

DRAFT Occasional Teachers' Local Executive Meeting Minutes

Online

Monday, September 27th, 4:30 pm

Via Zoom

Present: Kim Finlayson, Gayle VanAltena, Samantha Gowanlock, Brahm Harrison, Kim Reid, and Kaitlin Fisher

Regrets:

1. Meeting called to order 4:33 pm
2. Reading of the ETFO Equity Statement, ETFO Human Rights Statement and ETFO Land Acknowledgement by Gayle Van Altena.
3. Approval of the agenda
Moved: Brahm
Secunder: Kaitlin
All in Favour: Carried
4. Approval of the minutes from Wednesday, June 23, 2021 (The minutes can be found on the website [Avon Maitland Occasional Teachers](#) and are currently in draft form.)
Moved: Brahm
Secunder: Kaitlin
All in Favour: Carried
5. Business arising from the last meeting(s) and/or action items from the June Executive meeting:
 - Yard duty vests were handed out, so everyone should have their own high vis vest; send out email to OTs to and ask members to contact Kim Finlayson if they do not have their own vest.
6. **Health and Safety Report, Kim Reid**
2020-21 Meeting Dates
 - Thur Sep 23 2021 12:30 to 1:30 worker group and 1:30 to 3:30 full group.
 - Thur Nov 25 2021 12:30 to 1:30 worker group and 1:30 to 3:30 full group.

- Thur Jan 27 2022 12:30 to 1:30 worker group and 1:30 to 3:30 full group.
- Thur Mar 24 2022 12:30 to 1:30 worker group and 1:30 to 3:30 full group.
- Thur May 26 2022 12:30 to 1:30 worker group and 1:30 to 3:30 full group.

September Meeting Notes

- A motion to possibly add the dates in October and December based on current COVID numbers; waiting to confirm
- Some classrooms now have mechanical ventilation units that are required to be on when the space is in use
 - Some noise complaints associated with a running unit
 - Teachers are allowed to turn them down when necessary but not off
 - Custodians know how to use them
- Workplace violence risk assessment in final draft; to be updated next meeting
- There should be 10 trained/certified in Health and Safety, however, the school board is not wanting to pay for the training. There are currently only 3 trained.

Update Student Violence Flow Chart

- Remove Let Us Know, change to Kim's email; update links
- Forms still need to be filled out for incidents that are online (ex. Threatening, profanity, etc.)

Additional

- Daily OTs are to be filling out the online screening process when in schools (there is an Occasional option at the bottom of the schools list) and do not have to fill out the visitors log. Jamie Gibbings will be reminding administrators of this when they meet next week as there has been conflicting information in the schools
- Attestation and Antigen Testing Update (Kim F.)
 - If you are not fully vaccinated, you will have to do antigen testing twice a week

7. PL Chairs' Report, Kim Finlayson

Teacher's Local

- Lindsay O'Reilly has agreed to take over as chair for the Teachers' Local and we will work as Co-Chairs within PL this year. On Thursday, September 17, I met with the other Committee Chairs from the Teachers' Local and set the Budget for the PL Committee. In addition, the Teachers' Local paid for my release to attend Leadership as the PL Chair.

Leadership PL Report

- Excellent presentation on Anti-Black Racism and the Local should look at holding a workshop in or near February, Black History month.
- In the afternoon, we chatted with other PL Chairs regarding best practices, great workshops, hybrid model; however, there was a glitch in the breakout rooms and a member was in two rooms at the same time, thus we had to end our conversation earlier. The new platform didn't work as planned.
- Thoughts on hybrid PL Workshop model
 - We would need at least four people running it (three facilitators and one presenter)
 - If the presenter is online, then it makes sense for the entire meeting to go online
 - If the presenter is in person, then we may attempt the hybrid model in the new year
- Purchased ***Things I Wish I Knew as a Teacher***, single copy (Written by Robert J. Hamilton, a retired principal/teacher in Halton)
 - Kim to read and see if worth buying more for new hires
- Purchased ***Active Start and Fundamental Stages, Beyond Fundamentals and Learning to Train***, single copy for local, possibility of sending one or two to each school in the board, what do you think as it is an excellent resource.

Upcoming Professional Learning - Workshops Possibilities

- *Virtual Spa Night - Jan O'Rourke representative of Rodan & Fields - Give it a Glow Sample - Thursday, October 21, 8 pm*
- *Author Brock Greenhalgh, to introduce his book **The Hard Road to Victory, the Chatham All Stars Story** - Monday, January 31 4:30 pm (each school will be receiving a copy of the picture book, French copy is coming out, may try to get more books as well) This is to kick off Black History month.*
- Climate Change and Social Justice, Justine Whelan - Thursday, April 7 4:30 pm
- Virtual Spa Night - TBA February
- Language Instruction/Assessment -

8. Communications Officer Report, Gayle Van Altena

- ETFO updated website, Gayle please check all of our links on our website are operational
- Contacting new members to request personal email address for Local communications

9. Grievance Update, Kim Finlayson

Current Grievances

- Two grievances currently in progress - one regarding payment for Health and Safety Training and another for excessive supervision time.
- Another potential grievance regarding the LTA and Contract hiring practices under Regulation 274 during the “repeal” prior to the successful court challenge ruling.

This information will be sent out to members in October:

- As a result, we will be providing a review of professional judgement and the requirements of a 5 day cycle during the GM.
 - 40 minute uninterrupted lunch daily
 - This may be different if you are covering two different part time positions
 - 80 minutes of supervision
 - 1500 minutes of instructional time (300 per day) which includes the 240 minutes of prep
 - Must be in the building 15 minutes prior to the start of the day
 - Prorated based on FTE
 - Administrators can direct your **instructional time**

10. Social Justice and Equity Report, Kim Finlayson, Kaitlin Fisher & Samantha Gowanlock

Backpack Program Update

- Do we apply for incentive funding? How much is the Local wanting to budget for this? Lindsay McNichol has agreed to help with the purpose of supplies. She has purchased \$2000 of backpacks and school supplies as directed by the executive at the last meeting to spend additional money which was not spent last year. Last year’s school supplies still need to be sorted and delivered.
- Incentive Funding Application form needs to be completed
- Sam and Kaitlin will co-chair the Backpack Program
- Need the key from Sarah

Status of Women

- Discussed a fictional book club at Leadership Conference
 - Find out how many members and book cost
- Nominating Women for shout out

11. Political Action Report, Gayle Van Altena

- Attended Leadership Sept. 23/21 as Political Action Chair
 - Focus is on the upcoming Provincial Election
 - Encouraging our members (97% are voters) to mobilize family and friends to vote and support public education
 - Encourage members to share on social media personal stories of classroom sizes, loss of funding for special needs supports and resources, loss of specialized teachers ect.
 - Issue based advertising in ETFO ads in early new year- outlining the risks to public funded education during another 4 years of Conservative Government
 - Fall training dates for all members interested in volunteering with campaigns
 - Oct. 27, Media Training
 - Nov. 3, Electoral Organizing
 - Nov. 10, Canvassing 101
- All taking place virtually, 4:30-5:30 pm

12. Goodwill Committee -

- New chair: Kim R.

13. Constitution Committee -

- Put out to OTs (new members) to go on the committee and possibly chair
- Kim R. might be interested in being chair - to discuss further
- Brahm interested in helping as well (co-chair with Kim?)

14. Motion to accept committee reports

Mover: Gayle

Secunder: Brahm

All in Favour: Carried

15. Treasurer's Report, Kim Finlayson, Brahm Harrison

- Budget Committee to set date to meet prior to GM
- Presentation of the Year End Report
 - To be updated (found errors)
 - a. Current Balance in our accounts as of September 27, 2021

Chequing	\$ 80 012.83
GIC 01	\$ 3 479.75
GIC 02	\$ 15 725.93

Total Balance \$ 99 218.50

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

Mover: Brahm

Seconder: Gayle

All in Favour: Carried

- c. Year End Report (September)

16. Collective Bargaining Report, Kim Finlayson

- Negotiations resume September 28th
- Confirm members for the CB Committee, should have a meeting to bring new members up to speed prior to resuming negotiations.
 - Kim F., Gayle and Brahm

17. President's Updates

- PAM Update, Kim Finlayson - Mindy Deichert and I attended the Provincial Annual Meeting August 16-19. The first day was a half day and we attended the OT Caucus and the Health and Safety Caucus. Motions pertaining to each caucus were discussed in preparation for the business section of the meeting which began on Tuesday morning.
- This was an election year, so I attended three Town Hall meetings on Tuesday evening. The following members were elected to the 2021-2023 ETFO Executive, 4 of which are occasional teachers:

PRESIDENT: Karen Brown, Toronto

FIRST VICE-PRESIDENT: David Mastin, Durham

VICE-PRESIDENTS:

Shirley Bell, Kawartha Pine Ridge

Monica Rusnak, Ontario North East

OTF TABLE OFFICER: Nathan Core, Waterloo Region

EXECUTIVE:

Gail Bannister-Clarke, Peel

Gundi Barbour, Upper Grand
Amy Chevis, Simcoe County
Andrew Chittka, Bluewater
Juan (Yahya) Gairey, Peel
Shideh Houshmandi, Hamilton-Wentworth
Mario Spagnuolo, Greater Essex
Julie Stanley, Bluewater
Sylvia van Campen, Upper Canada

18. New Business

- POTS June 2022 Update - Best Western - Arden Park is the only hotel at this time in our Board that is able to hold the event. Met with the sales representative on Tuesday, September 22 to outline needs and firm up the pricing. Mindy and I reviewed the menu etc. during our breaks while attending PAM. Have been in contact with the Sales Representative, Alexandra Tarnawski, and she will be sending us the pricing for the food and rooms for the conference.
- June 13, 14, 15
 - Looking for someone to assist with registration and to act as site manager during the conference. - Sam
 - Gayle and Kaitlin to help out on the Monday (and possibly other days)
 - Trying to get numbers of attendees
 - Those attending PAM will attend; executive members will be inhibited to attend and assist with the conference.
 - The Monday night dinner will include the recognition/invitation of those members who have retired during the virtual POTS.
- ETFO Leadership Conference Updates
 - Completed above
- Mindy Deichert - Parting Gift - Gayle
- Distribution of materials - Health and Safety Representative Folders, Treasurer Laptop, Folders/Receipts, CB Binders, Good Will File
- Date for next Executive Meeting
 - Monday, October 25 Online
- Date for the November General Meeting
 - Tuesday, November 9 Online
- Date for the Budget Committee

- Brahm and Kim will set their own date

19. Correspondence

Next meeting/event dates:

POTS - June 13,14,15/21

OT Executive- TB

Representative Council - October 6,7, February, May TBA

Fall General Meeting - November 9, online

ETFO Treasurers' Training - TBA

Upcoming PL TBA

20. Tracey Peters to join as Member at Large

Note: She may be on vacation in October/November

Mover: Kaitlin

Secunder: Gayle

All in Favour: Carried

21. Adjournment

Mover: Gayle

Secunder: Sam

All in Favour: Carried

To Do:

- Kim to call TD to get Brahm switched over from Mark (signing authority)
- Gayle purchase and delivery of Mindy's parting gift
- Kim and Brahm to come up with a date for budget meeting
- Kaitlin and Kim to organize backpacks
- Kaitlin to contact Tracy Peters to join the Executive
- Kim R. to email Jamie Gibbings about safety vests, goggles and shields for all OTs
- Kim R. to email and forward safety bulletin to Gayle
- Review reimbursements (time and food)