

Occasional Teachers' Local Executive Meeting

Wednesday, June 28, 2017

1pm

The Annex, 38 Albert Street, Stratford Ontario

Present: Kim Finlayson, Lindsay McNichol, Darlene Ellison and Toni Gale

Regrets: Ashley Dickey, Wendy Hastings and Gayle Van Altena

1. Meeting called to order by Kim Finlayson
2. ETFO Harassment Policy and FMNI Statement read by Lindsay McNichol
3. Approval of the agenda. Moved by Darlene Ellison and seconded by Lindsay McNichol.
4. Approval of the minutes from the last meeting on Monday, March 27, 2017. Once approved, Toni will post the March minutes on the new website. Moved by Toni Gale and seconded by Darlene Ellison.
5. Business arising from the last meeting(s) and/or action items from March Executive meeting:

6. Health and Safety Report, Lindsay McNichol

I attended the last meeting on May 28 where we reviewed the modules in Safe Schools Training (I volunteered to do this along with two others) to see if all parts of the modules are necessary or if a "one pager" would be more informative for board employees (i.e., ladder safety-is it necessary to watch a 23 minutes video-I don't think so).

- Darlene Ellison asked about slippery floors, alternative seating, displays, height restrictions and safety checks. **Items to bring up at next H&S meeting.
- Lindsay McNichol moved to step down, seconded by Darlene Ellison, all in favour and carried.

7. PL Chairs' Report, Lindsay McNichol & Kim Finlayson

1. Ways to advertise for workshops **Promo - Save the date & Upcoming Events
 - a. Constant Contact - Premium Package (Not as popular as Eventbrite due to cost)
 - b. Google and link to Eventbrite
 - i. Eventbrite - can set up registration so PL Chair is the only ticket, then all others are on a waiting list so everyone is approved before officially registered therefore can leave off those who continually cancel at the last minute
(Free and easy, prints list and certificates) Can make it a private page so general public cannot see it. Name, private email, can ask a question to tweak workshop to audience, dietary concerns - quick gives a chart, allows a digital check in, send a message out to all who are coming or individuals, will allow you to pay through the site and it does direct deposit to your account, can add map
 - ii. Can set it up that if cancel later than 24 hours etc. there will be a charge of \$10, and after second offence without paying not allowed to attend PL until paid. **\$25 - Kim Finlayson to draft PL registration and fee letter
 - iii. Updated to a new system, excellent on the phone if there are problems, especially for a free site
 - c. Facebook
 - d. Website
 - e. Personal emails - most successful
2. Book Clubs
 - a. Topic Suggestions - 100 Minutes, Red Wolf, Nickeled and Dimed, Early Years Science, Early Math, Inconvenient Indian (Thomas King), Up Ghost River, National Crime, Crowded Curriculum, Any by Kathy Lundy, Any by David Booth (NOT the book by A Yuill and being an OT, ETFO Social Justice Begins with Me (Reduce to 2 sessions) **One - face to face meeting
 - b. Hold up to 15, in person as members like the contact at the Local; some use Skype (Virginia, KPR); Google Hangouts - 10-15 (Lara Trillium Lakelands)
 - c. Local pays for books (Ran as PL Workshop)

- d. Started right before March Break, first meeting - two meetings after - one to discuss book and then end with movie related to book and meal to celebrate the end of the book
 - e. Hold Beginning and End face-to-face, with two online discussions in between (hold online piece in Jan/Feb/Mar)
3. Including FMNI items to PL, Local Meetings - let members know OTs need to be prepared, relevant, necessary
- a. Wab Kinew short videos (500 Years in Two Minutes, Justice for Aboriginal Peoples, on youtube)
 - b. Coming to curriculum, train OTs now - adding workshops
 - c. Laminate ETFO posters and have on display
 - d. Blanket Exercise through Kyros, on youtube - can get the script
 - e. Gord Downie's the **Secret Path**
 - f. Give out a FMNI resource at every workshop
 - g. Share newspaper articles, magazine articles (**Macleans**)
 - h. Include in a carousel of workshops - FMNI, Reading, Math (pair it up with other sessions)
 - i. Book Club with books, those who attended did spread via word of mouth
 - j. Book Club - read in advance, come in to discuss. Show up, discuss and pay for book. **Inconvenient Indian**
 - i. Could then provide them all with the next book if show up.
4. PL - 2 days over 2 year extension - one day per year
(Starting September, only for Daily OTs) - Need to discuss how this will work with HR
Question: Does the money cover everything? Must cover release for all daily OTs.
- a. Half Day to be Health and Safety - should be used for online training - paid if completed by the Board's deadline and must set up and ready to go by half day deadline
 - i. Job Shadowing
 - ii. Online PL
 - iii. Use one for Board Initiatives
 - b. Run on PA Days when Daily OT are not working, but must have another option
 - c. Board provide the release and Local pay for presenter, location, food
5. Health and Safety - Half Day to spent by June 2017

- a. Multiple locations
 - b. Board Run
 - c. **BMS** (Behaviour Management System) Training - Hands On Component, Union tells members on to be hands on, seems more classroom management - May be an excellent PL to offer next year
 - d. Health and Safety Officer from Board - WSIB, Violence Incident Report, Safe Schools Forms - Where to find, When to fill out, How to fill out, file; Think Before You Click, Emergency Procedures
 - e. Daily OTs Only
6. PL & Other Subsidies for OTs (Could we use OTIP Funding?)
- i. Forms for members to fill out
 - ii. First come first serve until gone
 - iii. Most used for resources, AQ Courses, Workshops
 - b. \$150 for members to subsidize courses
 - c. Member Development Funding \$160/member for courses; resources up to \$150 for professional, not student resources
 - d. \$35 per member for resources; \$300/member for courses
 - e. \$300 for any course for elementary education; less offered for resources
 - f. \$30/member for dependent care fund
 - g. \$100/member for courses or resources
 - h. \$300/member to attend AQ Course (Durham); Book Fund of \$35 (Must provide a review to be posted on website.)
 - i. \$20 000 Peel variety of subsidies totally \$250 per member
 - j. Halton, OTs have to have been on the list a year to apply for the funding.
 - k. *Only those who have attended a GM can access the funding.*** (Love this idea.)
 - l. Only submit the paperwork once, end date by May 31st, cashed by June 15th or will be cancelled.
 - m. Finished course, prove completed prior to payment.
 - n. Publish the guidelines. Request guidelines from Waterloo (Marsha), Lara Waterhouse (Trillium Lakelands)
7. Non-ETFO Workshop Ideas
- a. Tips and Tricks under various categories by OTs “Empowering the OT and Me”; mental health lead; health and well being (meditation)
 - b. Sign Language Part One and Two, always full
 - c. Education Credit Union - Mortgages and Credit Union (free of charge - provided food, presenter only had to provide the location)

- d. Early Years Centre - big books
 - e. Math Workshops
 - f. Social Justice
 - g. Language Assessment
 - h. Interview Skills - Have principals, HR Manager attend
 - i. Variety of Sessions (Several smaller Local speakers)
 - j. Ed. Camp - Come and discuss the trials and positives in the daily OT world.
 - k. FSL Workshop - OT and Contract Immersion Teacher
 - l. Nutrition Resources from the Dairy Farmers of Ontario
8. ETFO Best Workshops
- a. ***Creating Caring Classrooms, Larry Swartz
 - b. ***Understanding Autism and Breaking Down Barriers to Learning, Experiential Workshop (Hands On) (Lianne, Niagara)
 - c. Making Math Happen
 - d. ***Joanne Myers Inspire Inquire, Assessment (Refers to ETFO Assessment Website)
 - e. Possibilities (Why Poverty?) - Charmaine Brown
 - f. Interview, Classroom Management (two parts) - Sylvia VanCamp
 - g. George Mantik - Planning for Special Needs in the Classroom
 - h. Andrea Knight - Engaging Intermediate Students through Pop Culture (Entire Unit when finished) - Probably would do it for junior
 - i. Women Abuse for OTs (not sure about presenter)
 - j. Professional Judgement - Jim Giles ***handling behaviour
9. No Shows - What to do?
- a. Over enrol popular workshops by 5
 - b. Registered by \$25, no show cash cheque
 - c. Cost of the meal is to be reimbursed before can come to another event.
 - d. Not allowed to register for another limited workshop.
 - e. Waiting List with phone numbers; Eventbrite does it for you.
10. Role of PL Chair - get usb keys from ETFO and hand out to members, then new members in the first 5 years the next time.
11. Windsor - Greater Essex late Thursday, April 26, 2018
12. OTIP Funding - Ontario Teachers' Insurance Plan
- a. Use money for PL

8. Communications Officer Report, Lindsay McNichol

- Nothing to report at this time
- To do email blast in the Fall

9. Grievance Update, Kim Finlayson - No Report

10. Social Justice and Equity Report, Kim Finlayson

Received the rebate for the Backpack Incentive Funding.

Over \$9500 was raised at Bids and Bites for the Women's Shelters of Huron and Perth County.

11. Political Action Report, Gayle VanAltena- No Report

Public Relations- We are registered along with the Elementary Teachers Local for a booth at the 2017 IPM in Walton- September 19-23. I will be the one constant teacher covering the five days and the Teacher's Local will have a different member there every day. We have ordered bags with AvonMaitland Elementary Teachers printed on them as well as pencils and brochures outlining ETFO's Building Better Schools campaign. These items along with apples with a sticker stating "An apple from your teacher" will be handed out to visitors. For children we plan to have a kiddie pool filled with corn/ beans for sensory play as well as colouring pages. The Teacher's Local is covering the bulk of the expenses. I have submitted a budget proposal for our local that needs to be discussed.

- Moved by Toni Gale, seconded by Darlene Ellison - Carried

12. Goodwill Committee Report, Darlene Ellison - No Report

13. Constitution Committee, Toni Gale

Constitutional amendments were screened and carried during the May 15th Occasional Teachers' Local Annual General Meeting. On June 20th, I revised the edits and completed the 2017 Constitution Final Version.

14. Motion to accept committee reports.

- Moved by Toni Gale, seconded by Lindsay McNichol, all in favour and carried

15. Treasurer's Report, Lindsay McNichol

- a. Current Balance in our accounts as of

Chequing	\$ 60 314.65
GICs 1	\$ 3 249.59
GICs 2	\$ 5 000.00
Total Balance of	\$ 68 314.65

- b. See attached treasurer's report of actual spending in comparison to the budget. Moved by Lindsay McNichol, seconded by Toni Gale, all in favour and carried.
- Kim Finlayson requested \$100/month flat rate internet & phone be automatically added to her expense. Lindsay McNichol moved, seconded by Toni Gale, all in favour and carried.

16. Collective Bargaining Report, Kim Finlayson

- Continue to be growing with benefits for members.

17. President's Updates

- \$500 donation was made to Africa Drought Appeal through the Canadian Red Cross.
- \$500 donation was made to the Woodland Cultural Centre.
- September LTA hiring practices update.
- PAM - Delegates and alternates to plan carpooling for August meeting.
- Plan a budget meeting for September
- Complete ETFO Release Owing sheet to be sent to ETFO by June 30.
- Confirm union release days.

18. Vice-President Updates

Kim and I attended the June POTs meeting in Port Elgin at the UNIFOR Family Education Centre, June 11-13. As a group we went through and discussed the Motions for Annual Meeting in August. This is an election year so there was a closed session which Kim attended for voting purposes. Other topics of discussion were Fair Access to Work, OT Appraisals, Health and Safety Training and Funding and OT communication on the floor of Annual Meeting.

I have been attending the Labour Management Meetings this year which are interesting in that often times we find out things that are forthcoming prior to that information being put out in a System Memo. Often times these items are not necessarily up for discussion but rather a point of information.

19. New Business

- Fall Leadership - Tuesday, September 19 and Wednesday, September 20
 - Chairs (Darlene Ellison and Toni Gale)

20. Next meeting dates:

Annual Meeting (Toronto)-August 13-16 (Kim, Lindsay, Gayle & Toni)

ETFOLeadership - Same week as the Plowing Match *Sept. 19 & 20

Representative Council -

General Meeting - TBA

ETFOTreasurers' Training- October 12 (Midhurst)

PL-

Fall POTs-September 24-26 Thames Valley

Crayola Workshop-November 20

**Budget Meeting - Thursday, September 7 at 12:30pm

**Executive Meeting - Thursday, September 7 at 4:30pm

21. Adjournment

- Moved by Toni Gale, seconded by Darlene Ellison, all in favour and carried.