

# **DRAFT** Occasional Teachers' Local General Meeting

**Thursday, June 20, 2019**

**4:30 pm**

**Teachers' Local Office**

**28 Centennial Drive, Seaforth, Ontario**

1. **Meeting called to order by Kim Finlayson at 4:30pm**
2. **Reading of the ETFO Harassment Policy and FNMI Statement**, Mindy Deichert
3. **Approval of the agenda.** Mover: Luke Van Schaik, Seconder: Amber Townsend, carried
4. **Special Guest** Jamie Gibbings, CRSP, EHS Advisor to Report on Violence in Schools
  - a. New Health and Safety Protocols \*Notification of Potential Risk of Physical Injury (Yellow duotang) - reviewed definitions, responsibilities, changes, forms & Reporting Process in School Boards road map
  - b. Review the new online reporting system for violent incidents.
    - i. First verbally notify Administration and follow up with filling out paperwork
5. **Approval of the minutes from the last meeting** on Thursday, October 29, 2018. Once approved, Gayle will post the October minutes on the new website. Mover: Luke Van Schaik, Seconder: Amber Townsend, carried
6. **Business arising from the last meeting:** None
7. **Health and Safety Report, Luke VanSchaik** - key items covered by Jamie
8. **PL Chairs' Report, Kim Finlayson**

The professional learning partnership with the Teachers' Local continues to work well and ensures workshops offered are at or near capacity. The securing of presenters began in early August since the sooner the Professional Learning requests go to ETFO, the more likely the Locals will receive full or partial funding and/or presenters. The process for 2019-20 PL has already started as a result of the overwhelming popularity of the Crayola - Artful Math Workshop and a presenter has been secured again for the Fall. All workshops offered were held this year despite the increase in cancellations with less than 48 hours notice. Collecting the \$25 cancellation fee has proved to be difficult and time-consuming and this issue will be discussed when the PL Committee meets to plan for the following year. To date, the following workshops have been provided: *Crayola - Artful Math; Flourish with French; Draw the Line; Brain Gym Part 2; 365 Black Curriculum; Report Card Writing; Thinking Green (Environmental Workshop);*

*and Making a Difference - Supporting Positive Behaviours in the Classroom; Postural Strengthening, and Learning Through the Early Years. After attending a workshop, participants were asked to fill out a very short online survey to provide feedback on the presenter(s), food, location and to make suggestions for further PL. The PL Committee yesterday afternoon to review the workshop feedback and discuss possible topics for next year. If you have any requests for professional learning please email.*

New PL Cancellation Policy - If a member cancels and the spot cannot be filled from the waiting list a \$25 fee will need to be paid before the member can attend another PL session. If a member fails to pay the cancellation fee and registers, the PL Chair or designate will contact the member to notify him/her their registration has been removed.

Planning has already started for the next school year with the securing of a presenter for a Crayola workshop and a series of Indigenous workshops. There is a book club date set for October, check the notification that went out yesterday.

#### **9. Communications Officer Report, Gayle Van Altena**

- Still requiring personal emails from approximately 25 members
- Email [gaylvana@gmail.com](mailto:gaylvana@gmail.com) to provide your personal email or if you are unsure if we have one for you
- Members are reminded that there are several ways to stay informed with your Local - website: [www.occasionalteachers.com](http://www.occasionalteachers.com), google groups: Elementary Occasional Teachers, Facebook: AM Elementary Teachers Group (joint with Contract Teachers)

#### **10. Grievance Update, Kim Finlayson - No Report**

#### **11. Social Justice and Equity Report, Kim Finlayson**

In excess of \$11, 000 was raised at Bids and Bites for the Women's Shelters of Huron and Perth Counties. In addition, \$4000 dollars of backpacks and schools supplies were distributed to the shelters. The Local urges you to attend this fundraiser next April.

#### **12. Political Action Report, Gayle VanAltena**

- Our current political climate is very concerning for teachers
- We need to stay strong and have a united voice, stay informed with the communications provided by your local

- I am looking for stories. Anyone willing to share how government cutbacks will affect them personally, that could share publicly, email [gaylvana@gmail.com](mailto:gaylvana@gmail.com)

**13. Goodwill Committee Report, Sarah Kyle - Nothing to Report**

**14. Constitution Committee, Toni Gale - Nothing to report**

**15. Collective Bargaining Report, Kim Finlayson**

The collective bargaining committee was established today.

(Introduce the team)

The committee will be meeting on September 11th to design and send out a survey to the membership to determine the key bargaining priorities for the Local.

**16. Motion to accept committee reports.**

Mover: Mark Reble, Seconder: Luke Van Schaik, carried

**17. Treasurer's Report, Luke VanSchaik**

a. Current Balance in our accounts as of June 17th/2019

Chequing	\$ 30, 468.23
GICs 1+1	\$ 3, 360.78
Money Market	\$ 15, 161.90
Total Balance of	\$ 48, 990.91

A. See attached treasurer's report of actual spending in comparison to the budget. The motion needed to accept the treasurer's report.

B. Incoming Release Reimbursement: 36, 839.33

C. Appointment of Auditors for the 2018-19 year-end report.

Michael Keen and Jane Marie Mitchell

Mover: Luke VanSchaik, Seconder: Kerri Havens , carried

**18. President's Updates, Kim Finlayson**

Our collective agreement expires on August 31. Since June 7<sup>th</sup> 2018, with the election of the new provincial government, to our landscape has changed drastically. It will take all of us, doing everything we can to ensure that all the working condition improvements and other gains that we worked so hard for (both for students and educators) are not undone by the Government. We have already seen a suspension of curriculum writing, a

rollback of the Physical Education Curriculum to the 1998 version, a “snitch line” on educators; a cancellation of future and new school repairs for this year; removal of the professional voice of ETFO at Ministry meetings which allowed feedback on policies; and cut \$25 million for specialized school programs; a proposed mandatory math test for Faculty of Education students to pass to qualify for certification and possibility of teachers’ already holding this degree having to also complete this math test; a caution to Boards to be prudent in their hiring due to possible changes which would affect staffing; and many other changes affecting the teaching profession are proposed.

Many of you responded when the Local is asked you to stand up with your colleagues across the Local and province, by wearing red on Fridays during the “Red for ED” campaign. Further, teachers across Ontario, signed-up on ETFO’s Building Better Schools website which ensures you receive updates about actions you can take if cuts continue to be made to education.

Attend ETFO meetings hosted by your school stewards to receive updates about central bargaining and other cuts to education.

This upcoming year is going to be trying for all in the education field, so it is important for us to stand together for education.

Just a reminder, the union steward in schools are contract teachers. While they may be able to answer general questions, they aren’t usually familiar with the Elementary Occasional Teacher Collective Agreement. If you have any questions contact, me, President of the Avon Maitland Elementary OT Local via google ed or my personal email or cell number which is located on the Local’s website at [www.occasionalteachers.com](http://www.occasionalteachers.com). Currently, I am in the office in the mornings and will take calls after 3:30 pm.

## 19. New Business

- June 2019 POTS was hosted in Waterloo and as a result of the close proximity to our Local, all delegates and alternates to the ETFO Annual Meeting attended. Kim and Mindy attended the full three-day conference and Sarah and Amber attended on Tuesday when the Annual Meeting Motions were discussed.
- School Stewards - Occasional Teachers do not have stewards in schools. The stewards in schools are part of the ETFO Elementary Teachers’ Local or the OSSTF Bargaining Unit. These members are necessary up to date on Local issues or the Elementary Occasional Teachers’ Collective Agreement. To ensure accurate information please contact the Local President, Kim Finlayson or a member of the current executive.

- Unfilled jobs report - screen tracking
- Notification of Potential Risk - Yellow Duotang in all schools  
Members should inquire about this duotang. Working with Jamie Gibbings to unify the process for receiving keys and the yellow duotang.
- Administrative Procedure (AP) 404 - Violence Prevention in the Workplace & Principal Risk Assessment Tool
- Northwestern Secondary School - Parking Process still to be determined for occasional staff. All permanent and LTA staff will have to have and display a parking permit. Merging Central and Northwestern Schools is going to lead to many challenges. Please contact Kim Finlayson with any concerns.
- Long Term List and Potential LTAs - How will 34 redundancies will affect the LTAs available for occasional teachers?
- Merging of Stratford Northwestern and Central Sites

You may be aware that Stratford Central (SC) is under construction for 2019-2020. If you selected a preference to work at SC, you will need to decide whether you wish to work at Stratford Northwestern (SN) in the combined setting and then notify Human Resource Services if you wish to change your preferences. Stratford Northwestern will house all students from grade 7 to grade 12. Classes of students will be a mix of SC and SN students. Some students will be bused to alternate sites for classes; for example, secondary phys ed classes will be bused off-site, and grades 7 and 8 students will travel to the YMCA and St. Paul's Church performance area three half days every 5 day cycle for phys ed, drama, music, and health. Teachers of period one classes will ride the buses to the YMCA drop off location with students and return at lunch hour for their 40 minute lunch period. Teachers will be asked to leave detailed information for occasional teachers as the schedule may be confusing.

When teachers are offsite at the YMCA and St. Paul's, there will be an administrator on site between the two buildings. There will be walkie-talkies between the buildings, and the administrator will go back and forth as well as cross Downie Street with students. More specific information can be provided by the classroom teacher being replaced.

Parking at SN could be a challenge at times. The parking lots designations have changed. The former student parking lot on Oakdale and Forman Avenue will become the staff parking lot. Staff will have a parking sticker in their windshields to identify themselves. All of you have been provided with a Stratford Schools parking permit. Please place this in your window when you register. You will be asked to register your vehicle's license plate in the main office when you sign in. Occasional teachers working at the school for short term placements or coming mid-day

may find guest parking in the small lot to the immediate south of the front entrance. When you enter off of Oakdale Street and turn left, beside the Police Officer parking space, there will be guest parking. If all parking is full, there is overflow parking at the lot across from the SERC area on Matilda Street. There will be no parking along Forman Ave and there will be tickets issued at times for anyone parking in the "no parking" areas. Please allow, when possible, adequate time to get to the school, park and sign in.

Please remember that information about the Stratford Schools Renovation Project and school activities is posted on the Stratford Schools section of the AMDSB web site. We encourage you to read the posted newsletters so you can be aware of the latest plans.

- **Benefits**
  - Must be in LTA for 90 days or confirmation that the LTA will last 90 days.
  - Will claw back money if your LTA ends early, prior to the 90 days as you weren't eligible.
  - Pay a prorated amount for benefits if less than 1.0 FTE LTA
  - It is possible that if you have back to back LTAs with no break in service and less than 90 days left in the school year you wouldn't qualify for benefits in the second LTA.
    - Provincial OT Presidents are compiling these benefit situations and bringing them to the attention of the ELHT Representative at ETFO.

## **20. Open Forum - Member Question and Answer Period**

**21. Next meeting dates:** Fall General Meeting - Thursday October 24, 2019 at 4:30 at the Teacher's Local

## **22. Adjournment**

To Do:

### **Health & Safety**

- Executive to discuss and suggest efficient process for OT sign off Notification of Potential Risk of Physical Injury
- OTs are responsible to ask & sign the Notification of Potential Risk of Physical Injury (Yellow duotang) located at the office
- When filling out forms, OTs to ensure they select the correct Employee Group (ETFO-OT or ETFO if Contract), appropriate Hazard/Incident Type (e.g. Aggression/Violence) and do not include personal information in the event description section

- OTs to email Executive if any breakdowns in Notification of Potential Risk of Physical Injury system and feedback
- Book Jamie Gibbings for Friday, September 13 PA Day
- OTs to visit our website and complete survey regarding safety incidents

#### Communication

- OTs reminded to stay informed with your Local
  - Website: [www.occasionalteachers.com](http://www.occasionalteachers.com)
  - Google groups: Elementary Occasional Teachers
  - Facebook: AM Elementary Teachers Group (joint with Contract Teachers)

Change active directory logins before end of June

Bring 2 friends to October 24th - AGM \*\*lots of prizes!!!!