

Occasional Teachers' Local Executive Meeting

Tuesday, June 21, 2016

1:00 pm

Docks, Bayfield Ontario

Present: Kim Finlayson, Kimberly Albers, Terri Houston, Lindsay McNichol, Darlene Ellison, Ashley Dickey,

Regrets: Nadine Fletcher, Wendy Hastings

1. Meeting called to order by Kim Finlayson at 1:12pm.
2. Reading of the ETFO Harassment Policy and FMNI Statement by Lindsay McNichol.
3. Approval of the agenda. Lindsay M. moved to approve the agenda, Darlene seconded, carried.
4. Approval of the minutes from the last meeting on April 25, 2016. Once approved, Kimberly will post the April minutes on the new website. Darlene moved to accept the April 25, 2016 minutes, Terri seconded, carried.
5. Business arising from the last meeting(s) and/or action items from June Executive meeting:
 - Status of new website and old website. Need to update the website with executive minutes from the current year.

Action Items from April Meeting:

Terri

- email Jamie about cleaning procedures in each school, teachers worried about slips on wet floors - DONE
- email Kim Ryckman about picture from Bids and Bites of backpacks to post on website - there were no photos of the bag set up that were clear, next year take a good photo

Kim A.

- update website with minutes - DONE
- ETFO ID number ?

Kim F.

- send email out about filling Health and Safety position - **Completed and Wendy Hastings was acclaimed.**
- bring executive update - ETFO ID number - print and bring to meeting - **Will complete this at the September meeting with new executive members.**

- bring PAM registration forms for May 9th - Kim F., Lindsay, Toni and Terri should be registered on EMS for PAM. Process for securing rooms has been started.
- with regards to GM attendance, post that if childcare is holding you back from attending meeting members are more than welcome to bring their children along - This was done and a member took advantage. Should continue to post this with further general meeting invites.
- door prizes for GM? - Door prizes were handed out. See the May GM minutes for a listing of winners.

Lindsay

- call Legion - Was booked for the GM and the meal was fabulous.
- remove Environmental Committee Line on Excel Budget Document - DONE

6. Health and Safety Report, Nadine Fletcher - no report

7. PL Chairs' Report, Nadine Fletcher, Terri Houston

- **Next Year's PL**
 - October 7th, New Hire Workshop
 - TBA Google Classroom Beginner and Intermediate
 - TBA Think Respect Thrive Online - Digital Citizenship - Susan Watt
 - TBA Literacy/Reading Comprehension **
 - TBA Numeracy **
 - TBA Classroom Management **
 - ** Board Recommended Focus** - OTs want PL in what board is focused on (i.e. math) - Rylco was a great workshop...to host again next year?
 - Maplewood Training for those on LTOs
- Will be working in collaboration with the Teachers' Local in order to ensure workshops are full.
- PL Committee - Lindsay McNichol and Kim Finlayson Co-Chairs, Ashley Dickey Committee Member
 - Anyone else who is interested let Lindsay or Kim F. know. Members of the committee do not have to be on the executive.

8. Communications Officer Report, Lindsay McNichol

- Yearly website server fee will increase to approximately \$500 per year. This is the cheapest option, see rationale for change below.

Server and CMS security are becoming more of a concern amongst major platforms like WordPress and Drupal; our main concern is server security and continuity. We can put you on your own hosting server, rather than on your current plan which is shared. The reason is that if your site is compromised on a shared, then it could lead to other sites on the server being compromised as well. The cost will be approximately \$500 a year (you currently pay \$250). Since you're a non-profit, we wouldn't charge you for the move. This would be the most cost effective option in the short term.

That being said, if your site is compromised, however unlikely that situation may be, it would take about 8-12 hours to restore and test a back-up as well as ensure that the CMS is updated and secured.

- We could do a monthly plan with our own plan (not shared) which is \$125/month. Yearly is cheaper, but there may be a longer delay if site is compromised.
- OTIP icon will be on our website by September
- Have newsletter out

9. Grievance Update, Kim Finlayson - Oral Report

10. Social Justice and Equity Report, Kim Finlayson

- To simplify the purchasing and reimbursement of school supplies and backpacks, a new process needs to be discussed.
- Incentive funding application

11. Political Action Report, Lindsay McNichol- No Report

12. Goodwill Committee Report, Darlene Ellison, No Report

One baby card sent.

13. Constitution Committee, No Report

A committee needs to be set up.

14. Motion to accept committee reports.

Darlene moves to accept committee reports, Terri seconded, carried.

15. Treasurer's Report, Lindsay McNichol

a. Current Balance in our accounts as of

Chequing	\$ 66 978.94
GICs 1+1	\$ 3 236.64
Money Market	\$
Total Balance of	\$ 70 215.58

- b. See attached treasurer's report of actual spending in comparison to the budget. Motion needed to accept the treasurer's report. Terri moves to accept treasurer's report, Darlene seconded the motion, carried.
- c. Budget Committee will need to be established and meet early in September to complete the budget prior to the first executive meeting for approval. Kim F. will send out an email to see if anyone is interested in participating on this committee with Lindsay and Kim F.

16. Collective Bargaining Report, Kim Finlayson

- CB Team needs to meet in early September to draft a membership survey to determine priorities for the Central and Local bargaining issues for the next round. This could take place the afternoon of the first executive meeting. Kim will poll members of the new executive to see who is interested in sitting on this committee.
- Need someone to run stats from the board on LTAs for levy

17. President's Updates

- **May Representative Council**
 - Fix Our Schools - Is a non-partisan, parent-led campaign which expects every publicly funded school in Ontario is safe and well-maintained.
 - Help by promoting members to subscribe to email list: www.fixourschools.ca; like them on Facebook: Fix Our Schools; follow on Twitter: @Fix_Our_Schools
 - Share Handout (in correspondence folder)
- **List of Canadian Vendors who Supply Canadian-Made Goods**
- **ETFO is holding a presidents' meeting today in order to update on the current status of the ELHT (Employee Life and Health Trust).** I did not attend as we are not in the next wave of Locals moving forward. Kent Cleland, Teacher Local President, will be updating me later this week on any important developments regarding OTs and the plan.

18. New Business

- POTS Report - Lindsay and Kim F.
 - Lindsay and I attended the POTs meeting June 12-14 in Niagara on the Lake. The main purpose of the meeting was to discuss/debate all motions put forward in the Provincial Annual Meeting motions booklet. We covered all motions and discussed positions on many of them. The Master Booklet, contains a summary of the discussions and will be the main booklet in which all final motions are recorded in August. I will bring this booklet, along with one for Toni and Terri to the August meeting. Lindsay already has a booklet which she kept a record of the discussions in as well.
 - During this meeting other OT issues were discussed including: equal distribution of daily work, regulation 274 and the facilitation of presidential leaves. The discussion of CB bargaining goals was put off until September. Since this is the key component both centrally and locally, the Local needs to see if funding is available to send a representative to the meeting.
- Provincial Annual Meeting - Delegates Kim Finlayson, Lindsay McNichol, Terri Houston, Toni Gale
 - Additional Meal Allowance - Darlene moved to provide those attending PAM a \$250 meal allowance, Kim Albers seconded, carried.

- Discuss travel arrangements following the meeting.
- Leadership Training - September 28 (evening) and September 29, 2016 **Registration is open and must be completed by September 12, 2016**
 - President/Designate - Lindsay
 - PL - Kim Finlayson
 - Status of Women - Terri
 - PA/PR or Social Justice and Equity - Kim Albers?
-Toni or Gayle interested?
- Giveaways Purchase Discussion
- Special Presentation - Darlene was presented with a token of appreciation for her work on the executive committee.

19. Next meeting dates:

PAM - August 14-18 - Kim F., Lindsay, Terri and Toni

Executive Meeting - September 12th @ 4:30pm

Budget Committee Meeting - morning of Sept. 12th

CB Committee Meeting - afternoon of Sept. 12th - let Kim F. know if you need release

ETFO Leadership - September 2016 - Lindsay, Kim F.

General Meeting - TBA

ETFO Treasurers' Training - October 6 in Peterborough

PL - Summer Academy - August 9, 10, 11(Kim F. NWSS site facilitator)

- "Alive" A Chest Full of Possibilities - K- 8 Reviving the Arts
- From Classroom Management to Classroom Community

Leadership - September 28 (evening), 29 (Kim F., Lindsay,

KPR Treasurers' Training - October 12? In Peterborough

POTs - September at

20. Adjournment at 2:23pm by Kim Finlayson

Action Items:

Kim F.

- OTIP icon on website and check other contract items that need to be completed for OTIP promotion
- scan Canadian Made products and send via email to executive members
- update executive list on website for July
- set up constitution committee and budget committee
- send updated OT list
- check if Annual Meeting was in or out when budget was completed
- cheques for Annual meeting

- mental health and wellness support for OTs
- SmartFind Express - call out - get rid of priority list with 'morning of' jobs
- CB questionnaire call out ins and outs

Lindsay

- update email list with new hires

Terri

- compile list of schools with contracted janitorial services

Kim A.

- complete mileage expense form