

Occasional Teachers' Local Executive Meeting

Online

Monday, March 28, 2022

4:30 pm Via Zoom

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

1. Meeting called to order at 4:30 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 Harrison
 - Seconded: Kaitlin Fisher
 - All in Favour: Carried
4. Approval of the minutes
 - Moved: Samantha Gowanlock
 - Seconded: Gayle VanAltena
 - All in Favour: Carried
5. Business arising from the last meeting(s) and/or action items from February Executive meeting:
 - Mark Reble did not have an updated version of the constitution so I made the revisions approved at the 2021 GM, to the constitution and a copy has been shared with the executive.
 - Information for the donation to the Red Cross regarding Ukraine relief was provided to Kaitlin and ETFO Provincial was notified of the \$1000 donation.
 - The “Hand Her the Mic” comedy night registration was posted on March 1. Event was very successful with positive feedback. Niagara OT Local had applied for funding and was able to cover the entire event, so we no longer have to pay for our attendees.

- The Local's landline was cancelled as of March 1, 2021. Kim F. will monitor the billing and account going forward for any outstanding charges.
- An email was sent on March 1 to Sherri McLaughlin, Michelle Ahrens and Paul Langis regarding the Boards backing out of Aspen and Kent Cleland was cc'd.
 - Reply from Michelle Ahrens indicated that she is sure Andrea Stevenson, project leader, has been in contact with other Boards who have implemented Aspen, but will pass the information along. The project is going forward.
 - As of the System Memo training is being provided
 - Elementary Teacher Aspen Training Video - May Re: Student Records
 - More Elementary Educators Supported Training May 25 3:30
 - Elementary Teachers Reporting within Aspen - June 30th 1 hour via MS Teams
 - Educator Sessions in August will be available for voluntary drop in session, these dates will be posted later in June.
 - Occasional Staff Training: nothing specific has been mentioned yet, but Kim will bring this topic forward in a future meeting
- The CB Priorities Survey was modified and the draw link was added. The survey was reviewed by the CB Committee when they met on March 28th and shared with the executive at the executive meeting on the same day.
 - New items like language involving pandemics and online learning
 - If anyone thinks of anything, send Brahm or Gayle
 - Has been shared with Heather for approval
 - Will be meeting again in June
- Brahm's investment recommendations and report on costing for financial review/audit to follow in the Treasurer's Report.
 - Fees seem to be high overall
 - Still looking into other options (Desjardin might have a lead)
 - Also looking into ING account, Direct Financial, GICs
 - Audit Quotes: \$2,525 - \$3,300 (looked at four different businesses)
 - Would probably take a couple of days, could be done in June with a professional auditor (look at last 7 years, Brahm has 5, Kim to find other 2)

- Issue: The professional may not be able to find anything, but then they might be able to provide a solution of some sort
 - Motion: Hire a professional auditor
 Moved: Brahm Harrison
 Seconded: Tracy Peters
 All in Favour: Carried
- Gayle has also updated the website: removing the landline number, information regarding Reg. 274, updating the 2021 GM minutes and added Guide to WSIB guide to Pregnancy and Parental Leave.
- Logo and Letterhead discussion
 Motion: Approve Logo Design #1
 Moved: Kaitlin Fisher
 Seconded: Tracey Peters
 All in Favour: Carried
 Sam to send logo to Gayle and Kim (and letterhead in a document, and in shared drive) and look into getting the logo copyright
- Update on Work to Rule and Staff Negotiations at ETFO Provincial
- Working Group for hosting virtual June POTS meeting.
 Helping out (hosting online, and going as delegates) - Sam can do all three days, Gayle could do two of the days, Brahm for the day that Gayle can't.
 Annual Meeting: August 15, 16, 17, 18 in person in Toronto

6. Health and Safety Report, Kim Reid

2020-21 Meeting Dates: May 26, 2022 (may be a full day)

Kim Finlayson attended the full morning worker meeting to discuss the Terms of Reference and then attended the afternoon JHSC meeting in the afternoon as the alternate, as Kim Reid could not attend.

Worker/Federation Rep Meeting - Terms of Reference

- A lengthy, article by article discussion of the Terms of Reference took place with members in attendance agreeing to over 15 proposed changes. Kirk Gregory will type up the “proposed” changes and email them out to all members of the JHSC, including management and the other co-chair. I have detailed notes regarding the

changes which I will use to compare the proposed amendments Kirk Gregory sends out. Kim Reid

- In September, it was suggested the unions investigate how each site determines their Health and Safety Representatives for site based inspections. Suspected many are administratively appointed, but are to be elected by all members on site. It was noted, that in elementary schools release time is not provided for Health and Safety inspections and this may be determining who the reps on (e.g., completed before/after school and are often EAs who are paid beginning at 8am or ending at 4/3:30 pm)
- Lori Black will be creating a flowchart which will indicate who to contact if you have an inquiry, as Jamie Gibbings is to be an advisor only and not be making decisions unilaterally. Most items should be going through Jeff Bruce when action is needed. This flowchart will be included in the Terms of Reference as it is in other Boards.
- Emphasis that an "Orientation" needs to be provided as indicated in 10.1 when new members join the committee, but on one was directed by the Terms of Reference to do this so it was not happening.

JHSC Meeting

- If you need a chromebook/ipad for inspections (shouldn't be using your personal one) put in the request to Jamie Gibbings.
- Hepa filters will be updated to include a tagging system with the date they were last changed, as opposed to the stamped date which is not visible by inspectors. This will take place on a "go forward" basis as filters are scheduled for changing.
- Exterior lighting was discussed and best practices around taking out the garbage and leaving the building after dark will be sent out the all custodians. Any custodial concerns should be emailed to Hugh Cox, along with putting in a work order.
- Red duotangs should be used for emergency folders and folders should be located in the same place in all schools and buildings for consistency. Ensure occasional staff can find this duotang when needed. This concern has been forwarded on to the committee by Jamie Gibbings, who is currently revising the emergency procedures.
- Content of Certification Training was discussed. No education based training, very general. Jamie Gibbings will look into more educational based training and see if it is available, he suspects it is not.

7. PL Chairs' Report, Kim Finlayson

PL Committee Meeting set for Thursday, June 23 at 1pm - The committee will review the feedback from all PL sessions held virtually this year and plan topics/format (e.g., remote or in person) for the next school year.

Upcoming Professional Learning

- April 7th, Climate Change and Social Justice 4:30 pm
- May 4, Reschedule Spa Night with Elsa 8pm
- May 5, Spa Night with Jan, Part 2 8 pm
- Gayle has a contact for Circle of Security for Educator Training (Attachment and behaviour)

8. Communications Officer Report, Gayle Van Altena

No report

9. Grievance Update, Kim Finlayson

- Personal Information Breach

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

- Items sorted – hoping to do one final shop this week and have all items sent out to shelters within the next couple weeks
- Will be attending Teachers' Local Social Justice and Equity Committee meeting on Monday, April 4th in the afternoon. Will be discussing what to do as a fundraiser for the Women's Shelters. (FYI: I am a member as a result of my contract teacher status.)
 - Do we have the funds for a donation? If so, how much? Kaitlin is willing to help (Local will provide release time for her morning half day, outside of her secondary position)
 - Approximation of \$400 in mind before the meeting

11. Political Action Report, Gayle Van Altena

- Backpack Full of Cash- Two viewings April 24th Stratford Cinema 7:00 pm, April 28th 7:00pm
- Invitations emailed to members AMDSB OT and personal emails, posted on AM ETFO Facebook page and our website today
- Kim will forward it to AMDSB Contract
- Attending PAROTS virtually March 28

12. Goodwill Committee - Kim Reid

No report

13. Constitution Committee, Brahm Harrison

- No report

14. Motion to accept committee reports

Moved: Kaitlin Fisher

Seconded: Kim Reid

All in Favour: Carried

15. Treasurer's Report, Brahm Harrison

- a. Current Balance in our accounts as of Monday, March 28, 2022

Chequing	\$ 106 044.99
GICs 1+1	\$ 3 479.75
Money Market	\$ 15 725.93
Total Balance of	\$ 125 250.67

- b. See shared treasurer's report of actual spending in comparison to the budget.
- c. Secretary to sign cheques.
- d. Approximately cost for financial review/audit.
- e. Mileage review, monthly.

Motion: Move Reports as Presented

Moved: Brahm Harrison

Seconded: Kaitlin Fisher

All in Favour: Carried

16. Collective Bargaining Report, Kim Finlayson

- Brahm, Gayle, Heather and Kim F. met today virtually which placed limits on expectations, so draft language will be done at the next meeting.
 - Update on CB meeting - created draft priorities survey, which I will share with the executive and it has been shared with Heather for final approval
 - Reviewed Teacher Local and OT Local Collective Agreements to identify areas for improvements and began a draft document for potential preliminary CA language
 - Set next meeting date to review survey results and begin drafting preliminary submission language

The [ETFO CB Bargaining Goals](#) were shared on March 9 in the ETFO newsletter and posted on a public location on the ETFO Collective Bargaining website.

17. President's Updates

- ★ Labour Management Meeting
- ★ Share "Unfilled Jobs" Drive Doc (Kim F.)
- ★ Cap Review Updates
 - Revising the OT List/Roster Received to include indication of members who have 1.0 or partial permanent contract as many still do not request a LOA, those with partial contracts continue to do daily OT work.

18. New Business

- Local Executive Elections - need elections chair, nominations deadline is April 30
 - Brahm Harrison to become elections chair
 - Brahm to draft letter, send out asap, give one month to complete, due date April 30
 - Need to set GM/Elections date (virtual): May 30
 - Current Executive seeking reelection
- Liability Insurance - See invoice and shared document indicating coverage (separate email forwarded March 21)
- OT Meeting on June 20 at 4:30

19. Next meeting/event dates:

ETFO Leadership - September 2022 TBA

OT Executive- May 30th, 2022

GM - May 30, 2022

Representative Council - October, February, May 10-12 (in person)

Collective Bargaining Conference - March

General Meeting - October

ETFO Treasurers' Training -

April 25 OT Meeting

Upcoming PL - See PL Report

20. Adjournment

Moved: Gayle VanAltena

Seconded: Samantha Gowanlock

All in Favour: Carried

To Do:

- Sam to send out logo
- Tracey to look into t-shirts and sweaters with the new logo
- Brahm to look into auditor
- Kim to find two years of history for the audit
- Gayle to contact for Circle of Security for Educator Training