

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

**Online**

**Wednesday, December 16**

**5:00 pm**

Present: Kim Finlayson, Gayle VanAltena, Sarah Kyle, Mindy Deichert, Samantha Gowanlock and Mark Reble

1. Meeting called to order at 5:10 pm
2. Reading of the ETFO Harassment Policy and FMNI Statement by Gayle Van Altena.
3. Approval of the agenda  
Mover: Gayle  
Secunder: Mark  
All in Favour: Carried
4. Approval of the minutes from Tuesday, October 20, 2020  
Mover: Mark  
Secunder: Sarah  
All in Favour: Carried
5. Business arising from the last meeting(s) and/or action items from May Executive meeting:  
*Online motion: Gayle moved, Mark seconded that a new router be purchased for the office since the current router is faulty. Carried.*

The motion to purchase “breakout rooms” for Zoom was unnecessary as Kim was able to locate how to turn on the function, after an ETFO in-service PL training session, which was already available through the current license agreement.

- Resignation Letters requested from Luke and Toni in order that Gayle and Mark may be added to the account for signing authorities. Kim and Gayle have

completed the signature cards. Paperwork was sent to Stratford for Mark to sign. He has signed and paperwork is on route back to TD Bank in Seaforth

- Food Bank donations have been made as directed with ETFO Provincial matching our \$600. This has been posted to Facebook as well.
- Health and Safety Update regarding the use of high-viz vests on school yards and borrowing from teachers who are absent. Kim to follow up with Jamie.
- The General Meeting was held Tuesday, November 3 via Zoom.
- Gayle- 2 interested Family Fitness providers
  - **Julia Jacobs** - Wingham  
Family Zumba \$60/session- has own Zoom platform
  - **Jennifer Reaburn** - Bayfield  
Family Yoga- \$75/session- has own Zoom platform

Plan to apply for Community Engagement Funding if we have access to that this year. Could host once a week?

In the meantime: Book a couple sessions now. 2 sessions from each and promote it. Plan for 6:45 or 7:00 start time. Start the second week of January. We can send the link to each school's secretary and ask them to send it out to their families. Gayle to check with Shelley to get secretary emails.

## **6. Health and Safety Report, Mindy Deichert**

2020-21 Meeting Dates:

- 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
- I have been assured by Michelle Ahrens that the OT Handbooks in each school have been updated with new protocols for dismissal, arrival etc. If not updated in a school, let Kim Finlayson know.
- Monumental information request form provincial regarding Health and Safety.

## **7. PL Chairs' Report, Kim Finlayson**

- Cooking with Louise  
Kim has thought a virtual cooking session could preclude our January member Q&A session

- Louise Sygrove has agreed to facilitate- will use our Zoom platform, \$50 preparation fee and \$50/hour. We need to choose a menu.  
Chose: Pizza Pot Pie and S'Mores Cookies  
Gayle to clarify costs  
TBA: To occur week of February 15th (not Family Day) and send ingredients a couple weeks ahead
- Report Card Discussion/Sharing  
The board is going to hold a workshop on January 13th.

### **Upcoming Professional Learning**

#### ***Completed Workshops***

Ongoing - **Onward** Book Club - Running Two Sessions HCS 11 participants; General Session for all other schools 11 participants.

Session two for both groups will take place in the next week. It is planned that a session or two will be held each month.

December 4th New Hire Workshop 17 New Hires Attended

Jodi Regier, Presented a Reading Assessment workshop in the morning; Kit Luce presented a Math Assessment workshop (ETFO Math Series) in the afternoon; Laura Inglis-Eickmeier bridged the sessions with information on the collective agreement and benefits

November 25th - ETFO Pregnancy Parental Workshop for Occasional Teachers - held in conjunction with Bluewater and Simcoe. We had 10 OTs attend. The most of the three locals.

November 24th - The Arts and Mental Health Workshop by Brooke Charlebois and Kim Sprat (ETFO Arts Series) - 28 Attendees

November 19th - Rockin' Reflex Workshop, by Liz Jones-Twomey 27 participants  
All participants received 4 downloads and a handbook in addition to the reason behind the "purposeful movement"

#### ***Upcoming Workshops***

January 13th - Report Card Writing - include Maplewood and writing of comments (Board)

Thursday, January 21/Tuesday, February 23 4:30 - 6:30 I Am the Teacher, Classroom Management for Occasional Teachers (2 part workshop)

March 24 - Renewal in the Arts

Moving workshops online has allowed for later registration deadlines and a decrease in cancellations. Only one cancellation fee has been requested and collected. This fee went to the Occasional Teachers' Local as they paid for the registration fees for the Rockin' Reflex Workshop, which was the workshop for which the cancellation occurred.

I attended the ETFO New Hire Chair Workshop on behalf of the Teachers' Local, on November 30th, while I did learn a few things, it would have been more valuable had it been held earlier since our workshop was already planned for that week. Many locals benefited from the sharing portion as I was able to share how we had survey members in terms of content (e.g., PL topics and release time (e.g., half-day, full day). I think our monthly OT Q & As are being well attended and are more beneficial than a one time workshop.

I also attended the ETFO PL Chair Workshop representing the Occasional Teachers' Local on December 1st, it was a very worthwhile event and I received ideas for a number of workshops and training in Zoom which is the preferred online platform for ETFO presenters. The Occasional Teachers' Local has purchased the license for Zoom and it is being used for PL sessions at this time.

**8. Communications Officer Report, Gayle Van Altena**

- \$10 gift cards were purchased from Finchers and Fanfare. These were sent to members that attended the Fall GM
- Website has been updated with new members and photos for everyone
- Approximately 20 new hires have been added and personal emails requested in the last month

**9. Grievance Update, Kim Finlayson**

Health and Safety Grievance - Non-Payment of Members for Completed Mandatory Health and Safety Training  
Step One Meeting December 17 at 9:00 am

**10. Social Justice and Equity Report, Kim Finlayson, No Report**

**11. Political Action Report, Gayle Van Altena**

Attending virtual PA Training January 28-29

**12. Goodwill Committee - Sarah Kyle, No Report**

**13. Constitution Committee,**

Mark is going to make the changes (“Teacher” and “They”) to update our Constitution

**14. Motion to accept committee reports**

Mover: Gayle

Seconder: Mindy

All in Favour: Carried

**15. Treasurer’s Report, Mark Reble**

a. Current Balance in our accounts as of

Chequing	\$ 71 101.70
GICs 1+1	\$ 3 439.46
Money Market	\$ 15 516.83
Total Balance of	\$ 90 057.99

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

c. Signors to sign cheques.

a. Gayle, Kim and Mark have completed requirements for signing authority.

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

- Derek Hulse and I met with Michelle Ahrens and Paul Langis on Friday, November 20th.
  - Have tentatively agreed to a number of items, currently waiting for the Board’s pass regarding our presented hiring language. No future dates to negotiate have been set.

**17. President’s Updates**

★ Cap - The Board has rarely used “unqualified” staff to fill positions. (Share chart in Drive)

- Continue to hire; however, denying retirees a place on the roster if their last administrative reference is less than stellar. Will place them on the emergency list.
  - Emergency List - Currently placing retired or former teachers still in good standing with OCT and others currently in Teachers’ Colleges
  - Unfilled Jobs - Average at least one a day with November’s highest unfilled day was on Friday, November 16th with approximately 15 unfilled jobs.
- Calling available Secondary OTs once the system has exhausted all elementary occasional teachers. Have a list of when emergency unqualified persons are used.

★ Spoke with Michelle Ahrens regarding the System Wide School Closure and the cancellation of OTs.

- Some OTs remained in their positions and were paid, but I only know of two. This decision was left up to administrators.
- Issues for those on LTAs
  - Access to the Board provided technology to support online learning. Laptop, webcam etc.
  - What to do if your household has no hydro? Code?
  - Already have the day booked for conference, appointment etc. and have plans on desk at the school. Who will ensure the OT has codes for Google Classroom?
  - Teachers in a school shouldn’t be reassigned (e.g., SERT teachers have a great deal of assessment information to input which can be done from home; may pull groups of students and provide additional support with online learning)
  - Webinars, training should be provided for teachers to refresh or enhance their Google Classroom Skills
  - Tips sheet should have gone out to parents regarding Google Classroom, many parents were frustrated and couldn’t log on or lost their passcodes. Some parents lashed out at teachers when they couldn’t access the meet.
- Issues for Daily OTs

- How to get the codes for the class(es) teaching?
  - Need time to plan, as the lesson plans are likely at the school or most of the materials needed if the lesson plan if it has been shared electronically will be at school. Will need time to prepare for lessons.
  - Training as well for OTs, some were unable to attend the last session. Webinars could be posted and provided for teachers to view at their leisure.
- ★ Having monthly ETFO Leadership Meetings to keep us up to date on what is going on around the province and how our challenges are moving in the courts.
- ★ Link to letter sent to the ELHT Board of Directors from occasional teacher locals. (Shared in a separate email.)

### **18. New Business**

- Correspondence Folder - Nothing to Share

### **19. Next meeting/event dates:**

ETFO Leadership -

OT Executive-

Representative Council - February 3 & 4, May

Collective Bargaining Conference - March

General Meeting - May/June

ETFO Treasurers' Training -

Upcoming PL

### **20. Adjournment** 6:05 pm

To Do:

- Kim: follow up with Jamie about high vis. jackets
- Gayle: book virtual fitness sessions and look into funding
- Gayle: clarify costs of cooking workshop
- Mark: make constitution gender neutral (Kim is to send him the document)