

Occasional Teachers' Local Executive Meeting

Tuesday, April 1, 2014

4:30pm

At Teachers' Local Office, Seaforth, Ontario

Present: Jennifer Kelly, Wayne Stewart, Kimberly Albers, Kim Finlayson, Nicole King, Terri Houston, Lindsay McNichol, Nadine Fletcher

Regrets: Jesse Bergmann

1. Meeting called to order by Kim Finlayson
Kim called the meeting to order at 4:35pm.

2. Reading of the ETFO Harassment Policy by Wayne Stewart.

3. Approval of the agenda.

Kim F. added under new business - the retirement of Karen Carter
Wayne added under the Constitution Committee - proposed amendment

Terri moved to accept the agenda with the two additions, Lindsay seconded the motion, motion carried.

4. Approval of the minutes from the last meeting, Tuesday, November 27, 2013. Once approved, Kimberly will post the November minutes on the new website.

Nicole moves to approve the minutes from the last meeting, Tuesday, November 27th, 2013, Nadine seconded the motion, motion carried.

5. Business arising from the last meeting(s) and/or action items from November Executive meeting:

- Status of new website and old website. Share correspondence from Schneider's. Have you spoke with Carolyn regarding legal counsel to release the domain name? Kim F. spoke with Carolyn regarding legal counsel surrounding this issue and she is taking the issue to PRS, we are awaiting a response. It is best to wait till after elections are complete to update the pictures and information so we are not doing it twice.
**take pictures of executive on election night.
- Need to update the website with executive minutes from the current year and the last two years GM minutes. Decision needs to be made as to how many years to post – previous year, plus current year for executive minutes? Last 5 years for GM or longer? Jennifer is going to add a folder under minutes for executive minutes. Kim will upload the minutes from the past two years for both executive meeting minutes, as well as general meeting and annual general meetings. Kimberly should save the minutes as pdfs for future

secretaries.

- Kim's contact email needs to be updated – etfokimfin@gmail.ca

6. **Health and Safety Report, Nadine Fletcher**

- Oral Update regarding discussion with Valence Young, ETFO Health & Safety, Protective Services Officer (Kim Finlayson)
- Health and Safety Terms of Reference Approval -

Nadine has a Health and Safety meeting this coming Thursday. She discussed that EAs are under reporting incidents because the paperwork is tedious, which is a big problem.

Mentioned keys and folders. Kim F. would like to see the same process for picking up keys are every school across the board so it is standard. Kim F. showed a folder (from Little Falls) for occasional teachers that every contract teacher should have, making it easy for occasional teachers to find the information they need quickly. Kim F. would like to see every teacher have one to keep information in to make it standard across the board.

7. **PL Chairs' Report, Kimberly Albers, Nicole King**

It has been a year full of professional learning opportunities. Since October, we have organized about 2 - 3 offered per month, covering a large variety of topics from beginning teaching, technology, addressing poverty, Tribes training, teaching early learners, EI, and so much more. We have been taking advantage of many of the ETFO provided workshops and tapping into resources within our board and community to keep costs down for participants. There are still plenty of upcoming workshops right up into June. Workshops are posted both on the OT conference, as well as through our locals' website. We are disappointed to say that there have been a few cancelled as a result of lack of interest. We continue to learn and try to tap into the various needs and requests from our members. Any suggestions are taken into account for future bookings. From talking to various members, the overall response has been positive with the number and variety of workshops offered. Coming up in May and June, we will start looking ahead to what possibilities and improvements we can make for next year to entice members to really take advantage of the workshops being offered.

8. **Communications Officer Report, Jennifer Kelly**

- Website update
[Mass email is up and running with mail chimp. A monthly or bi-monthly newsletter will be mailed to our members.](#)
[Events tab used for events, such as Bids and Bites and post workshops under Professional Development.](#)
- Where are we with personal email communication through the website?
[Jennifer will put out another email on First Class asking our members to please update their personal email address with Jennifer so she has the most up to date address \(especially for the new hires\).](#)

- Discussion regarding making the site mobile friendly and secure next year. Kim F. discussed this with Adam from Simlam and he said it would be about \$5000 to \$6000 to make it more user friendly for mobile devices. It was discussed that it is best to get our members using the website first, then we can revisit this idea. It is not a priority at the moment.

9. **Grievance Update, Kim Finlayson**

- Currently no grievances in place. The Board has been very forthcoming with regards to hiring practices for LTAs and pay for late cancellations. A system memo was sent out to notify principals that if they think a job is going to last more than 11 days to be sure to get someone in who is already on the LTA list.

10. **Social Justice and Equity Report, Kim Finlayson**

- Bids and Bites will be held on Thursday, April 24th at the Mitchell Golf and Country Club 4:30 to 7pm **PUMP IT UP!!!**
- Meeting held on Wednesday, February 26. The Local has been asked to donate \$250 toward a caterer or restaurant of the winner's choice. Terri Motioned to donate the 250 toward the caterer. Wayne seconded, motioned carried.
- Request to donate a half day or full day pay for an OT who attend both Bids and Bites and the AGM and has his/her name drawn. Must be present at the AGM to win. This parallels a draw being made by the Teachers' Local.

Nicole motions that our local donate \$150.00 towards a draw offered to occasional teachers who attend both the Bids and Bites and the AGM. OTs can enter the draw, but must be present at the AGM to claim their prize. Lindsay seconds the motion, motion carried.

**Jennifer can post this incentive on the April Newsletter

**Nicole is going to look after the draw at the AGM

- Backpacks and school supplies need to be purchased. Anyone interested in completing this task? Terri and Nicole have offered to shop for the backpacks and school supplies. They each get a half day of release time to carry out this task. It must be done by May 30th, 2014. Kim F. will email Terri and Nicole what has been purchased in the past.

11. **Environmental Committee Report, Wayne Stewart, No Report**

12. **Political Action Report, Wayne Stewart**

I attended the Together FAIRNESS WORKS: Presidents' Training on January 29, 2014. This was a one-day training session on how ETFO local presidents can complement the Canadian Labour Council campaign 'Together FAIRNESSWORKS'. It is very interesting approach about how all unions can work together to protect workers'

issues. Emphasis was on ways to change “The Union” concept to “OUR UNION”.

I will also attend the ETFO regional political action training on April 5, 2014 in London. The training is aimed at ETFO members who have experience working in election campaigns and those who think they may be interested. A possible spring Provincial election will make this a valuable conference.

Be sure to stay up-to-date on the latest information on your ETFO website <http://www.etfo.ca> and the OT icon in First Class for postings.

- **Discussion regarding the next election. - looks like an election will be forthcoming very soon**

13. **Goodwill Committee Report, Nicole King**

Executive, please continue to keep your ear to the ground and send any Goodwill requests directly to Nicole. There has been little activity required this year. Is this because of some sort of lack of communication between members and the committee? If there are any ideas to let members know that the executive wants to hear from the members in times such as these, please forward to Nicole. Want to ensure our members know we support each other with good cheer or in times of need. Thanks for your continued support in this. [Let Kim F. or Jennifer know goodwill so that they can post in the newsletter.](#)

14. **Constitution Committee, Wayne Stewart**

- Motion to accept committee reports.
- [Proposed amendment - Wayne motions to change the language of 8.3.1 from the date May 31 to June 30th, Terri seconded the motion, motion carried.](#)

15. **Treasurer’s Report, Lindsay McNichol**

- a. Current Balance in our accounts as of Friday, March 28th, 2014
- | | |
|------------------|--------------|
| Chequing | \$ 35 377.18 |
| GICs 1+1 | \$ 3 160.05 |
| Money Market | \$ 16 369.55 |
| Total Balance of | \$ 54 963.02 |

*Although cheques have been written for union release for the 2013-14 school year, they have not been cashed.

- b. See attached treasurer's report of actual spending in comparison to the budget. ***Please note, the budget will appear as a deficit; however, January and February union release payments to AMDSB have been held back waiting for presidential release reimbursement from ETFO for September 2013 to February 2014. ****
 - o Motion needed to accept the treasurer's report. Lindsay motions to accept the treasurers report, Nicole seconds the motion, motion carried.
 - Budget Committee will need to meet to review current budget and determine levy amount for the following year. According to our constitution the levy may now be revised at the Fall GM. **Lindsay, Wayne and Kim F. will meet in the next couple weeks to discuss the budget. Do not need to propose a budget until the fall. Relook at the levy in the fall as well.**
16. **Collective Bargaining Reports**
- Your current Collective Agreement and amendments expire at the end of August 2014. Your Collective Bargaining Committee has been awaiting the fate of Bill 122 to decide how to proceed. The bill will determine which Articles will be bargained at the Provincial and Local levels. See Bill 122 update below.

Kim, Carolyn Walker and I participated in an ETFO fact finding teleconference concerning Regulation 274 with Government representatives on Feb. 11, 2014. They were collecting information about our Local, our Collective Agreement, our LTO list and hiring practices, and the implementation of Regulation 274.

Your committee will be sending a survey to the membership to establish your priorities for the next round of negotiations in the near future.

Collective bargaining is an ongoing process which continually evolves, gaining more protections and better working conditions for education workers over time. Please read and adhere to your working conditions.

Bill 122 Update

Following the February 26th hearings on Bill 122, the School Boards Collective Bargaining Act, 2013, the bill was scheduled for clause-by-clause review and consideration of amendments on March 5th and March 19th. The amendment process is very important. Both the government and the NDP have prepared amendments that address ETFO's main concerns

with the bill. On March 5th, the Standing Committee on the Legislative Assembly met but did not begin the clause-by-clause process. The PC MPPs on the committee used the time to filibuster. They moved motions that, if passed, would require the committee to hold additional public hearings. They continued that process until the time for the meeting expired. All the PC motions were defeated by the Liberal and NDP MPPs on the committee. The government attempted to arrange for additional committee meetings during March Break, but the PC MPPs refused to attend.

The committee is scheduled to meet on March 19, ostensibly to commence the clause-by-clause process. If the PC caucus is successful in preventing the standing committee from doing its work, the government may move the amendment process to committee of the whole of the Legislature. Once the amendment process is complete, the bill will come to the Legislature for Third (final) Reading.

- CB Meeting date to be determined at which time a membership survey will be drafted - [Nadine, Jennifer, Wayne and Kim need to set a date for a CB meeting.](#)
- Local will be serving notice to bargain to the Board in June 2014.

17. **President's Updates**

- **VLAP**

Some Occasional Teachers on LTAs are taking advantage of VLAP days. Several took March 7th as an unpaid day.

- **February Representative Council**

Much of the discussion and meeting time revolved around various motions passed during the business section of our meeting.

- a) Two of which you may be particularly interested in – the provincial bargaining goals for the next round for occasional teachers and teachers.

Occasional Teacher Bargaining Goals for 2014:

To negotiate improvements to occasional teacher compensation
To negotiate paid professional learning
To negotiate fair distribution of daily work
To negotiate language to provide seniority hiring for permanent positions and LTO assignments
To negotiate improved sick leave
To negotiate improvements to health and safety

Teacher Bargaining Goals for 2014:

To negotiate improvements to teacher compensation
To negotiate improvements to class size in all grades and programs
To negotiate limits on teacher workload
To negotiate improved sick leave
To negotiate improvements to pregnancy and parental entitlements

To negotiate improvements to health and safety

PSP/ESP and DECE bargaining goals were also passed by Representative Council and will be provided at the request of any member.

- b) Representative Council put forth the following recommendation to the executive that the General Secretary conduct a review of ETFO's practices and procedures and protocols on how allegations against members are dealt with, with a view to expedite the investigation process, improve communication and support members during all phases of the process and report to the May 2014 Representative Council.
- c) Representative Council recommended to the executive that: ETFO produce a PRS Bulletin cautioning ETFO members about volunteering during the school day.

The rationale stated new hires to OT rosters are being encouraged by administrators to volunteer on days when they don't have occasional teacher jobs in order to gain "experience" and possible "future considerations", including future references.

- d) Representative Council recommended to the executive that any locally-released president who is not full-time released shall receive additional days at grid rate for any ETFO event where presidents' attendance is encouraged and/or expected.

18. **New Business**

- **Correspondence Folder**
- **Long Term List Eligibility/Date of Hire**
 - Those deactivated/terminated have a new date of hire if put back on the OT roster. Also, these members if they have worked 20 days in the last 10 months in the one of the last 5 years (could be prior to termination); would meet the criteria and be eligible to apply for the Long Term List.
 - Long Term List Applications were due by March 31st. Interviews will be scheduled in May. Currently the Board should be hiring 10 OTs to meet the cap. I expect a few more will need to be hired in April as well.
- **AGM - Monday, May 26th at 4:30pm - Ed centre (Maitland Rooms A & B)**
 - Choose an AGM planner e.g. food, location etc. [Nadine offered to help.](#)
 - Election process review, Wayne Stewart
 - Wayne has email prepared to go out regarding election
 - Confirm those on the executive who are returning

Those who wish to run for executive must complete the form and have a seconder (which will be cross referenced from the Elementary OT list) The appropriate paperwork needs to be completed by April 30th.

- **Job Shopping** – How should this be handled? Discussion needed. What does advance mean? Impacts the levy to have someone in to fill the job from the emergency list. Handle on a case by case basis.
- **Unfilled Jobs** – There were two days in March with unfilled jobs. The first seeing 14 unfilled jobs and second day with only 6. The second day of unfilled jobs appears to be a result of scheduling too many events on a single day; while the first appears to be a result of an influx of medical/illness requests. No new hires will be added as a result of these unfilled jobs. Karen Carter suggested teachers enter jobs under a different code and having the secretary change to correct code, once they receive it.

**And Still We Rise conference in Toronto needs to be put on the system calendar. Spreading out the PLCs would be beneficial. Decrease the number from 20 teachers out to 10 or more teachers out.

- **June POTS**
In June 2015, POTS will be hosted by our Local in Stratford. This year June POTS is near Halliburton. Need confirmation as to who is attending. Bluewater OTs offered to help us out with this.
- **Google Docs Presidential Training**
Google docs, new website/email training took place today – Kim Finlayson and Jennifer Kelly
- ETFO is requesting suggestions for Leadership topics. Please come prepared to submit your ideas.
- Karen Carter is Retiring - She has been fabulous to work with. For all that she has done for us as a local we need to get her a token of thanks from the OT local.
Nicole motions to spend \$130 on a gift certificate and flowers for Karen Carter as a token of our appreciation for all her help in working with us over the years, Lindsay seconded the motion, motioned carried.

19. **Next meeting dates:**

Political Action Training – April 5 - Wayne

Rep Council – May 1-2 - Kim F.

AGM – May 26, 2014

POTS in Halliburton - June 8-10 – Kim F.

Executive Meeting – June 17th (tentative)

Provincial Annual Meeting – August 11-14, 2014

Budget Meeting - May 22, 2014

CB Meeting - April 25, 2014 (pm)

EI Information Session - June 17-20??

20. **Adjournment at 6:20 by Wayne, seconded by Terri.**

Action Items:

Jennifer Kelly

- add executive meeting folder under minutes on website
- email newsletter out with corrections
- find out about changing the website so that events or professional learning is the first tab they see, NOT minutes
- send out email on First Class reminding members to update their personal email address for the mail outs

Kimberly Albers

- post November 27th, 2013 minutes on website
- upload all minutes into google drive (half day release for this??)
- save minutes as pdf files

Terri and Nicole

- pick a date to shop for backpacks and supplies

Nicole

- set up draw at AGM for the \$150.00

Nadine

-help Kim F. with AGM in picking up food, etc.

Everyone

-get nominations in for executive elections

-email Kim F. graduation dates (that you will be attending at your school)