



**ERFP General Meeting
Minutes**

Thursday October 19, 2017

Board Room, CBO

Members Present: 73

Executive Present:

Hilary Campbell (President)

Michael Theodore (1st Vice President)

Natacha Verdiel (2nd Vice President)

Karen Del Ben (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 Thursday October 19, 2017 agenda was approved by Laura Smith and seconded by Maryann Baran.

3. Approval of Minutes of the Last Meeting: The Wednesday September 13, 2017 approved by Mehar Abbasi and seconded Sharon Davy with the amendment of the number of members in attendance at the meeting.

4. Reports from Officers

4.1 Audited Financial Statement

- Carlo Tenuta from Clarkson Rouble LLP presented the Audited Financial Statement 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, 2017, 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".
- the Balance Sheet was presented as a snapshot as at April 30, 2017. the Statement of Operations/Income Statement was presented - a summary of revenue and expenses for the fiscal year

	<p>4.2 Benefits Update</p> <ul style="list-style-type: none"> • ERFP met with OCEW and OTIP in Toronto on Tuesday. We are running out of time to join a trust but are being delayed due to a lack of information. The council has decided to wait for all information to make an informed decision regarding benefits. More information to come. • based on the experience from other unions, there have been issues with transition period between moving from regular benefits and then into trust benefits • ERFP are recommending that any claims for benefits be submitted before February 1st, 2018 if possible to avoid complications • the transition period is expected to take 3-4 months • more information to come
	<p>4.3 Bill 115 Update</p> <ul style="list-style-type: none"> • In 2012 the Liberal government introduced and passed the 'Putting Students First Act' which stated that education unions were not allowed to strike. At the time, ERFP participated in rallies and picketed MPP's offices against this law. • The largest unions took the government to court over this law and won a settlement. • As ERFP is under the same act, we hope we will be given a monetary settlement also. However a court case by ETFO has been filed, and the process will not continue until it has been resolved.
	<p>4.4 Lump Sum</p> <ul style="list-style-type: none"> • will be paid the October 27 pay cheque as a separate line on the payslip • ERFP will not be deducting Union dues from the Lump sum.
	<p>4.5 HPASP</p> <ul style="list-style-type: none"> • There were changes, for 2017-2018 that were discussed at the last meeting • Auditing process, board was sending out computer generated emails out to members • No consideration given to each person's individual situation • emails will continue • If there are further absences, you could go back on the scales on level 1-2-3
	<p>4.6 Steward Training</p> <ul style="list-style-type: none"> • will take place on October 28th • still looking for more members interested in becoming a steward • currently there are 57 stewards • contact Michael Theodore if you're interested at firstvp@erfp.ca

	<p>4.7 Toys for Tots</p> <ul style="list-style-type: none"> • Peel Police will be at the November 21st General Meeting collecting donations • stewards please ask your colleagues to donate • items needed: Canadian Tire money, gift cards, toys/items for babies and teenagers • thank you for your continued support
<p>5. Reports from Committees</p>	<p>5.1 Nominating Committee The Nominating Committee would like to announce the results of the 2017 By-Election for the position of Secretary.</p> <ul style="list-style-type: none"> • There were a total of 808 votes cast. • Karen Del Ben: 442 votes - Elected • Tammi Kizoff: 333 votes • Abstained: 33 votes <p>Congratulations Karen Del Ben!</p>
	<p>5.2 Awards Committee</p> <ul style="list-style-type: none"> • this year's banquet is being held on October 25, 2017 at the Mississauga Grand from 4:30-9:30pm • registration is now closed • celebrating retirees, years of service, and the Judy Mabee recipient • lots of prizes to be won
	<p>5.3 Community Action Committee</p> <ul style="list-style-type: none"> • looking for 6-7 members to join committee, please contact Michael Theodore at firstvp@erfp.ca • the committee hopes to encourage member participation at local parades and events to raise the ERFPP profile in the community

	<p>5.4 Health and Safety</p> <ul style="list-style-type: none"> • health and safety survey has been finalized and will be sent out within the next few days • the committee decided to delay the roll-out in light of the by-election • results will be shared with the entire membership at the November 21st general meeting • Since September 5th, 2017, there have been 270 WSIB claims in total. Of those, 199 were due to student violence. An additional 601 incidents were reported on the incident checklists. That's a total of 800 reports in the first 6 weeks of school. 714 came TA's, 69 from BTA's and 17 from DECE's • the additional 71 WSIB claims were all due to slips and falls and being struck by objects • there have been 5 critical injuries, 3 slips and falls, 1 student aggression, 1 loss of consciousness. 2 were DECE's and 3 were TA's • Please make sure you send in Incident Checklists. Have them signed by your principals and do not include student names on the form. If your principal doesn't sign them make a note of it on the form and send it in regardless. • Members are encouraged to send photos of their forms, provided that it is clear and that all information can be seen.
	<p>5.5 Resource Library "Pick of the Month</p> <p>Social Skills Activities for Secondary Students, By Darlene Mannix "A collection of 200 ready-to-use worksheets to help adolescents build the social skills they need to interact effectively with others and learn how to apply these skills to various real-life settings, situations, and problems. The book provides 20 complete teaching units focusing on 20 basic social skills, such as being a good listener, "reading" other people, and using common sense."</p> <p>If you are interested in this book and any other book that the ERF library has to offer, please email: resourcelibrary@erfp.ca</p>
<p>6. Other Business</p>	<p>6.1 TA/DECE Appreciation Day</p> <ul style="list-style-type: none"> • PDSB recognizing October 25, 2017 at TA/DECE Appreciation Day • the Executive sent out lip balms and flyers to celebrate and recognize members • if your location did not received ERF lip balms or your school needs more please email Karen Del Ben at secretary@erfp.ca

6.2 Professional Development

Norheen Jaffrey (PD Facilitator for DECE's)

- Mentoring program: Our mentoring program has been initiated. Invites have gone out to our new hires. The cut-off date to submit request to have a mentor is October 23rd. Please attach self-assessment form.
- Once we have an idea of how many mentees are interested in the program, an invite will go out recruiting mentors. Experienced DECE's will be eligible to put their name forward.
- All Kindergarten programs have received their Sumblox by now. Sumblox are a set of wooden blocks shaped in numerals 1-10. Email was sent accompanying the sumblock on how educators teams can best use this open ended material for their students.
- Early Years Collaborative sessions have begun. Pop up sessions on my learning plan, ("Frontline Education") will be posted soon.
- There is a professional association that you can join. Annual membership fee is \$70. It provides you to access their professional learning opportunities, send you updates on current and best practices. QUARTERLY ece Links. One of their current initiatives is an On-Line Webinar, on October 23 from 7-9pm. For more info go to info @aeceoTopic is around "Decent Work Charter"
- Initial Observations: When you are collaborating with your partner. On EDU GAINS there is a "bit ly" put out by the Ministry of ed. Power Point of information. A Learning Module to support educator teams on writing Communication of Learning Initial Observations Fall 2107. Or email me, I will send you the power point. Your name will be inserted as the DECE who has collaborated and provided pedagogical Documentation..., PLEASE DO NOT SIGN IT.
- A number of DECE's have expressed some concerns around students demonstrating certain behaviours that are disruptive and unsafe. This is a clear sign that children are stressed and this is just one indicator of how they are demonstrating their stressors

Some suggestions:

- Look at the flow of the day... transitions, are we providing them with a seamless day? To help support you in reflecting on your "flow of the day, turn to part 3 page 95, In the kindergarten Program Document
- Utilize the ELECT document, if you don't have a copy download the document from the Ministry website. It complements our Kindergarten Program Document. Page 21 specifically outlines "understanding Children's Development". The chapter speak to

identifying the developmental domain and the skill and how we as educators can respond in our interactions to support their emotional and social development

- DR. Stuart Shanker's book SELF REG, a great read. Shares his experience of understanding children's emotions and behaviours. The various stressors that are triggering certain behaviours. A practical guide to helping and supporting our students to engage calmly and successfully to support
- My twitter account is @DECE4CBO

Laurel Fowler (PD Facilitator for TA's)

Boardmaker Online

- SLP/Boardmaker Online will be a FULL day workshop for 20-30 members in a South and North location.
- The AM session will consist of an SLP delivering a message about the developmental stages of communication/Visuals.
- The PM session will be facilitated by 2 (ATRT) Assistive Technology Resource Teachers.
- This will consist of hands on learning opportunity to use Boardmaker Online
- Members will need to bring laptops (own or borrowed from school).

Google- Read & Write

- Google- Read & Write will be a half-day session.
- We will run 2 sessions (AM/PM) both in North and South locations.
- This will consist of hands on learning opportunity to use Google Read & Write.
- Members will need to bring laptops (own or borrowed from school).

Homewood Health

- Homewood Health will be facilitating on most PD days.
- North and South locations, AM/PM sessions, up to 35 participants in each session
- Check-out Homewood Health website for online workshops and podcasts.

Mentor Program

- had our Mentee/Mentor meet-up
- great learning and collaboration happening
- Mentee and Mentors will get opportunities to meet and work together

	<p>Restorative Practices</p> <ul style="list-style-type: none"> • Being offered to Elementary BTA's. • Principals received information on how to register their BTA's. <p>Geneva Centre (Autism Intervener)</p> <ul style="list-style-type: none"> • Session will start Nov 8th until Dec 13
7.0 New Business	<ul style="list-style-type: none"> • Motion to amend bylaw- Article 12 was put on the floor by Tammi Kizoff • Motion was withdrawn by Tammi Kizoff

8.0 Questions Period

1. Do members (TA/DECE/BTA) have to administer medication to student?
No, It is your choice whether you want to administrate medication to students. Any medication given to a student must have a prescription attached to it and must be followed.
2. Can members participate in PECS training for students?
In order to use PECS program you must be trained. Members are encouraged to speak with their students Speech and Language support person regarding the training.
3. Where can members find Job Descriptions for their positions?
Currently, DECE's do not have a set job description, the Job review committee, (which consists of DECE members, and PDSB administrators) are continuing to work on the job description. A job review can take a couple of years to be finalized.

The job description for TA is very outdated and the Board has been reluctant to have it updated. ERFPS have submitted filed with the Pay Equity commission in order to have it removed.

The Pay Equity commission reviews our complaint. All job reviews must be compared to a male equivalent position. As the original male equivalent position that was compared to the Teaching Assistant position no longer exist, we are fighting to have it redone. This process takes years to be reviewed. More information to come.
3. Is there another method that could be used to track student aggression other than the Incident Checklists?
The Health & Safety committee is looking into finding a digital method for members. As the Incident Checklist was created with consultation from the PDSB, the form cannot be changed easily.
4. Is there a cap on how many Special needs children assigned per Teaching Assistant?
There is not a cap to how many students a Teaching Assistant can work with. This is determined by the level of support each child needs, as each child is different.
5. Are DECE's allowed to be left alone with students?
Yes, DECE's can be left with students up to 15 minutes. However a Teacher can be left alone all day.

	<p>6. Can TA's communicate with parents regarding the lack of shared support between special needs students? <i>No, It is up to the administrator to explain to parents that Peel follows a shared support model. Allocations of special needs students to TA support take the level of support a student needs into account.</i></p> <p>7. Is the Board still hiring to the casual list? <i>Yes, PDSB is continuing to hire supply TA's and DECE members. Any casual member interested in being on both supply lists need to apply to both the casual lists. Please be reminded that Casual TA's are not eligible to supplying for DECE members and Casual DECE's are not eligible supply for TA members.</i></p> <p>8. Can a BTA's do the job of TA? <i>No. BTA's should not be doing the job of the TA on a regular basis. In an emergency situation, a BTA can assist with special needs students. Any BTA member that is being asked to fulfill the role as a TA at their location should contact the ERFPP office- 905-602-9300.</i></p>
9. Next Meeting Date	November 21, 2017 Board Room, CBO 4:30 p.m.
10. Adjournment	Meeting adjourned at 6:00pm