

## ***Occasional Teachers' Local Executive Meeting***

***Online***

***Monday, April 25, 2022***

***4:30 pm Via Zoom***

Present: Kim Finlayson, Gayle VanAltena, Samantha Gowanlock, Brahm Harrison, Kaitlin Fisher, Kim Reid, and Tracey Peters

Regrets: none

1. Meeting called to order at 4:30 pm
2. Reading of the ETFO Equity Statement, ETFO Human Rights Statement and ETFO Land Acknowledgement by Gayle Van Altena.
3. Approval of the agenda
  - Mover: Kaitlin Fisher
  - Secunder: Brahm Harrison
  - All in Favour: Carried
4. Approval of the minutes
  - Mover: Brahm Harrison
  - Secunder: Gayle Van Altena
  - All in Favour: Carried
5. Business arising from the last meeting(s) and/or action items from Monday, March 28, 2022 Executive meeting:
  - Update on Backpack Program to follow in Social Justice and Equity Report (Kaitlin)
  - Elections Update to follow in Committee Reports (Brahm)
  - Accountant Review, Investments Proposal to follow under Treasurer's Report (Brahm)
  - Copyright of Logo Update (Samantha)
    - Had a busy few weeks - will look into it before next meeting
  - Clothing with Logo Update (Tracey)
    - Sweatshirts cost around \$60 each
    - Tracey to get more information and work on putting together an order

- Share Unfilled Jobs Chart (Kim to share pdf.)
  - Highest day: 28 unfilled days (a lot in March)
  - Daily OTs should be able to always keep their preps
  - Full Time Teachers should be the first to cover during their preps, LTO/LTAs with a determined end date next, then LTO/LTAs without an end date
- New Office Keys (Kaitlin)
  - Kaitlin has made a copy
- Update POTS Meeting Delegates - only two days not three - Monday, June 13 and Tuesday, June 14
  - Confirming Days for Union Release
    - Samantha both days
    - Gayle Monday, June 13 for sure, possibly both
    - Brahm Tuesday, June 14
  - POTS Registration Poster/Email (Sam)
  - POTS Social
    - Donation to Charity if {set number of attendees} join event since we have additional funds. (Kim F. will explain her thinking.)
      - To think about and come back to
    - Evening Event: Virtual Escape Room Monday at 7:00
      - Kim to contact the escape room about availability
      - Motion: Providing the funds for the host  
Mover: Gayle VanAltena  
Seconder: Samantha Gowanlock  
All in Favour: Carried

## **6. Health and Safety Report, Kim Reid**

2020-21 Meeting Dates: May 26

*Nothing new to report*

- 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
- Terms of Reference Update

## **7. PL Chairs' Report, Kim Finlayson**

- Climate Change and Social Justice Workshop April 7th was canceled due to low registration despite posting the registration in four additional locals.
- April 20th met virtually with OT PL Chairs from across the province.

- Excellent time to collaborate and share ideas. Takeaways from the meeting which I will be sharing on June 23rd at 1pm with the PL Committee:
  - Resource Sharing by Subject (in 30-40 minutes sessions)
  - New Member Orientation (review our slide deck)
  - Lack of Professionalism exhibited by members - “no shows” or lack of interest in workshops in general (door prizes, “Golden Ticket”, resources not having the same allure)
    - Decreased commitment to specific board - belong to a number of Locals; keeping options open so able to relocate while the need for OTs is high and Boards who have caps are struggling to hire enough OTs
  - Book Club - offered in person or virtually (separate nights)
  - Social Media - Added Tik Tok, WhatsApp and Twitter to engage new members; add PL to Facebook
  - Looking for a Co-Chair or Chair for the OT PL
- April 22 PL Chairs Meeting with Teachers’ Local PL Chair
  - Reviewed Requests for Future PL Sessions
  - Discussed information from OT PL Chairs Meeting
  - Set agenda for June meeting
  - Discussed workshops held this year and format (virtual/in person) going forward.

Chart with suggestions for next two years are as follows and the committee will look more closely at firming up topics and feedback specifically for each workshop:

MUSIC (Primary for those with no music background)	
DRAMA, ARTS	ETFO Primary Arts/ETFO Junior, Intermediate Arts
TECHNOLOGY (Board Site)	The Core, APs, Widgets, Smartfind, Navigation
ASSESSMENT	Language
LANGUAGE	Daily 5, LLI, Writing
MATH	Hands On, Prime
SHARING RESOURCES, BEST	Favourites by Subject & Grade

PRACTICES	
INDIGENOUS EDUCATION	Picture Book with supplemental lessons
MENTAL HEALTH AND SELF CARE STAFF	Yoga,
MENTAL HEALTH STUDENTS	Trauma
TEACHING SPLIT GRADES	
NEW HIRE WORKSHOP (Teachers' Local Only)	
FIRST FIVE YEARS OT WORKSHOP	
CLASSROOM MANAGEMENT OTS ONLY	

**Upcoming Professional Learning**

**May 4** Rescheduled Spa Night with Elsa Fahraeus (Virtual)

**May 5** Spa Night with Jan O'Rourke, Rodan + Fields - Mask, Feet and Sunscreen (Virtual)

**June 23** PL Committee Meeting to review comments, requests and plan for 2022-23 School Year

- Message Board on Website which include upcoming events and registration links (PL, GM etc.)
- Resource Sharing - Held by Grade/Subject; Members share valuable resources
- New Member Orientation in the Fall (those in first 5 years), update slide deck
- Lack of professionalism with occasional teachers found across the province - not taking job seriously, reading union emails, signing up for events not showing up (found at Board level too); larger boards like Thames Valley experiencing low turnouts to paid PL as well.
  - Commitment to Locals is minimal, keeping name on list to keep options for changing Boards open. (May need to look at collective agreement language) WROTL has 400 OTs that have not worked a single day.
- Using Tik Tok/Twitter/Instagram to announce workshops as this is social media members are using.

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

- Spoke with Adam at Simalam

- Asked to replace logo on the website with our new one, said there wouldn't be a cost as it is a quick job
- Asked about having another tab "Your Executive Members" as members are buried in the tiny link at bottom left "team bio"
- He feels our website is extremely outdated and in dire need of a redesign, we do not have the capacity for another tab
- I asked for an approximate cost - \$20,000!!!
- He really only deals with large companies now
- He did offer to ask if any of his employees would like to do it on the side
- He also offered to wait until near the end of the year when they aren't busy and seeing what we could afford, he may be able to work something out for us
- Gayle to get back in touch with him

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

- Privacy Breach Settlement (Kim F. to share with executive)
  - Settled

#### **10. Social Justice and Equity Report, Kim Finlayson, Kaitlin Fisher**

Attended the Social and Justice Committee virtual meeting for the Teachers' Local on Monday, April 4. The committee will not be holding an in-person event this year, but will be requesting to change the incentive funding delineation from the in-person event to the purchase of outdoor and playground equipment for the women's shelters. Hopes are to hold a fall, smaller, in-person event using the donations already received from the 2020 event, which was cancelled.

- Backpack project... nearly complete! A few small items are left to purchase, then all funds will be used and backpacks/items distributed.
- Sorted prior to June 14 or May 9 to be able to distribute to Stratford

#### **11. Political Action Report, Gayle Van Altena**

- Backpack Full of Cash viewings- Teachers local providing swag bags and 5 door prizes for each location - Attendance:
- Stratford April 24, Teachers' local covering cost \$600 plus GST and \$5/person concession booth coupon - 21 attended
- Goderich April 28, OT local covering the cost \$600 plus GST and \$5/person concession booth coupon
- Both locals split cost of shipping the Cinema Format

#### **12. Goodwill Committee - Kim Reid**

- Gift for retiring Teachers' Local President, Kent Cleland
- Motion: \$100 Bentley's Gift Certificate for Kent  
Mover: Brahm Harrison  
Seconded: Kim Reid  
All in Favour: Carried

**13. Constitution Committee, Brahm Harrison**

No report - Brahm to send a reminder email

**14. Motion to accept committee reports**

Mover: Gayle VanAltena  
Seconded: Brahm Harrison  
All in Favour: Carried

**15. Treasurer's Report, Brahm Harrison**

- a. Current Balance in our accounts as of Monday, April 22, 2022

Chequing	\$ 129 641.52
GICs 1+1	\$ 3 479.93
Money Market	\$ 15 725.93
Total Balance of	\$ 148 847.20

- b. See attached treasurer's report of actual spending in comparison to the budget.
- c. Secretary to sign cheques.
- d. Monthly mileage review.

Brahm is looking into new investment opportunities, including one focused on mortgages that have a guaranteed interest return.

Mover: Brahm Harrison  
Seconded: Kaitlin Fisher  
All in Favour: Carried

**16. Collective Bargaining Report, Kim Finlayson**

- Survey to members will go out as soon as it is approved by Staff Officer, Heather Aggus. Survey was approved on Friday, April 22. Review one more time as executive before sending out to members.

- CB Committee to meet Monday, June 20th to review survey results and begin drafting preliminary submission language.

## 17. President's Updates

### ★ Labour Management Meeting

- Staff Meetings may resume in person
- Health and Wellness Officer will be Lauren Smith
- HR Services Reorganization Chart has been updated on The Core
- Central Staff will continue to be assigned to support schools having “unfilled” jobs 2 days per week on a rotating basis.
- AP 417 COVID-19 Immunization Disclosure Procedure has been revoked and members who were placed on LOAs are now reaching out to be reinstated. A non-disciplinary letter will be sent to members who want to come off LOA and it will be kept in their employee file. If individuals reactivate, but haven't reached out to HRS, they will receive a letter indicating they have been taken off unpaid leave.

### ★ Tutoring Committee Meeting - April 5, 2022

- Money provided by the Ministry for bridging the gaps in education. Looking at many different options from additional support in schools in small groups, one to one provided by current staff. Option to use community members to provide support, but wanting to use own employees first.
- Recognize that we are short staffed, facing burnout etc.
- Summer School is option
- Lexia continuing into summer, with staff support; additional licenses
- Central Staff - OTs into LTAs who would plan and provide support for students.

### ★ School Calendar Committee Meeting April 5

- One day mandatory training for Occasional Teachers will have a September deadline; information will be provided in June as a reminder.
- PA DAYS
  - Health and Safety Training, OCT SAPP Training (September 1 Paid Training)
  - Provincial Priorities - Anti-Sex Trafficking, Equity, Prevalent Medical Conditions (October 24)

- Interviews (November 18)
- Reporting/Assessment Days February 2, June 10
- Provincial Priorities - Student Mental Health and Well Being (May 5)
- June 30 2023-24 Reflect & Planning for 2023-24 & Transition Planning and Student Learning Needs

★ CAP Monitoring

- Current List has 393 occasional teachers, 121 are on leave, 65 have LTAs of 0.5 FTE or greater and 53 have LTA and/or Permanent Contracts of 0.5 FTE or greater leaving the Board 100 OTs short of meeting the cap. Which explains the unfilled jobs.

★ SAPP Training Required by OCT Update provided by ETFO General Secretary, Sharon O'Halloran

- *The Ministry provided further clarification on the issue of SAPP training. The training is considered 'required' training for all teaching staff. Permanent teachers and LTOs will receive a paid half-day of training prior to September 15. OCT will be notified of those who completed the training and a notation of "complete" will go on the Register. Occasional members are required to complete the training on their own time. If a member opts to NOT complete the test, a notation of "incomplete" will go on the Register. According to the Ministry, the Regulation does not provide the OCT with any authority to penalize members beyond this notation. In addition, the Ministry advised that they have not directed boards at this time to pursue any punitive action against members who do not complete the training.*

**18. New Business**

- Radio Ads - Refer to separate email

**19. Next meeting/event dates:**

ETFO Leadership -

OT Executive - GM Virtually Monday, May 30 at 4:30

- Executive Meeting Monday, June 20 in person 4:30

POTS - June 13, 14 - Kim F., Brahm, Sam, Gayle

Representative Council - October, February, May 11, 12

Special Presidents' Meeting - May 12

Collective Bargaining Conference - March

General Meeting - October

ETFO Treasurers' Training -



Upcoming PL - PL Committee Meeting Thursday, June 23 1 pm

## **20. Adjournment**

Mover: Gayle VanAltena

Seconder: Samantha Gowanlock

All in Favour: Carried

To Do:

- Gayle VanAltena
  - Share a Google Doc to make a list of things we would want on the new website
  - Get back in touch with Adam at Simalam
- Sam Gowanlock
  - Look into copyright of the logo
- Tracey Peters
  - Look into and purchase sweatshirts
- Kim Finlayson
  - Union release for POTs
  - Contact the escape room about availability
  - Purchase \$100 Bentley's Gift Certificate for Kent
- Brahm Harrison
  - Send out reminder email to OTs about committee
  - Looking into investments