

ETFO AMDSB OT General Meeting Tuesday, October 25, 2022

Executive Present: Kim Finlayson, Laurel Holmes, Gayle VanAltena, Samantha Gowanlock, Brahm Harrison, Jenn Jackson

Executive Regrets: n/a

Guests present: Carolyn Proulx-Wootton (ETFO Provincial Executive Liaison)

Guest regrets: Gail Bannister-Clarke (Executive Assistant Collective Bargaining Services)

1. Call to Order

Kim Finlayson called the meeting to order at 4:33pm

2. Reading of the ETFO Harassment Policy, Land Acknowledgement, and Introduction of the Human Rights Officers, Kim Finlayson

3. Welcome Guests, Introduce Executive Carolyn Proulx-Wootton, ETFO Provincial Executive Liaison

4. Approval of the Agenda

Laurel motioned to approve the agenda as shared in zoom chat, seconded by Gayle

[GM October 25 2022 Agenda](#)

- *Motion carried*

5. Approval of the Minutes from May 30, 2022 General Meeting

Laurel motions to approve the minutes from May 30, 2022 General Meeting, seconded by Gayle

- *Motion carried*

6. Treasurer's Report, Brahm Harrison

Present the 2021-22 Year End Report and the Proposed 2022-23 Budget in a section by section basis. With questions being asked at the end of each section.

Note: There is no proposed change to the levy.

- Presentation of the 2021-22 Year End, Brahm motioned that the Year End Report be accepted as screened and reviewed, seconded by Laurel

- *Motion carried*

- Presentation of the Budget for 2022-23, Brahm motioned the budget be approved as screened and reviewed, seconded by Laurel
 - *Motion carried*
- Notify members financial audit findings and reconciliations. Accountant reviewed the books going back seven years and was able to reconcile any discrepancies. This will be reflected in the 2022-23 Year End Report.

Current Balance as of October 25, 2022

Chequing Account - \$106 175.13
GIC - 3 496.08
GIC - 15 808.77
Total Account Balance - \$125 479.98

7. President's Report, Kim Finlayson

As always, please email or call if you have any questions. I typically check my email in the evenings and usually on weekends; however, rarely without my cell phone, so feel free to text as well - 519-318-6444 if you need a response immediately.

- Unfilled Jobs - Extremely important you make yourself unavailable if you cannot work for AMDSB. Leaving yourself in the system means it is unnecessarily calling you and potentially not reaching someone who is available. If you are going to be away for 4 weeks or longer you must request a leave of absence in writing according to Article 21. The templates for leaves of absence and the collective agreement can be found on The Core under HR Services.
- According to Article 17.02 you are to follow the timetable of the teacher you are replacing. This includes all preps. You should not be reassigned during your prep and should not have additional duties assigned. In the case of unfilled jobs, occasional teachers should be the last to be reassigned. If you miss a prep and are reassigned by the administrator, then keep track and notify me. If you are assigned additional duties, keep track and let me know as well. Last year, the Board could not provide pay back occasional teachers for lost prep time during the instructional time and paid members for the hours of overtime worked as a result. Unfilled jobs are continuing to be a problem, so reassignment during preps and additional duties may occur, please let know if and when this happens. Staff

should also not be switching preps if they are going to be away and have an occasional teacher in.

Additional Duties and Prep Time Owing

You are to follow the timetable of the teacher you are replacing, however, if you are asked to perform additional duties or cover a class during your prep you should be compensated for this loss of time, not to mention this violates the collective agreement. The reason for doing so must be “unfilled teaching jobs.” If you are in an LTA, you should be paid back this time prior to the end of the LTA, just as permanent staff is. I need to be aware of all occurrences. If you are scheduled to work and you are required to perform additional supervision duties or lose your scheduled prep time please let me know. I will need to know the school, date and amount of prep time owing or additional duty performed. Until I have the google form created please email me directly with information required above.

- Review of Report Card Writing, Interviews
 - According to Article 17.07 *If an occasional teacher in a Long Term Assignment is requested, by the Administrator to write reports attend meetings and/or conduct interviews, within (five) 5 days after the completion of the Long Term Assignment, the Occasional Teacher shall be paid at grid rate to a maximum of one (1) day.* That will involve those filling in for teachers on DSLP (Deferred Salary Leave) who are scheduled to return on the PA Day in February, which is the Assessment and Reporting Day for elementary teachers.
 - If you are scheduled for interviews on Thursday evening, you will not be required to stay in the building on Friday afternoon, as you are only required to stay for the half day.
- ETFO Representative Council Update
 - Support Staff Situation - No CUPE members in AMDSB, Not enough to meet jobs both daily and long term.
 - Unfilled Jobs - Region LTA Postings
 - Will be paid at grid rate. Will know the morning of, the assignment and school you will be covering.

8. Collective Bargaining Report, Kim Finlayson

The Bargaining Process: Central Table items are still being discussed at the provincial level. At the Local level the bargaining team will be meeting later in

November to draft the preliminary submission which will be presented to the members for approval before negotiations begin with the Board.

9. Social Justice and Equity Report, Kim Finlayson & Laurel Mills-Holmes

The Local has been approved for incentive funding of \$2500. The Local will be purchasing \$5000 worth of backpacks and school supplies for children in the women's shelters in Huron and Perth Counties.

10. Professional Learning Report, Kim Finlayson

Upcoming Professional Learning is listed below. The links for all workshops have been sent out through the ETFO and Elementary Occasional Teachers' Groups via the Board's Email. So if you haven't received the email, let me know and I will go through how to sign up for this group.

- **Coding Grades 1-4**, November 2 4:30-6pm Seaforth Public School
 - 25 participants (need a facilitator, Lindsay and Kim are at ETFO Collective Bargaining)
- **Coding Grades 5-8**, November 3 4:30-6pm Seaforth Public School
 - 25 participants
- **Rockin Reflex**, November 23 4:30-6:30pm Seaforth Legion
 - 50 participants
- **ENVoy**, November 24 4:30-6:30pm Seaforth Legion
 - 50 participants
- **Eric Walters**, Author Visit, December 1 4:30-5:30 via Zoom
 - Unlimited participation
- **Pregnancy Parental Workshop for Occasional Teachers**, February 6 via Zoom
 - Unlimited Participation
- **S.P. Joseph Lyons**, Author Visit, February 15 4:30-5:30 via Zoom
 - Unlimited Participation
- **Keep Calm and Play On - An Introduction to Music in the Classroom**, February 28 4:30-6pm Teachers' Local Office Seaforth
 - 30 Participants
- **Classroom Management for Occasional Teachers (2 parts) - Link to be sent out later this year** March 29/April 26
 - 30 Participants (must attend both sessions)
- **STEAM: Design Thinking for the Updated Science Curriculum**, April 27 4:30-6:30pm Teachers' Local Office, Seaforth

11. Communications Officer Report, Gayle VanAltena

New members are encouraged to provide Gayle VanAltena with personal email for correspondence.

12. Goodwill Report, Samantha Gowanlock

No report

13. Political Action Chair Report, Gayle VanAltena

No report

14. Health and Safety Report, Jenn Jackson

- Upcoming meeting dates:
 - November 24, 2022
 - January 26, 2023
 - March 30, 2023
 - May 25, 2023
- Kim Ryckman will continue to do school inspections as the ETFO OT Local rep as she is certified. Jenn Jackson will attend the bi-monthly meetings and report to the Local and send any school inspection related information to Kim R.
- SSIR and Violent Incident/Accident Reports - So important to fill one out every time. Also should be filling out WSIB Form 6 if you seek medical attention - for physical or psychological support. If you are uncertain of which forms to fill out or how to fill it out contact Jenn Jackson or Kim Finlayson.
- Racial slurs, Hate crimes are being taken very seriously by the Board and training on the report of such incidents was received by all permanent staff and those in LTAs yesterday. It was made very clear if any such incident has been overheard or witnessed you must take action. If you have not received the training, speak to the administrator and request guidance on how to proceed. A SSIR must be completed.
 - Cyber Training on the Safe Schools Widget to be completed

15. Open General Question Period

- Change of end date after acceptance of position? *If your job is extended which conflicts with previously booked vacation, wedding etc. please contact the Local Office. Kim will contact HR on your behalf.*

- Increase of retirees max supply days? *Not yet.*
- This might be an HR Question BUT: I have a 0.75 contract position right now, do I still have to get 10 days of supplying to stay on the OT list or do they make any exceptions or should I put in a leave of absence (even though I could be picking up the odd supply afternoon here or there)? *Contact Paula Wallis and ask for guidance. You need to make yourself unavailable in the system as you don't want to have declines. Also the number of assignments is now 30 and you have to be offered 40 jobs.*
- Do people in LTAs (that began the first day of school) get paid for the PA day in August? *If your job started after the September 1 PA Day, you should be paid the day's pay for Health and Safety Training as long as it was completed by September 16.*
- If the regional people are getting day of jobs, will there be any of these jobs available for other OTs? *Regional OTs will be covering jobs put into the system the morning of the assignment that are unfilled. OTs will still have access to jobs through the call out system.*
- In an LTA, can a principal decide that you're having a meeting on your prep? *No, your prep is self-directed. Meetings should be at an agreed upon mutual time.*
- How many OT's are on the list currently for occasional supply? What should the number be? *The number of available OTs available for daily occasional work should be 266. I believe we are significantly lower than that, however, calculations in November will determine that. I will send out an update to members once the calculation is completed.*
- How many unfilled jobs are there in a day? *Almost daily in October, numbers of truly unfilled jobs meaning no one was located to fill the job varies from 1-11, with only two days in double digits at 10, 11. The Board shares their unfilled jobs reports with me.*

16. New Business

No new business to attend to.

17. Adjournment at 6:07pm Susan motioned, *motion carried*