



**ERFP General Meeting
Minutes**

Wednesday September 13, 2017

Board Room, CBO

Members Present: 77

Executive Present:

Hilary Campbell (President)
Michael Theodore (1st Vice President)
Natacha Verdiel (Acting- 2nd Vice President)
Karen Del Ben (Acting-Secretary)
Kim Liddle (Treasurer)
Rosie Sohal (DECE Representative)

1. Call to Order: The meeting was called to order at 4:30pm

2. Approval of Agenda: The Wednesday September 13, 2017 agenda Kelly Aho approved by and seconded by Monica Kruger.

3. Approval of Minutes of the Last Meeting: The Tuesday April 11, 2017 approved by Billi Bunnaman and seconded by Joanne Bell.

4. Reports from Officers

Hours of Work- Breaks/ Lieu Time

- many calls from principals and members regarding how many hours members work a day
- full time members- 7.5 hours with 30 minute unpaid lunch and two 15 minute paid breaks
- half time members- 3.5 hours with 15 minute paid breaks
- it has been reported that many people not working their hours
- principal determines start/ finish times and breaks
- breaks can be attached to the start or end of the work day, with principal approval
- if member is placed at 2 schools- lunch/travel time/mileage is given
- members that apply for two 0.5 positions are only entitled to a 15 minute break at each location

Benefits Update

- no progress over with the Government this summer
- Still have the date of February 2018 to join a trust.
- benefits remain the same until further notice

	<p>HPP Update</p> <ul style="list-style-type: none"> • email was sent out to all employees yesterday from director of Human Resources • program is now titled: Health Promotion Attendance Support Program (HPASP) • changes include: <ul style="list-style-type: none"> ○ medical note is not required unless a members is off for 5 consecutive days or more ○ medical note not required for absences less than 5 days ○ 2 new codes in the PAM system. Code #307 for medical appointments and code #308 for dental appointments ○ the use of these 2 PAM codes does not count towards the HPASP program ○ be prepared to be audited, especially if taking multiple days ○ Last year if a member input 9 occurrences into PAM they would have received a Level one letter. This year you will receive a Level one letter as soon as you use 11 full sick days ○ 12 month rolling program • from the moment an employee is in the program, they are in the program for 12 months. (Does not include July and August) • program continues for those employees that received letters last year. PDSB is reviewing employees that were on Level one with only 9 occurrences. • some employees may be removed from the program • employees with chronic ongoing illness or pregnancy should complete a Self-Declaration form • be reminded that Doctors notes should not give a diagnoses
	<p>Steward Sign up</p> <ul style="list-style-type: none"> • any member interested in becoming a Steward please contact Michael Theodore at firstvp@erfp.ca • training is on Saturday October 28, 2017
	<p>All Committee Meeting</p> <ul style="list-style-type: none"> • for ERFp committee chairs. • meeting scheduled for September 26, 2017 at the ERFp office.
	<p>New Hire Workshop</p> <ul style="list-style-type: none"> • November 7, 2017 • All new hires welcome to attend • Information posted on the ERFp website, registration on My Learning Plan
	<p>Pregnancy & Parental Leave Workshop</p> <ul style="list-style-type: none"> • November 14, 2017 all welcome to the attend the workshop • 4:30pm, Mississauga Room at CBO • registration will be on My Learning Plan

	<p>DECE update</p> <ul style="list-style-type: none"> • Association of Early Childhood Educators of Ontario (AECEO) has many resources and workshops for DECE's professional learning • Early Years Professional Development for Peel colleagues- Early Year's Collaborative
<p>5. Reports from Committees</p>	<p>Awards Banquet</p> <ul style="list-style-type: none"> • this year's banquet is being held on October 25, 2017 at the Mississauga Grand • Click Here for more information • registration closes September 29th • cancellations until September 29th after which you will need to find someone else to go in your place or your cheque will be cashed • lots of raffle prizes have also been donated by the Personal Insurance

Nominating Committee

By-elections for the position of 2nd Vice-President and Secretary - 2017

As announced to the membership in June 2017, the members elected to the positions of 2nd Vice-President and Secretary have chosen to return to the classroom. As per Article VII Section 3 of the Constitution, a by-election has been called.

One of the primary responsibilities of the 2nd Vice-President is to address any of the Health and Safety concerns of the membership. Having experience in this area would be an asset for any person considering running for this position.

Among the duties of the Secretary is creating, maintaining and overseeing the Union website as well as any other digital media operated by the Union. Having the technical knowledge to perform these tasks would be an asset for any person considering running for this position.

Nominations for these two positions will open at 12:01 am on Sep 14, 2017 and will close at 11:59 pm on Sep 22, 2017. Any member whose nomination is received after the close of the nomination period, will not be eligible to run as a candidate in the by-election. Nomination Forms and the By-election Guidelines are available on the ERFP website on the Nomination Committee page.

There will be no live speeches. Candidates who submit their speeches to the Nominating Committee will have them posted on the ERFP website. Details pertaining to the deadline for speeches, content, etc. can be found in the By-election Guidelines. All speeches will be posted on the ERFP website on Mon, Oct. 2, 2017 and will be found in the "Meet the Candidates" section.

The online vote will take place from 12:01 am Sat, Oct. 14, 2017 to 11:59 pm Wed, Oct. 18, 2017. The results of the election will be announced at the General Meeting on Thurs, Oct. 19, 2017 and posted on the ERFP website on Fri, Oct. 20, 2017. The membership will also be notified via an email on the same day.

ERFP Constitution, Article VII – Elections states:

"Members must be signed up on the ERFP mailing list with a valid personal email, 72 hours prior to a vote commencing in order to be on the online voting list."

	<p>Community Action Committee</p> <ul style="list-style-type: none"> • new committee looking for members • trying to get into the community and take part with group • community events such as the Santa Claus Parade • interested members can contact Michael Theodore at firstvp@erfp.ca for more information
	<p>Health and Safety</p> <ul style="list-style-type: none"> • committee met on Sept 7 to craft a Health and Safety Survey, results will be used to set members driven initiatives • survey should be sent out within the next couple of weeks, to members personal emails • results will be shared with the entire membership once it closes and subsequent initiatives will be presented • collecting data on Accident Reports, for members as a whole, role specific and school specific to assist in defining systems wide issues vs. job specific vs school specific issues to help define the most efficient way to address hazards • from September 5th - 12th there have been 46 accidents <ul style="list-style-type: none"> ○ 10 DECE incidents (6 falls, 4 student aggression) ○ 6 BTA incidents (2 Playground accidents, 2 trips, 2 student aggression) ○ 30 TA incidents (24 student aggression, 4 Trips, 2 playground accidents) • please make sure that you are sending in your Incident Checklist • have them signed by your principal, If principal does not sign, send it in anyways • do not include student names on forms • be reminded that Personal Protective Equipment (PPE) must be worn if it is requested
	<p>STPDL</p> <ul style="list-style-type: none"> • new criteria • funding has increased to \$800 and 3 days of supply for full time permanent members and \$400 with 3 half days' supply for half time members as of September 15, 2017 • STPDL will now cover the cost for accommodations • if requesting funding for accommodations, please send in a separate STPDL application • STPDL does not cover flights, mileage or meals etc. • more information can be found on the ERFP website

<p>Other Business</p>	<p>Professional Development Update</p> <ul style="list-style-type: none"> • Laurel Fowler is the new PD Facilitator for TA's • laurel.fowler@peelsb.com or Ext. 2590 • upcoming workshops include- CEC conference, Homewood Health workshops, Restorative Practice workshop • any new TA's and DECE's that are in need of help with My Learning Plan please contact Laurel <ul style="list-style-type: none"> • Norheen Jaffrey is the new PD Facilitator for DECE's • norheen.jaffrey@peelsb.com or Ext. 2605 • please check the broadcast page on a daily basis • update your profile on My Learning Plan: make sure you click on all the boxes that apply to early learning • we will be considering additional mentors for our DECE mentoring program, so please keep an eye out for upcoming postings • make sure your registration with College of Early Childhood Educators is up to date and that you are adding Professional Development to your Continuous Learning Plan (CPL)
	<p>Social Media</p> <ul style="list-style-type: none"> • continued issues with member posts on Facebook, twitter etc. • be aware that members should not say anything negative about Peel or staff or students as members can be disciplined for what is being posted • people are sending screenshots of members' posts to the Board • union suggestion is to change your name on Facebook or Twitter, and to not state who your employer is, so that you can't be easily identified

Questions

STPDL Questions

1. Can members still get STPDL advances?
The Board is no longer processes advances. Send the original approved STPDL application and payment receipt to CBO accounting for full reimbursement.
2. Can members attend PD that is out of province?
Yes, but only the conference cost and accommodation will be covered up to the maximum allowed.
3. Can Principals deny STPDL requests?
Yes, out of concerns of supply coverage.

HPASP Questions

1. If I received an HPP letter last year am I starting fresh again this year?
Depends, if you stay under the 9 occurrences from last year, we believe that you start fresh again this year
2. How many sick days do we have?
Permanent members have 11 sick days paid at 100% and 120 STD days paid at 90% LTO members- sick days are prorated and based on the length of your LTO.
3. Are the new PAM codes are paid time out of sick days?
Yes, the Medical and Dental codes still fall under sick days, but will not count towards the HPASP program.
4. What should a doctor's note state?
Doctor's notes should not include a diagnosis and should state the days you will be off for.

DECE Related Questions

1. Is it Mandatory for DECE's to attend staff meeting.
Yes, this was an agreement between the Union and the Early Years Superintendent. Lieu time will be given to DECE's that attend the meeting, however it is up to the Principal to determine how the time is given back to the member.
2. Are DECE's required to help set up the classroom in August?
No ERFPP member is required to go into school before September. Any member that would like to go into a school prior to the school year starting, would need Principal approval.

	<p>Lieu Time Questions</p> <ol style="list-style-type: none"> 1. What is Lieu time? <i>Lieu time is given when a member works longer than their 7.5 or 3.5 working day. Lieu time must be Principal approved prior to accumulation, please click here for a Lieu time form. Lieu time is paid back to a member at time and half, after working 30 minutes.</i> 2. Examples of Lieu time include: <i>Staff meetings or parent teacher interviews (with Principal approval). Concerts, open house, 'Welcome to Kindergarten' nights are considered voluntary.</i> 3. Over night/weekend Trips <i>Article 18.10 of the Collective Agreement states, "18.10 Where an Employee agrees to participate in a school field trip (including overnight field trips) which requires them to work in excess of their regularly scheduled hours, the Employee will be entitled to overtime in accordance with Article 18.05 or compensating time off in accordance with Article 18.06. Employees will be entitled to eating periods and breaks in accordance with 18.03."</i> <p>Inclement Weather Question</p> <ol style="list-style-type: none"> 1. If I live in a different region other than Peel, and the schools are closed in my home region due to inclement weather, am I expected to go to work? <i>Yes, when Peel schools remain open, "staff is expected to make every reasonable effort to report for work as soon as possible consistent with personal safety. This includes making ongoing efforts to arrive at the point in the day when weather and/or road conditions improve. The responsibility for determining reasonable effort rests with the principal, manager or supervisor, and will take into consideration conditions at the staff member's place of residence, as well as prevailing overall weather conditions" For more information please click here.</i>
7. Next Meeting Date	October 19, 2017 Board Room, CBO 4:30 p.m.
8. Adjournment	Meeting adjourned at 5:43p.m.

HPASP update

- removal letters will be sent to members by October 1st, 2017
- HPASP runs on a 12 month rolling calendar. For example, if you have an absence September 16, 2016 it will be removed from your file on September 16, 2017 and no longer count towards the program. Each sick day will be removed on the anniversary date of the following year.