

Occasional Teachers' Local Executive Meeting

Teachers' Local Office

Wednesday, September 12, 2018

4:30 pm

Present: Kim Finlayson, Gayle VanAltena, Sarah Kyle, Luke Van Schaik, Mindy Deichert, Amber Townsend and Mark Reble

Regrets: Toni Gale, Wendy Hastings

1. Meeting called to order at 4:37 pm
 - Appointment of a secretary due to Toni Gale's absence - Sarah Kyle offered to fill for Toni.
2. Reading of the ETFO Harassment Policy and FMNI Statement by Gayle VanAltena.
3. Approval of the agenda was moved by Luke Van Schaik, seconded by Mark Reble. Carried.
4. Approval of the minutes from June 25, 2018 meeting were moved by Gayle VanAltena, seconded by Luke Van Schaik. Carried.
 - Gayle VanAltena to post June minutes on website.
5. Business arising from the last meeting(s) and/or action items from the June Executive meeting:
 - Gayle, Sarah and Kim met in July and completed a thorough powerpoint presentation for the New Hire Orientation. It was well received and made the presentation more efficient and esthetically appealing as well.
 - Kim and Luke met two mornings in September and completed the Year End Report. Luke will ensure it is distributed to and from the auditors - Michael Keen and JaneMarie Mitchell. Goal is to have the books returned so they can be delivered in person September 26th.

6. Health and Safety Report, Wendy Hastings

- Luke Van Schaik will act as Health and Safety Representative until Wendy Hastings resumes the position.
- 2018-19 Meeting Dates: Thursday, September 20th at 1:30pm at the Board Office.
- OTs reminded to visit our website <http://occasionalteachers.com/> and click on "Let us Know" to access forms (Employee Accident/Incident Report) necessary after an incident.
- Luke has registered and will be attending the one day Health and Safety workshop in Waterloo in October.
- No Report

7. PL Chairs' Report, Kim Finlayson

Upcoming Professional Learning:

- Sept 17, 2018 - Crayola Workshop
- PA Day Sept. 28th - Paid PL for the morning, second half is paid when Health and Safety Training is completed online and by the deadline. Sylvia VanCampen has been booked for Classroom Management for OTs. She or Kim will also touch upon key issues for members:
 - Keys, Handbook
 - Emergency Duotang; Medically At Risk, Behaviour Plans
 - Dress Code
 - Leaving detailed summary of the day's events and progress (Handout Notepads)
 - Put Away Supplies Used, but leave desk as found
 - Protocol when cancelling jobs
 - Snow day procedure
 - Length of time a school has to cancel you before they must pay (1.5 hours prior) - Offer to stay
 - Occasionalteachers.com - student violence flow chart
 - Google Groups - Search Elementary Occasional Teachers
 - Facebook - Closed Group; Be sure to include your real name and Facebook name
 - Importance of accident reports
 - General Meeting October 25th
 - Book Club - Learning Together - Teacher's Guide to Combined Grades
 - PL

- Collective Agreement is located on The Core, HR Services, ETFO Elementary Occasional Teachers Agreement
- Additional PL Assistants - Luke Van Schaik and Sarah Kyle

8. Communications Officer Report, Gayle VanAltena

- Currently updating mailchimp and we putting out a request for personal emails from Occasional Teachers. Encouraging OT's to familiarize themselves with the Local website and sent out invite for the Fall GM with the promise of ETFO swag!
- Website has up to date PL. More to be added when dates are confirmed
- Columbia Warehouse Invitations - First invitation will be sent out September 24th. ETFO Contract Teachers are participating as well too.

9. Grievance Update, Kim Finlayson

- Update on evaluation grievance.

10. Social Justice and Equity Report, Kim Finlayson

- Lindsay McNichol has agreed to purchase school supplies and backpacks for the Women's Shelters.
- Anyone wanting to assist with the purchasing - Amber Townsend volunteered to assist Lindsay with the purchasing.
- Signing of Incentive Funding Application (Amber Mail it in).
- Bids and Bites - April 4, 2019

11. Political Action Report, Gayle VanAltena

- Attending PA/PR training in Waterloo - October 10, 2018
- Applied for incentive funding for member engagement. Up to \$500 to support the purchase of ETFO 20th Anniversary items. Planning on posting photos of members with items on the website.

12. Goodwill Committee - Sarah Kyle - No Report

- Gift/Card sent to member whose child broke his leg
- Goodwill terms of reference need to be given to Sarah

13. Constitution Committee, Toni Gale

- Gender-neutral pronouns will be discussed in the Fall.

14. Motion to accept committee reports moved by Luke Van Schaik, seconded by Mark Reble. Carried.

15. Treasurer's Report, Luke Van Schaik

- a. Current Balance in our accounts as of September 11th 2018

Chequing	\$ 83917.99
GICs 1+1	\$ 5069.98
Money Market	\$ 3295.08
Total Balance of	\$ 92283.05
- b. See attached treasurer's report of actual spending in comparison to the budget.
- c. Secretary/Treasurer to sign cheques.
 - Luke has completed the paperwork for signing authority and Lindsay McNichol has been removed.
- d. Should invest more in GICs to meet the \$15 000 to \$18 000 in savings, evaluation financial situation.
- e. Year End Review (September)
- f. Set Budget Committee Meeting (September) - Oct 16th, 8:30 a.m. - Mark, Luke, Kim
- g. Luke attending treasurer training in Waterloo on October 3.
- h. Moved by Luke, seconded by Mindy. Carried.

16. Collective Bargaining Report, Kim Finlayson, No Report

17. President's Updates

- Labour Management Meeting - Wednesday, September 19th
- Office Space - Rent
 - \$395.50 {\$350 plus HST} (one year lease, small office main street Seaforth)
 - Keys (2) are ready for pick up.
 - Gayle is willing to help move the office. We will be purging any unnecessary documents, files etc.
 - The new stand up desk has been ordered.

18. New Business

- Hiring Information - How long to keep it?
 - 5 years and we will review it later.
- Set agenda for the October GM
 - Door prize 2 x 50\$ gift card for Amazon, Chapters as well as classroom resources.
 - Everyone goes away with ETFO swag.
- Plan for Leadership
- Confirm Executive Appointments/Elected Positions

- *President/Chief Negotiator* → Kim Finlayson
- *Vice President* → Mindy Deichert
- *Secretary* → Toni Gale
- *Treasurer* → Luke VanSchaik
- *Health and Safety Officer* → Wendy Hastings
 - *Health and Safety Alternates* - Toni Gale and Luke Van Schaik
- *Budget Committee* → Luke VanSchaik, Kim Finlayson, Mark Reble (2 more)
- *Collective Bargaining Committee* → Kim Finlayson, Luke van Schaik, Mark Reble, Wendy Hastings, Mindy Deichert - Alternate
- *Status of Women Chair* → Amber Townsend
- *Communications Officer and PA/PR Chair* → Gayle VanAltena
- *Goodwill Committee* → Sarah Kyle
- *New Hire Committee* → Gayle VanAltena, Sarah Kyle, Kim Finlayson
- *Social Justice and Equity Chair* → Luke Van Schaik
- *PL Chair* → Kim Finlayson (1 more)
- *Members at large* → Mark Reble, Amber Townsend, Sarah Kyle, Gayle VanAltena

- Shop ETFO Orders for Executive
 - 20th Anniversary Orders
 - Journal for Executive, PL and GM Draws
 - Power of ETFO Pamphlets (100), Journals for members who attend GM, PL and New Hire Workshop or until journals run out (purchased 100 journals).
 - Ordered today.
 - Order Executive Bling from ShopETFO - \$75 through shop ETFO
 - Executive Members come to GM with what you would like purchased from shop ETFO.

19. Next meeting dates:

- ETFO Leadership - September 26 - 27, 2018 - Kim, Mindy, Gayle, Amber
- Treasurer's Training (Waterloo) - Luke - October 3, 2018
- Health & Safety Training (Waterloo) - Luke - October 4, 2018
- PA/PR Training (Waterloo) - Gayle - October 10, 2018
- GM - October 25, 2018

- OT Executive November meeting - wait and see for date - possibly in Stratford.
- Bids and Bites - April 4, 2019
- Representative Council Dates : October 17-18, 2018, Feb 6-7, 2019, May 8-9, 2019
- Collective Bargaining Conference - March 2019
- General Meeting - Thursday October 25, 2018
- ETFO Treasurers' Training -
- Budget Committee meeting: October 16 - 8:30 am - Luke, Mark and Kim - ETFO Office
- Upcoming PL:

September 17	Crayola Workshop (Full)
September 28 (PA Day)	Classroom Management (Half Day Paid)
October	New Hire Workshop (Contract Teachers)

20. Adjournment at 5:47pm motioned by Luke VanSchaik, seconded by Sarah Kyle. Carried.

To Do:

Gayle:

- Add Bids and Bites to Website (April 4)
- Send out save the date October 25 - 4:30 for GM door prizes, everyone will receive ETFOswag

Everyone: come to GM with what you would like purchased from shop ETFO around \$75