

Occasional Teachers' Local Executive Meeting

Teachers' Local Office

Monday, January 14, 2019

1 pm

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

Regrets: Wendy Hastings

1. Meeting called to order at 1:29 pm
2. Reading of the ETFO Harassment Policy and FNMI Statement by Gayle Van Altena.
3. Approval of the agenda - Mover: Mark Reble Seconder: Luke Van Schaik, carried
4. Approval of the minutes from September 12, 2018 - Mover: Mark Reble, Seconder: Luke Van Schaik, carried
5. Business arising from the last meeting(s) and/or action items from May Executive meeting:

Gayle:

- Add Bids and Bites to Website (April 4)

6. Health and Safety Report - Luke van Schaik

2018-19 Meeting Dates: January 31st 2019, March 28th 2019, May 30th 2019

- 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
- Present template for "Behaviour Cards" and it was well received by the executive. It has been reviewed by Derek Hulse, ETFO Staff Officer, and not a Health and Safety issue, but should be brought forth as a Labour Management issue in terms of Classroom Management. Planning on bringing, it forward, by Luke and Shannon McGavin, the morning of February 13th.

7. PL Chairs' Report, Kim Finlayson

Since the last meeting, we have held 3 workshops:
Draw the Line - 13 (everyone who registered attended)
Brain Gym Part 2 - 16 (2 no shows)
365 Black Canadian Curriculum - 12 (2 no shows)
Report Card Writing - 19 participants (3 no shows)

11 outstanding \$25 "Cancellation Fees"

\$75 has been collected

Upcoming Professional Learning

April 11 - Thinking Green

April 30 - Supporting Positive Behaviours in the Classroom

8. Communications Officer Report, Gayle Van Altena

Continuing to update personal emails and requesting from new OTs to keep our correspondence going to our current members

9. Grievance Update, Kim Finlayson - Nothing to Report

10. Social Justice and Equity Report, Kim Finlayson

Mark your calendar for Thursday, April 4 as this is the Bids and Bites Fundraiser.

Anyone willing to assist during the evening let me know.

Need to determine the amount of a donation for the event.

11. Political Action Report, Gayle Van Altena

Attending PA Conference at ETFO office January 29th and 30th

12. Goodwill Committee, Sarah Kyle

No Report

13. Constitution Committee, Toni Gale

No Report

14. Motion to accept committee reports Mover: Luke Van Schaik, Seconder:

Mindy Deichert, carried

15. Treasurer's Report, Luke Van Schaik

- a. Current Balance in our accounts as of

Chequing	\$ 81 471.69
GICs 1+1	\$ 5 161.90
Money Market	\$ 3 295.08
Total Balance of	\$ 89 928.67
- b. See attached treasurer's report of actual spending in comparison to the budget.
- c. Secretary to sign cheques.
- d. Should invest more in GICs to meet the \$15 000 to \$18 000 in savings, evaluation financial situation. Mover to invest \$10 000 more in GICs: Luke Van Schaik, Seconder: Mark Reble, carried
- e. Year End Review (September)
- f. Set Budget Committee Meeting (September)
- g. Printer ink cost. Luke moves to cover the one time cost of the ink cartridges for the home printer. Seconder: Gayle Van Altena, carried

16. Collective Bargaining Report, Kim Finlayson

- Share important points from meeting in the morning with Derek Hulse.

17. President's Updates

- ★ Labour Management Meeting
 - Nothing to share from December

- ★ The following message was placed in the Elementary Teachers' Newsletter:

Since the Occasional Teacher Roster continues to be understaffed it is important that teachers not specify an occasional teacher in Smartfind as it ties up the system unless they know for sure the OT has confirmed the acceptance the job. If the occasional teacher has accepted the job, it imperative that the teacher checks the box which indicates that the OT has accepted this job.

When an occasional teacher is requested in Smartfind, the system will continue to try to contact the "specified" OT and no other "available" OTs will be contacted until the night before the assignment if the "specified" is not reached.

Labour Management meeting was canceled for January, the next meeting is on February 13th at 9 am.

- ★ Occupancy insurance has been purchased in accordance with our lease agreement.

- ★ **November - 13 out of 21 teaching days had unfilled jobs**
- ★ **December - 8 out of 14 teaching days had unfilled jobs**
 - More names have been pulled from Apply to Education, but takes time to schedule interviews as one of the interviewers is on holidays until the New Year.
 - Derek Hulse, ETFO Staff Officer, suggested have the number of daily assignments for the day to put this in perspective, as a percentage of jobs available which paints a clearer picture.

18. New Business

- Correspondence Folder - Nothing to Share

19. Next meeting dates:

ETFO Leadership - September 2019
OT Executive -
Representative Council - May
Collective Bargaining Conference - March
General Meeting - October
ETFO Treasurers' Training -

Upcoming PL

20. Adjournment

To Do:

ETFO order: outstanding members to place order after today's meeting

Toni: to share Sept. minutes

Gayle: post September minutes to website -done

Ensure Bids and Bites is on Website-done

Update PL on website-done