobilize and ensure we have the communication lines open with all members. Divide up the current OT list and have Executive members contact everyone regarding improvements to the collective agreement. Also, confirm we have a personal (non-board email) for which to contact them. The collective bargaining committee will draft a set of questions/statements to have when calling members.

Rally April 6 in Queen's Park - buses provided - fill out the link to determine pick up locations

9. Grievance Update, Kim Finlayson

Nothing to report.

10. Social Justice and Equity Report, Kim Finlayson

Bids and Bites April 4 - Hopefully everyone has tickets and is attending.

Gayle will be working with Krista or working for Kim the week of April 1st.

11. Political Action Report, Gayle Van Altena

- a. January ETFO Conference Report - due to Huron County winter weather, I was unable to attend.
- b. ETFO is recommending a member of each local meets with their MP to discuss our concerns with proposed cuts to Education. Is there a member interested in meeting with Lisa Thompson in the near future?
- c. Gayle will update when she hears back from Teacher's Local PA rep as to a date to meet with MP

12. Goodwill Committee, Sarah Kyle

- Get Well card for a member who fractured her elbow.

13. Constitution Committee, Toni Gale

Nothing to report.

14. Motion to accept committee reports moved by Luke Van Schaik, seconded by Amber Townsend, Carried.

15. Treasurer's Report, Luke Van Schaik

a. Current Balance in our accounts as of March 24th, 2019

Chequing	\$ 76,460.46
GICs 1+1	\$ 3,351.10
Money Market	\$ 15,161.90
Total Balance of	\$ 94,973.46

b. See attached treasurer's report of actual spending in comparison to the budget.

- a. No union release invoices have been received from the Board and no reimbursement from ETFO for this school year. What is currently shown is from May and June of last year. Have been told the invoices will send out shortly.
- b. Executive members who used old mileage calculations should make adjustments and claim on their next expense forms.
- c. Secretary/Treasurer to sign cheques.
- d. Should invest more in GICs to meet the \$15 000 to \$18 000 in savings, evaluation financial situation. Currently, have just over \$18 000 so no more will be transferred.
- e. Year End Review (September)
- f. Set Budget Committee Meeting (September)

16. Collective Bargaining Report, Kim Finlayson

- **March Collective Bargaining Conference Report - Kim, Luke, Mark**

- Highlight for Kim

Discipline and Discharge Workshop

Discussed a variety of discipline scenarios including the following:

- Sick Leave "Time Theft"
- Double Jeopardy
- Last Chance Agreement

- Important to ensure the Board has proof and that the punishment fit.
 - Highlight for Luke
 - Developing a Communication Plan*
 - Discussed the importance of developing a strategic communication plan
 - Suggested a communication audit
 - Suggested calling all OT's to ask what they are concerned about
 - Possible follow-up meet and greet at a local pub (Perhaps regionally)
 - Think about the different ways we communicate with members
 - Highlight for Mark
 - Unpack the Speaker Session - hearing Union leaders talking about their ideas of what was to come this year
- **May 10 - Social Media Training ETFO**
 - Gayle will attend.

17. President's Updates

- ★ Labour Management Meeting - Couldn't attend the last one as I had a medical appointment.
- ★ NTIP - Was asked to speak to NTIP participants, the week of the meeting, but due to other commitments, I was unable to attend.
- ★ Kilometrage Discussion - Match ETFO at 55 cents/km
 - Update all online expense forms to mileage, noticed some Executive using old amounts.
 - As of April 1, 2019 was moved by Luke Van Schaik, seconded by Mindy Deichert, Carried.
- ★ Unfilled Jobs Report - Brainstorm reasons for unfilled jobs next meeting

18. New Business

- Correspondence Folder - Nothing to share
- Attendants to the August Provincial Annual Meeting August (11) 12-15
 - Kim, Mindy - Delegates
 - Paid Alternate - Sarah
 - Alternate - Amber
 - Gayle & Luke agreed to be the alternates should anyone be unable to attend.
- Executive Meeting Date - Thursday, June 20 @ 1 pm

- General Meeting Date
 - Thursday, June 20 @ 4:30 pm

19. Next meeting/event dates:

Steward Meeting - Tuesday, March 26 - Kim, Mindy, Mark

Bids and Bites - April 4

PL April 11 Thinking Green

April 30 Supporting Positive Behaviours in the Classroom

Executive Meeting - Monday, April 15 at 4:30pm

Representative Council - May 8,9 (Kim will attend.)

POTS - Waterloo - June 10-12 Kim, Mindy

ETFO Leadership - September 2019

OT Executive-

General Meeting - May/October TBA

ETFO Treasurers' Training -

20. Adjournment moved by Wendy Hastings, seconded by Amber Townsend,
Carried.

To Do:

Gayle- post approved minutes

Update website with new online health and safety reporting link to board forms

Update website with new workshops