

**DRAFT**

***Occasional Teachers' Local General Meeting***

***Monday, May 9, 2016***

***4:30 - 6:30pm (approximately)***

***Seaforth Legion***

***Seaforth, Ontario***

***Regrets: Ayzia Weber, Ashley Dickey***

1. **Meeting called to order at 4:30pm by Kim Finlayson.**  
Introduction of Executive Members.
2. **Reading of the ETFO Harassment Policy and FMNI Statement, Lindsay McNichol**
3. **Working Dinner**
4. **Approval of the agenda.**  
Ask if there are any additions to the agenda screened.  
\*Addition of Safe School Forms and Violent Incident Forms to New Business\*  
\*Addition of ETFO AQ Courses, PRS Bulletin, Summer Academy to New Business\*  
\*Electronic Attendance\*  
\*Fort McMurray Donation\*  
\*Health and Safety, important APs and Mandatory Training\*  
Sarah Rose moves to accept the agenda with the additions, Krista Becket seconded, motion carried.
5. **Approval of the minutes from the last general meeting** on Monday, November 9, 2015. Minutes can be viewed on the website at [www.occasionalteachers.com](http://www.occasionalteachers.com).  
Gayle Van Altena moves to accept the minutes from the November 9, 2015 GM, Toni Gale seconded, motion carried.
6. **Business arising from the last meeting:**
  - Status of new website and old website. Need to update the website with executive minutes from the current year. Need to do a better job of keeping the website up to date with current events. Beginning with a

major update July 1st with the new executive photos and assignments, Kimberly, Lindsay and Kim will make it a priority to keep the website up to date including links to PL opportunities.

## 7. Elections

### 2016-18 Executive

- **President** - Kim Finlayson {acclaimed}
- **Vice President** - Lindsay McNichol {acclaimed}
- **Secretary** - Kimberly Albers {acclaimed}
- **Treasurer** - Lindsay McNichol {acclaimed}
- **Health and Safety Representative** - Wendy Hastings {acclaimed}
- **Members at Large** - Toni Gale, Gayle VanAltena, Terri Houston, Ashley Dickey {all acclaimed}

The current Executive will be meeting after the GM to review applications for the Health and Safety Officer and take a secret ballot vote. The successful applicant will be announced via First Class. There was no need for a meeting as Wendy Hastings was acclaimed for the position.

## 8. Health and Safety Report, Nadine Fletcher & Terri Houston

The last couple of health and safety meetings have been focusing on the committee and what makes it most effective. What things to continue doing, what things to stop doing and what things would be more useful.

The next health and safety meeting is May 26th.

One of our focus' this time of year is appropriate footwear. Please make sure that your footwear is suitable for the position you are filling that day. Flip flops are not appropriate in a school setting.

At our meetings we discussed incident reports. You should be filling out a report each time an incident occurs anywhere on board property (slip, trips, falls, student attacks - hits/punch, swears etc). The forms are at each school. Ask for them in the school office. If you are encouraged to not fill one out, please contact Kim Finlayson as soon as possible.

## 9. PL Chairs' Report, Nadine Fletcher, Terri Houston

- **Past Workshops:**

- Primary Math Workshop Oct 20

- Junior/Intermediate Math Workshop Nov 3

- DPA

- Classroom Management Nov 25

Welcome to ETFO Dec 3 Canceled (not enough participants)  
Light Table Workshop Mar 22 Canceled (not enough participants)  
Google Apps and Interviewing workshop - May 9th

- **Upcoming Workshops**

Kindergarten/Grade 1 Math Workshop by Roylco May 19

- Summary Academy through ETFO will be held at two locations in Stratford in August. Please keep an eye on the ETFO provincial website for details will be released soon.
- PLOTS Meeting in London April 26, Kim Finlayson
  - On behalf of the Local I attended a meeting with ETFO Professional Chairs from across the province. It was a fabulous opportunity to meet with other occasional teachers and I came away with some great ideas for the upcoming school year. Member engagement was a major focus of the meeting along with shared successes and popular workshop topics.
  - A survey will be sent out to your prior to the end of June in order that the Local is able to tailor the PL offered to the needs of members. It is extremely important that you complete the survey, even if you are not interested in PL. The Local needs to know the number of members interested in workshops.
  - Ed Camps are going to be offered next School Year. This is where the topics are member driven. Those who show up post topic ideas on the wall and those in attendance spend the next two hours sharing and collaborating the identified topics, which can be Local, Board or PL driven. It will be a place for OTs to come and brainstorm solutions for problems. Check online in August as there is a global Ed Camp you can sign up for.

**10. Communications Officer Report, Lindsay McNichol- No Report**

**11. Grievance Update, Kim Finlayson**

- Inquire to occasional teachers present - how many have been to the employee portal to view pay their pay stubs? Are the number of daily assignments worked listed?

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

**Krista Ehgoetz-Brown provided the following announcement via First Class following the Bids and Bites fundraiser held April 21.**

*I am very pleased announce that Bids & Bites was an outstanding success! We raised \$9,260, which is about \$2,600 more than we did last year. Thank you to all the staff & schools who donated items for this fabulous event. It was a huge success due to the number of businesses from Huron & Perth who donated this year as well.*

*Thanks to everyone who helped support Bids & Bites! It was nice seeing over 178 people out to support all three women's shelters.*

*Thank you to the OT Local for purchasing the backpack supplies and having them on display! It was amazing to see how much we are giving back to the children and women in our communities. Special thanks to our MC of the night Kim Finlayson (Couldn't have done it without you) & the Social Justice & Equity Committee Members!*

*Thanks to everyone who helped support the event! Can't wait to see more people out next year to this fabulous event.*

- Backpacks and supplies totalling \$4000 have been purchased by Terri Houston and were on display at the Bids and Bites Fundraiser. Each shelter was very appreciative for the school supplies and backpacks they received. The reimbursement forms for the ETFO Incentive Funding will be sent later this week or the beginning of next week once I receive the final receipts. Terri Houston will be in contact with the Shelters to find out what they need/want so they are receiving items they are truly using the following year as the Local plans to budget and apply for incentive funding to assist with this worthwhile fundraiser.

**13. Political Action Report, Lindsay McNichol**

Kim Finlayson will not be attending a MPP breakfast on May 12 while in Toronto at Representative Council.

**14. Goodwill Committee Report, Darlene Ellison**

Seven cards sent and 1 donation made. If you have any news of a member who is ill, suffered a loss, has had a baby etc. let Darlene know ([darlene.ellison@ed.amdsb.ca](mailto:darlene.ellison@ed.amdsb.ca)) so she can send a card, donation etc. The only way the Local can stay informed is when members pass on the news to the Local.

## 15. Constitution Committee - No amendments this year.

## 16. Collective Bargaining Report, Kim Finlayson

- *Status of Collective Agreement*

Meeting on Tuesday, May 10 with the Board to combine the central table items, the amendments from the previous round of bargaining and this round of bargaining. Once the Board completes the transition to Google Ed accounts an electronic version of the collective agreement should be available. The Local hopes to have this online access for all member by early this Fall.

- *Introduction of the ETFO Employee Life & Health Trust (ELHT)*

As you should be well aware the central table negotiations led to the acquiring of health benefits for occasional teachers on long term assignments through the provincial wide plan for ETFO members.

On April 14th I participated in a discussion about the new ELHT Benefits Plan with ETFO presidents and chief negotiators. There were small group breakout sessions where many questions regarding the plan and its implementation were asked and answered. Those questions left unanswered were taken back to the Provincial Executive and Benefits working group for review.

All contract teachers will have access to the plan. Occasional teachers with LTAs of 90 days or greater will have access to benefits and with the cost prorated to the FTE of their assignment. The actual cost per member has yet to be finalized. As well, occasional teachers will lose the money "in lieu" of benefits which is now received even if they opt not to enrol in the benefits program. Further details will be sent out to members well in advance of the program's implementation in AMDSB. This information package will have details regarding enrolment, eligibility etc. Be sure the Local has your current personal email address as the Local is uncertain at this time as to how the Elementary OT Group will be managed through Google Ed.

On Friday, April 22 ETFO listed the Boards to be first to enrolled in the ETFO ELHT Benefits Plan beginning November 1, 2016. Bluewater DSB, Grand Erie DSB, Halton DSB, Kawartha Pine Ridge DSB, Ottawa-Carleton DSB, Peel DSB, Rainbow DSB, Renfrew DSB, Simcoe DSB, Thames Valley DSB, and Waterloo DSB will make up Phase 1. All Boards will be transitioned into the plan no later than August 31, 2017. When determining the wave of Boards, the following factors were considered: Maximum wave size, Balancing Local Size, Board Human Resource Information System (HRIS) technological capabilities to

transfer information, available carrier information and Current Board insurance carrier.

This has been a major undertaking for ETFO with a great deal of time spent first researching the benefits of all Locals and then coming up with a “Best Fit” plan for all ETFO members.

- There will be member surveys coming out soon through ETFO, please take the time to fill them out as it will guide central bargaining during the next round.
- The Local will be sending out a CB survey in the Fall to gain insight into the issues members would like addressed during the next round of Local bargaining.

#### **17. Motion to accept committee reports.**

Maureen Miles-Kramer motions to accept the committee reports, Gayle Van Altena seconded, motion carried.

#### **18. Treasurer’s Report, Lindsay McNichol**

a. Current Balance in our accounts as of Wednesday, September 18, 2013

Chequing	\$ 54 229.77
GICs 1+1	\$ 3 236.64
Money Market	\$
Total Balance of	\$ 57 466.41

- A. See attached treasurer’s report of actual spending in comparison to the budget. Motion needed to accept the treasurer’s report. Lindsay McNichol motions to accept the treasurer’s report, Toni Gale seconded, motion carried.
- B. Appointment of Auditors for the 2015-2016 year end report. Each auditor will receive a half day’s release to complete the audit. Susan Janmaat and Jane-Marie Mitchell have volunteered to be auditors for the 2015-2016 year end report.
- C. **Fort McMurray Donation through Red Cross** - could come out of Mileage under Political action or \$200 from Goodwill. Darlene moves to send \$500 to Fort McMurray through the Red Cross with money coming out of the Goodwill Donations and Political Action budget lines, Gayle Van Altena seconded, motion carried.

#### **19. President’s Updates**

- June 2016 POTS will be hosted by our Local at Niagara on the Lake. Lindsay and Kim Finlayson will be attending on behalf of the Local. All Provincial Annual Meeting motions will be discussed and debated, including the ETFO Budget. The two will be attending the ETFO Provincial Annual Meeting in August along with two additional executive members from the 2016-18 Executive. A draw will be held following this meeting with the names of those interested in filling the two remaining spots.
- **Social Media - Kim Finlayson & Lindsay McNichol - Oral Discussion**
  - Be cautious; accidentally sending something out.

## 20. **New Business - Kim Finlayson**

- **When an incident happens which form(s) to use?**
  - **Safe School Forms and Violent Incident Form (See Handout)**
    - **When you fill out this form you can not legally keep a copy. Do keep detailed notes and staple the receipt from the administrator to it. This receipt is acknowledgement of the administrator's action/no action taken.**
  - **Violent Incident Form (See Handout)**
  - **Employee Accident/Incident Report (See Handout)**
  - **PPM 144 (See Handout)**

**As a teacher you are legally obligated to respond and report violent incidents. If you are told you do not need to fill out a form please contact Kim Finlayson. The Local is going to look into post links to these forms on the website.**

- **Health and Safety Training**

There should be an email posted for all occasional teachers with a powerpoint and link in order to complete mandatory Health and Safety training. Keep an eye on the OT icon on First Class for it.

  - **Important APs related to Health and Safety - 175, 351, 352, 353, 354, 357 and 404 (Located under the Ed. Centre Icon, Information and Resources and Admin Procedures)**
- **Electronic Attendance**

Daily Occasional Teachers are to fill out the paper form. Be sure to indicate if there is a note in the planner for any future absences. If you do not do this, the teacher then must take the time when he/she returns to fill in these absences.

- Women Abuse Affects Our Children - An Educator's Guide - Kim Finlayson

I attended the Woman Abuse Affects our Children Conference on April 7-8 in Port Elgin. It was an ETFO sponsored event facilitated by Linda L. Baker and Marsha Sfeir. Many Avon Maitland Teachers and Occasional Teachers attended. It was an extremely eye opening experience in terms of what students are dealing with, teachers providing student support and what personal situations colleagues have experienced. Attend this conference if you can in person or online version and do it soon as this is final year for the program.

Everyone in attendance this afternoon should have a copy and post its.

The main message I received was always take time to establish personal connections with your students. Take note of what they enjoy, how they spend their spare time etc. and let them know you care and are interested in them.

While the resource is beneficial in its entirety, I realize you are busy and I will highlight the key pages:

Impacts on Children and Adolescents - pages 10-11

Signs a student is having Difficulties - page 12

Potential Impacts at Different Ages - page 13

\*What Educators May See - pages 14-17, 20-21, 33-34

Responding When Students Display Troubling Behaviours - pages 18-19

\*Strategies for Supporting Students - pages 22-27

\*Reporting Guidelines - page 30

- Federal 2016 Tax Credit for Classroom Supplies
- [AQ Course Calendar - check ETFO website](#)
- [Summer Academy](#)
- [Sisters in the Struggle \(Advanced Leadership Training\)](#)
- [PRS The 2015 Health and Physical Education Curriculum and You](#)

## 21. Open Forum for Discussion/Questions

Need to work 20 assignments (job numbers) to stay on the list

## 22. Draw for Door Prizes

These individuals won a door prize:

Gayle Van Altena

Sheila Andriessen

Linda Straus



Maureen Miles-Kramer  
Sarah Rose  
Darlene Ellison

**23. Next meeting dates: General Meeting - October/November - TBA**

**24. Adjournment** at 6:12pm by Kim Finlayson.