



## ERFP General Meeting Minutes

Monday October 18, 2016

Board Room, CBO

**Members Present: 77**

**Executive Present:**

Hilary Campbell (President)

Karen Del Ben (1<sup>st</sup> Vice President)

Nadine Cherry (2<sup>nd</sup> Vice President)

Gena DiGiovanni (Secretary)

Kim Liddle (Treasurer)

Allaina Kenmir (DECE Representative)

**1. Call to Order:** The meeting was called to order at 4:32 pm

Land Acknowledgment: We would like to acknowledge that we are on the traditional territory of the Mississauga's of the New Credit First Nation

**2. Approval of Agenda:** Tuesday October 18, 2016 agenda approved by Billi Bunnaman and seconded by Laura Smith

**3. Approval of Minutes of the Last Meeting:** September 19, 2016 approved by Tracy Letts and seconded by Jennifer Martin

<p><b>4. Guest Speaker</b></p>	<p><b>Farrell Hall - Manager Workplace Equity</b></p> <ul style="list-style-type: none"> <li>- Farrell has been with the Board for two months and has taken over the position from Jewel Amoah.</li> <li>- spoke to the members about the Workforce census - The goal for the Workforce Census is to plan for student success and to help support diversity, equity and inclusion in the workplace. On behalf of the Director's Office, ERFP have been formally invited to participate in the Workforce Census. It is an opportunity for all Peel Board employees to "count themselves in". Participation in the census is voluntary, confidential and anonymous. The Director's Office is looking for full participation in helping to paint a picture of who we are and to achieve the inclusion goals of the board. The census will indicate which areas need improvement.</li> <li>- The census can be filled out online. There are also paper copies available at each school.</li> <li>- the Census opens at 6:00 am on November 14<sup>th</sup> and will be available until midnight on November 25<sup>th</sup>. Unions that represent Board employees have been involved in the census process.</li> <li>- a video was played and is available on the Peel Board website. <a href="#">click here</a> for more information</li> </ul> <p><b>Scott Moreash – Associate Director of Peel Board</b></p> <ul style="list-style-type: none"> <li>-encouraged members to take part in the census</li> <li>-only takes about ten minutes</li> <li>-thanked ERFP Executive for helping to develop the census for members</li> </ul>
<p><b>5. Reports from Officers</b></p>	<p><b>5.1 Audited Financial Statement – Kim Liddle (Treasurer)</b></p> <ul style="list-style-type: none"> <li>- presented the letter from the auditing firm of Clarkson Rouble LLP which stated "In our opinion the financial statements present fairly, in all material respects the financial position of the Educational Resource Facilitators of Peel as at April 30, 2016, and the results of its operations and it's cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations".</li> <li>- the Balance Sheet was presented as a snapshot as at April 30, 2016. It shows that the assets equal the liabilities and net assets and it is based on a double accounting entry system so it is always balanced.</li> <li>- the Statement of Operations/Income Statement was presented - a summary of revenue and expenses for the fiscal year</li> <li>- questions were answered throughout the presentation</li> </ul>
	<p><b>5.2 DECE – Allaina Kenmir</b></p> <ul style="list-style-type: none"> <li>- all permanent DECEs received training on the Communication of Learning on Oct. 7</li> <li>- some DECEs have not received "The Kindergarten Program 2016 and The Growing Success The Kindergarten Addendum". Principals have been given the information on how to order the documents. Please inform them how many are required. There are some issues with the Ministry of Education not having enough, so be patient. Members can order them from the Ministry of Education website. They are also available online.</li> </ul>
	<p><b>5.3 New Hires Workshop - October 19<sup>th</sup></b></p> <ul style="list-style-type: none"> <li>- to be held at the Board Office in the Board Room</li> <li>- 4:30 start time</li> </ul>

	<p><b>5.4 OMERS Workshop - Nov. 30<sup>th</sup></b>  - to be held at the Board Office in the Board Room  - 4:30 start time</p>
	<p><b>5.5 Pregnancy &amp; Parental Workshop - Nov. 15<sup>th</sup></b>  - to be held at the Board Office in the Board Room  - 4:30 start time</p>
<b>6. Reports from Standing Committees</b>	<p><b>6.1 Awards Committee - Karen Del Ben</b>  - Awards Banquet is Wednesday October 26<sup>th</sup> 2016 at the Mississauga Grand Banquet Hall starting at 5:00p.m.  - celebrating years of service, retirements and member awards  - deadline for registration has passed</p>
	<p><b>6.2 Steward Training – Hilary Campbell</b>  - October 1<sup>st</sup> 2016  - the people who couldn't make it will be contacted by Hilary Campbell once another training date is set up  - if interested in becoming a Steward contact Hilary at <a href="mailto:president@erfp.ca">president@erfp.ca</a>  - there are 48 Stewards currently  - emails have been sent to members and administrators at the schools who have Stewards</p>
	<p><b>6.3 Constitution Committee – Notice of Motion</b>  -proposed Constitution changes were presented at the September 19<sup>th</sup> meeting  - the membership asked for some time to consider the proposed changes. The proposed amendments were sent to the membership in an email on September 21<sup>st</sup> 2016. A notice of motion to amend the Constitution must be presented to the membership 30 days prior to the vote.  - a notice of motion was presented to amend the constitution  - a meeting has been scheduled on November 23<sup>rd</sup> to vote on the proposed amendments to the Constitution  - the amendments will be voted on article by article at the November 23<sup>rd</sup> meeting - If the vote does not pass nothing will change. Members can present motions to propose amendments during the meeting. The person making the motion will have the opportunity to address the membership regarding their motion. Those motions will then be voted on. All votes will be by a show of hands.  - Union business cannot be conducted unless quorum is met. Quorum is 75 members in attendance. If quorum is not met the vote cannot occur at the meeting and will go to an online vote.  - the logistics of the online vote will need to be worked out  - many of the amendments are grammatical and/or to update language  - proposed amendments <a href="#">click here</a></p>

	<p><b>6.4 Resource Library</b> - Literacy Skill Development for Students With Special Learning Needs: A Strength-based Approach Paperback – May 2007  by <a href="#">Leslie Todd Broun</a> (Author), <a href="#">Patricia Oelwein</a> (Author)  This valuable resource provides a methodology that focuses on visual learning, and is especially significant for those students having difficulty learning to read through a traditional auditory, sound-based approach.  To borrow books email Alice Dean at <a href="mailto:resourcelibrary@erfp.ca">resourcelibrary@erfp.ca</a></p>
<p><b>7 New Business</b></p>	<p><b>7.1 Toys for Tots – November 23<sup>rd</sup> General meeting</b>  - bring new toys to the November General meeting  - baby items and teen gifts are most needed  -Peel Regional Police will pick up the items at the meeting</p>
	<p><b>7.2 Professional Development – Paula Turner</b>  - once the new TA PD History goes up on the ERF and Board websites, please take the time to cross check your records. If the TA PD History differs from your records on My Learning Plan, please take a screen shot of the record and email it to <a href="mailto:paula.turner@peelsb.com">paula.turner@peelsb.com</a>. Similarly if you have a CPI card with an expiry date that is different than the one on the TA PD history, please take a photo and send it to Paula.  - there will be an after school workshop for potential new facilitators run by Nora Green, Hilary Campbell and Paula Turner. We will forward details to people who have shown an interest after November 18.  - presently the PD team are talking to Speech and Language, Itinerants, Farrell Hall and Homewood Health regarding the creation of non-module workshops  - on the last PD Day, there were 30 workshops with a capacity for almost 900 members  - ensure that your settings for My Learning Plan are set to get email notifications as soon as PD Day offerings are posted  - on November 18<sup>th</sup>, Parkholme, Applewood and TL Kennedy are having Joint PD organized by their staff  - November 18<sup>th</sup>, Reporting to Parents and Professional Learning day will have all modules running. First Aid, Yoga/Mindfulness and a computer workshop are also planned. The PD team are working on securing other workshops around communication and Homewood Health.  - extra workshops are open only to members who have completed and are up to date with all of the mandatory modules. <b>Members can only sign up for one</b> 'extra' workshop – this allows us time to build capacity for members who have completed their modules.  - the Mentor Program will be starting up again with information going out to the system in the next week or so. If you are a new hire, you will receive a letter regarding the program. If you are a current member and feel that you might be interested in having a mentor, or would like to apply to be a mentor, please email <a href="mailto:paula.turner@peelsb.com">paula.turner@peelsb.com</a></p>
<p><b>Other Business</b></p>	

<b>7. Next Meeting Date</b>	<b>November 23, 2016 Board Room, CBO 4:30 p.m.</b>
<b>Adjournment</b>	6:45p.m.