

**Minutes**  
**Occasional Teachers' Local Annual General Meeting**  
**Wednesday, June 23, 4:15 - 6:30pm**  
**Online**

**Regrets:**

1. **Meeting called to order at 4:15 pm by Kim Finlayson.**  
Welcome and Introductions of Executive Members.
  
2. **Reading of the ETFO Harassment Policy, Equity Statement and Land Acknowledgement - Gayle VanAltena, Kim Finlayson**
  
3. **Motion to approve the agenda.**  
Mover: Mark Reble  
Seconder: Susan Steven  
All in Favour: Carried
  
4. **Approval of the minutes from the last general meeting** on Tuesday, November 3, 2020.  
Minutes can be viewed on the website at <http://occasionalteachers.com/minutes/>.  
**Motion to approve the minutes from the last general meeting**  
Mover: Samantha Gowanlock  
Seconder: Mindy Deichert  
All in Favour: Carried
  
5. **Health and Safety Report, Mindy Deichert**
  - Ensure all Occasional teachers have a yard duty vest to take home and keep (if they do not already have this)
    - If you don't have one, ask for one from a school that you go to in September, and if they don't have any, contact Kim Finlayson or Mindy Deichert
  
6. **PL Chairs' Report, Communications Officer Report, Kim Finlayson**  
The professional learning partnership with the Teachers' Local continues to work well and allows a larger variety of workshops to be offered and ensures we have the minimum number of attendees to hold the workshops. Due to the COVID 19 pandemic, all PL sessions were held via Zoom, limiting our selection to those presenters who made the transition to the online format. As a result, plans are to

host the Crayola and Music workshops, postponed last year, when in-person sessions are able to resume. Although attendance was down, we did see a variety of members take part, many for the first time. Ten workshops were held, including our second book club, featuring *Onward, Cultivating Emotional Resilience in Educators*, which was split into two groups (too many participants for one session) and both usually met on a monthly basis. Liz Twomey returned and presented a remote learning-inspired resource, "Rockin' Reflex"; Sue MacVicar-Stewart presented I Am the Teacher: Classroom Management for the Occasional Teacher (a two part workshop); Kim Spratt and Brooke Charlebois teamed up and presented two workshops "Arts and Mental Health" and "Renewal in the Arts" (Primary Focus). In addition we coordinated with the Bluewater and Simcoe OT Locals and hosted Lorna Lamour who addressed Pregnancy and Parental Issues specifically for Occasional Teachers. At the request of the Local, the Board organized and provided two technology workshops, Google Classroom Tips and Tricks and Maplewood for Report Card Writing. As well, Jacqueline Whelan presented Climate Change and Social Justice, which was a workshop sponsored by the Teachers' Local Environment Committee. The final workshop was held on Monday, May 17th, Mind Full to Mindfulness by Amanda Hardy and due to low registration numbers permission was granted by ETFO to invite our DECE and EA Colleagues. After attending a workshop, members are asked to complete a follow-up online survey to evaluate the presenter, content and provide suggestions for future learning. The PL Committee is meeting on June 21st to review the feedback and plan topics for the following year. The PL Cancellation Policy remains in place; there were only two cancellations with fees collected. The committee will be discussing workshop formats and whether or not to continue with the virtual format. I also would like to thank Tracey James-Britton's Grade 8 class who has recently provided permission for their land acknowledgements to read at the beginning of our PL sessions. Members have expressed their gratitude for the more personal land acknowledgements.

Finally, thank you to all who take the time to attend workshops and please email if you have any suggestions for future professional learning topics.

Workshops will be online until January. Looking into the option of a hybrid model as well.

#### **7. Grievance Update, Kim Finlayson**

Two grievances currently in progress - one regarding payment for Health and Safety Training and another for excessive supervision time.

**8. Social Justice and Equity Report, Sarah Kyle & Kim Finlayson**

Thank you to Sarah for purchasing backpacks and school supplies for children in the women' shelters in Huron and Perth County. With the pandemic, the Local wasn't able to spend all of the money in this budget line, but was able to spend \$2,106.87 and through ETFO Provincial Incentive Funding, the Local has been reimbursed for half of this amount. The supplies will be sorted and delivered over the summer months when it is safe to do so. It is the hope of the Local that this community outreach will continue.

**9. Communications Officer Report, Gayle Van Altena**

We participated in OTIP's marketing program again this year. Monthly posts were made to the Facebook group and emails sent out to members via Mailchimp while ensuring screenshots and/or emails were also sent to OTIP. In return we will receive a monetary reimbursement which normally is used for Professional Learning.

Each month, when provided with an updated list of OT members, new hires were sent a welcome email and request for personal email and added to keep our Mail Chimp contact list up to date.

The Website was updated with new photos of all executive members early in the year and all Executive Meeting minutes have been applied to the website following each meeting either in draft form or once approved.

**10. Political Action and Public Relations Report, Gayle Van Altena**

In past years, we have sponsored Public Swimming Skating sessions in various locations. Due to COVID and the closure of these public facilities, we came up with another way to sponsor Physical Activity for our families. Four, Virtual Family Fitness Sessions were sponsored by our Local and facilitated by Fitness Instructor, Julia Jacobs. Numbers in attendance were: Session 1- 38, Session 2- 14, Session 3- 14, Session 4- 8. Feedback was extremely positive from participants.

I attended PAROTS October 15, we discussed:

- Community Engagement- other local are still struggling with how to replace activities such as sponsored family skating/swimming
  - Our Local chose to sponsor virtual Family Fitness Sessions

- We encourage members to wear our OT winter hats out in the community for good PR
- Member Engagement
  - A few other Locals give out Golden Tickets for OTs:
  - Our Local decided to try the Golden Tickets this year:
 

Everytime you attend at GM or PL, you receive a ticket for the end of year grand prize - an iPad Oct. 15/20 Lecce pulled REG 274, our fair hiring practice - discussions with the board to ensure LTO List members get hired first as they have already been interviewed?
  - In lieu of a meal due to the meeting being virtual, the first 20 members that were in attendance of our Fall General Meeting were given \$10 gift cards to a local bookstore.

I attended the ETFO PA/PR Virtual Conference January 28

Main focus areas:

- Mental Health Difficulties of members, families and students
- Rallying for Paid Sick Days for all
- Ensuring Doug Ford is not reelected as Premier
  - 96.3% of our members voted in the last Provincial Election- we need to work on getting our family and friends voting too

I attended virtually Centre for Labour Management Relations, Arnold Palmer Memorial Lecture featuring Jane McAlvery, April 6

Key Learning:

- Unions are the DEFENDERS of Democracy in our Society- bargain for the common good
- Current political leaders rule by dividing us - neighbour against neighbour, worker against worker etc.
 

Neo Liberalism's strategy is cultivating individualism " I'm going to pay attention to MY NEEDS and vote accordingly
- Thus unions are more important than ever - STRONG UNIONS = SOCIAL JUSTICE
- KEY TO RESULTS- determine what needs to change, ORGANIZE then MOBILIZE

**11. Goodwill Committee Report, Sarah Kyle**

It's been a slow year for Goodwill. Be sure to provide notice when people are sick, have a baby, etc.

## 12. Constitution Committee, Mark Reble

### Change #1 - Gendered Language

Removed any gendered language (his/her, he/she) and replaced these with they/them pronouns. Collective agreement language and other documents will also be changed to reflect this.

#### Section 1 - Eligibility

9.1.1 An active member in good standing may nominate or be nominated (with **their** his or her consent) for an Executive position.

### Change # 2 - Levy

Changing the article that states that lowering the levy is a decision made at the General Meetings to a decision that can be made at the executive level. If the levy is to be raised, that decision would still have to take place at the General Meeting.

#### Proposed changes to Article 14

##### Article 14 – Local Levy

~~14.1 A Local levy may be implemented to cover the operating expenses of the Local, on the recommendation of the Local Executive, with a majority vote of the Local General Meeting or the Local Annual Meeting; and~~

14.2 Such a levy shall be a percentage of gross salary and be deducted at the source by the employer and remitted to the Local as per the conditions of the Collective Agreement.

#### Remove 14.1 and add new 14.1, 14.3, 14.4, 14.5

14.1 The base rate of the local levy is set at 0.4% (gross salary times 0.004).

14.3 An increase to the base rate of the local levy, based on the recommendation of the Local Executive, must be approved with a majority vote of the members present at a Local General Meeting or Local Annual Meeting.

14.4 If the Executive deems it financially feasible and appropriate, the local levy may be temporarily lowered for the next school year by a vote of the Executive.

14.5 If the local levy has been reduced and the reduction is not renewed each year by a vote of the Executive, then the local levy shall revert to the base rate.

### Motion to accept these constitutional changes

Mover: Mark Reble

Second: Mindy Deichert

All in Favour: Carried

## 13. Collective Bargaining Report, Kim Finlayson

Local negotiations have stalled. The Local and Board had made great gains and believe I can say we were close to signing off, when the Board refused to discuss the hiring language in light of the repeal and court challenge related to

Regulation 274. The most recent OLRB Hearing regarding the repeal of Regulation 274, has determined the repeal went against fair labour practices. While the ruling lists two locals, all Local Hiring practices are frozen and our Board has agreed to return to the previous process used when Regulation 274 was in place. This led to opening of applications for the Long Term List in June which is a process which has previously taken place in March or April.

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

Mover: Brahm Harrison

Seconder: Maureen Miles-Kramer

All in Favour: Carried

#### 15. **Treasurer's Report, Mark Reble**

- Current Balance in our accounts as of Friday, June 18, 2021

|               |               |
|---------------|---------------|
| Chequing      | \$ 84 724.70  |
| GIC 01        | \$ 3 473.85   |
| GIC 02        | \$ 15 725.93  |
| Total Balance | \$ 103 924.48 |

- a. See attached treasurer's report of actual spending in comparison to the budget. Motion needed to accept the treasurer's report.
- b. Appointment of Auditors for the 2020-2021 year end report. Each auditor will receive a half day's release to complete the audit.
  - The following members have expressed interest in filling the position of auditor. There are only two auditors, so an election will be held. Please indicate as your name is read whether you intend to let your name stand.
- c. Treasurer Position for 2021-22

#### **Motion to accept the budget**

Mover: Mark Reble

Seconder: Gayle VanAltena

All in Favour: Carried

**Auditor voted in:** Brahm Harrison and Michael Keen

#### 16. **President's Updates, Kim Finlayson**

It appears the government wants to promote online learning as a constant in publicly funded education. We know as educators that this is not at all optimal for student learning and for their social and emotional well being. Speak out against

remote learning and be sure to let your MP and local representative know the problems with online learning.

With the fluctuations during the school year from, in person learning and remote learning, occasional teachers have demonstrated resilience and I have faith we will get through this health and education crisis. I want you to know your Local is here to support you. Reach out via email or phone. Our contact information can be found on the website, by using the link provided.

[Local Website](#)

**17. Sample Plan Classroom at a Glance - Samantha Gowanlock**

Created to be sent out to teachers to help ensure OTs receive all information that is helpful/necessary for teaching in their classroom. Will share in the Google Group and to the ETFO Teachers' Local. If any requests for changes, email Sam.

**18. New Business -**

Looking for Members at Large, Treasurer, and Goodwill committee members

**19. Open Forum for Discussion/Questions**

LTA positions will be offered to one of the top 5 applicants. They first look at the LTA List. They will look at the applicants, give admin top 10, admin chooses top 4, and HR looks at the desirable LTAs and hand them out based on the choices and seniority. May not require interviews, but principals can interview if they'd like. Consideration goes first to LTA List, but will look at the roster when this list has been exhausted. If you see it on ApplyToEd, apply.

This year, LTAs was unprecedented due to the pandemic.

To get on the LTA list, you must have solid references. If your three references were strong and positive, you should be put on the list this year automatically. If not, you may interview or have to wait until next year. All external applicants have to interview.

School Meetings: You are to be in the building and available 15 minutes prior to the start of the day. There are meetings that you have to attend that occur before and after school. There has to be consultation before these meetings however. They cannot force you to meet a specific time outside of school hours, and need to be flexible. If urgency is needed, they will have to do it during instructional time, not your prep, and provide you with coverage.

Staff Meetings are based on your position. For example, if you are half-time, you only have to attend half of the meetings. Kim is also there to support you. Staff Meetings are only allowed to be an hour. If they run longer, you are more than welcome to stand up and leave. Once per month.

Instructional Time, Prep Time, and Uninterrupted Lunch: For a 1.0 FTE LTA You have 300 instructional minutes per day. 1500 per five day cycle. 240 minutes Prep time comes out of this instructional time per five day cycle. 80 minutes of supervision per five day cycle. You are entitled to 40 minutes of uninterrupted lunch. Check to make sure you have the right amount of supervision, prep, etc. If your LTA is part time, divide this (ex. 0.5 LTA gets half of the above). If you're in two half day jobs for two different teachers, you may not be entitled to the 40 minutes of lunch, as their schedules may require you.

Benefits are only for OTs in LTAs. Your LTA must be 90 calendar days or longer. If it is 90 days or longer with an end date, you are automatically enrolled. If you do not have an end date, you will be enrolled after the 90 days. However, you can submit your receipts from the beginning of that time frame. Benefits reset between different LTA jobs. If you decide to opt out of benefits, you could be subject to a medical and/or provide more information than the first time.

Collective Agreement: Found on the Core under HRServices under Collective Agreements.

- 17.02 Working Conditions: You are required to follow the schedule of the teacher that you are covering. You are not to cover swapped duties (unless it is sporting events). Let Kim know if you come across something you think violates this.
- 17.02 First Duty of the Day: OTs should not be doing bus duty or outside duty first thing. Can swap for a later one.
- Should have a handbook that outlines behaviours, bus schedules, etc.
- 18.1 Pre-arranged jobs require one hour and a half notice for cancellation (includes school closed for inclement weather). If not enough notice, call the school, offer to come in and help out, etc. and acknowledge that you're going to be paid.
- If you get a last minute call, give the school a call and let them know if you're going to take a bit of time to get there.
- 18.4 If your LTA has no end date, 3 business days notice is required before it ends. All LTAs end at the end of the school year (no notice required for this).

- **Board Owned Technology:** Many permanent teachers are using very old technology. If you take a remote learning job, you should have the technology. Don't expect to get technology, but your technology does not work, let Kim know and she will get you what you need. Keep in mind that this could include the option of working from a central location.
- **QECO:** You don't have to reapply every year. Right now the board only recognizes experience in the school board, not external experience.
- If you are on an LTA, you are eligible for sick leave. 11 sick days in a 1.0 FTE. After 11 days, 90% pay for 120 days. When you hit the 9 day mark, you will get a letter as a reminder. Also entitled to 3 special leave days, bereavement days, etc. Check the Collective Agreement, contact Kim if you're confused.

**20. The Golden Ticket Draw for an iPad, must be present to win.**

Kylie Stephen is the winner!

**21. Next meeting date: General Meeting - October/November - TBA**

**22. Adjournment - Motion**

Mover: Gayle

Seconder: Mark

All in Favour: Carried