



ERFP General Meeting Minutes

Monday September 19, 2016

Board Room, CBO

Members Present: 110

Executive Present:

Hilary Campbell (President)

Karen Del Ben (1st Vice President)

Nadine Cherry (2nd 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
Meeting times have been changed to 4:30 to accommodate members coming from the north.

2. Approval of Agenda: Monday September 19, 2016 agenda approved by Tracy Letts and seconded by Michelle Smith

3. Approval of Minutes of the Last Meeting: April 19, 2016 approved by Billi Bunnaman and seconded by Monica Kruger

<p>4. PD Facilitator Report</p>	<p>Paula Turner</p> <ul style="list-style-type: none"> - thanked members for support in the new position - has received a lot of support from members who have stepped up to facilitate PD - if you have an administrator who is willing to provide space for PD modules contact Paula and she will follow up - there are 2 PD days in the first 5 weeks of school - handed out PD completion certificates - 2015-16 protocol for completion of modules will remain for the September PD day - if you would like to facilitate PD you have to have completed all mandatory modules - send PD ideas to paula.turner@peelsb.com - members who haven't completed mandatory modules will not be able to sign up for other PD until those are done - many members enrolled even though they do not need them - they will be taken off to make room for those who have not completed the mandatory modules. - back care and lifting will be available for October 7th PD Day - Vital Signs is the new vendor for first aid so it will not be offered during the September PD Day - first aid offered will be emergency first aid - speak to your Principal if you are being asked to have the standard first aid certificate to be a lead on the first aid team at your school - links will be sent out for self-directed learning if you are not taking a module - a memo is going out to Principals to include members in PD unless modules are required - the PD team is working with resource teachers, itinerants and others to develop more opportunities for professional development - if your de-escalation certificate expires in September you will be able to do the recertification on the October 7th PD day - because space is limited in the recertification module for PPI - members who are not in need of a recertification will be removed from the session.
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<p>5. Reports from Officers</p>	<p>5.1 DECE - Allaina Kenmir</p> <ul style="list-style-type: none"> - every member on a Kindergarten team should have received the new 2016 Program (KP16) and the “Growing Success The Kindergarten Addendum (GSKA)”. Some schools may be a few copies short so if you didn’t receive your own copy ask if more have been requested through the board. If you have any problems email decerep@erfp.ca - TAs in kindergarten can also ask Principals for a copy - both documents are available online - all Kindergarten OCTs and DECEs will be receiving training regarding the new report cards, now called “Kindergarten Communication of Learning”, on Oct 7th, in a half-day sessions, in 4 locations. Your administrator will let you know which location you will attend. - information on the Early Years Collaborative Working Team can be found on the PDSB website - the re-org memo was sent in an email to members who will be moving schools
<p>6. Reports from Committee</p>	<p>6.1 Awards Committee - Karen Del Ben</p> <ul style="list-style-type: none"> - this year’s banquet is Oct 26th - information is on the website - registration closes September 23rd. The courier only comes to the ERFPP Office on Fridays so allow time for it to get there before the deadline - cancellations until September 30th after which you will need to find someone else to go or your cheque will be cashed - there will be raffle prizes - raffle prizes have also been donated by the Personal Insurance Company - Judy Mabee Award nomination information is on the website
	<p>6.2 Constitution Committee - Amendments- Hilary Campbell</p> <ul style="list-style-type: none"> - the Constitution Committee submitted proposed changes to the Constitution - the document will be sent in an email to members who have registered for the website - voting for the proposed changes will take place at the October 18th meeting
	<p>6.3 Steward - Hilary Campbell</p> <ul style="list-style-type: none"> - there are 46 members interested in becoming a steward - members are encouraged to ask at their schools to see if other members are interested - training for new stewards is October 1st - Current stewards don’t need to attend the training - if you have been a member for 4 years you may apply - if interested email president@erfp.ca

	<p>6.4 STPDL- Kim Liddle</p> <ul style="list-style-type: none"> - funding has increased to \$600 for full-time permanent members with 3 days supply coverage and \$300 for half-time members with 3 half days supply coverage - STPDL only covers registration fees, it does not cover flights, hotels, mileage etc. - the new process has been efficient in approving applications as they arrive - many applications were approved over the summer so that members could have everything processed for the PD available early in the new school year - all STPDL information is on the ERF website
	<p>6.5 Resource Library - Alice Dean (did not attend but has forwarded the information for the minutes)</p> <ul style="list-style-type: none"> - Pick of the Month- ABLLS Language Skills Program <p>Developed by Dr. Partington, the ABLLS-R system is an assessment tool, curriculum guide, and skills-tracking system used to help guide the instruction of language and critical learner skills for children with autism or other developmental disabilities. This practical and parent-friendly tool can be used to facilitate the identification of skills needed by your child to effectively communicate and learn from everyday experiences.</p>
<p>7 New Business</p>	<p>7.1 New EFAP- Hilary Campbell</p> <ul style="list-style-type: none"> - PDSB has a new service provider called Homewood Health - they offer many free services to all PDSB employees and their families - over aged children who are no longer on the benefit plan are only covered for family counselling sessions not individual sessions - for more information call 1-800-663-1142 or www.homeweb.ca
	<p>7.2 Sick Leave Process- Hilary Campbell</p> <ul style="list-style-type: none"> - medical notes can be requested by Principals if there is an absenteeism pattern - medical notes are to be sent to Abilities not to your Principal - Abilities will ask for a medical note after 10 consecutive sick days - if you are asked for a medical note and you don't think its justified please call union office - if you were off at the end of last school year you must work 11 consecutive days to access your new sick day allotment - the request for absence form only needs to be filled out for days that require Principals approval ie family responsibility day/holy day etc. - you do not fill it out for sick days - check with your administration as to how they want you to inform them when taking a family responsibility day - every school is different.

	<p>7.3 Hours of Work - break time, lieu time - Hilary Campbell</p> <ul style="list-style-type: none"> - a memo was sent to Principals from HR regarding breaks and lunches - It stated that members must remain on site for their breaks. The union is advising members that they do not have to stay on site if they have a break at the end of the day. - our new contract states that breaks can be taken in any combination which is mutually agreed upon to accommodate the needs of the school - The 30 minute unpaid lunch and 2-15 minute paid breaks can be combined in any combination. Therefore a 15 minute break can be taken at the end of the day. - clarification has been requested by the union - The membership will be notified once this is clarified - many members are not working the full 7 hour day - there is no cap on duty minutes – supervision shall be assigned in an equitable manner between members at each location (see Article 18.07 of the Collective Agreement).
	<p>7.4 Social Media - Hilary Campbell</p> <ul style="list-style-type: none"> - members must be aware of PDSB’s Social media guidelines click here for guidelines - as a condition of your employment it is your responsibility to know and adhere to Peel District School Boards Policies and Procedures found on the PDSB website PDSB Policy - the office has been inundated with meetings with the board regarding members being disciplined for posts they have made on Facebook and other public forums - nothing is private online - Screen shots are being sent to PDSB and members are being disciplined - members must be mindful and cannot post comments regarding race, religion and homophobic views - members posting about using sick days for purposes other than being sick are being disciplined - student pictures can only be posted with parent permission
	<p>7.5 Letters of Employment - Hilary Campbell</p> <ul style="list-style-type: none"> - letters of employment must be requested through Vista - some members have amended the information to qualify for loans - This is fraud and you will be terminated. - when applying for a loan of any kind make sure it is with a reputable company - There have been cases of car dealerships doctoring the employment letters to get financing. - The burden of proof will be on you.
	<p>7.6 Benefits Update</p> <ul style="list-style-type: none"> - benefits are staying status quo at this point - currently we are in meetings with the Government, OTIP and other groups to discuss benefit trusts and benefit packages - The council will decide whether or not to join a trust. - ERF has the most votes on the council - the Government has not provided the required information in order to meet deadlines - the membership will be updated as information becomes available - some members have called Green Shield and been told that benefits are ending in September - This is not true, we are still covered until August 2017. If this happens contact the union office and provide the name of the person you spoke with.

Other Business	<p>Head Lice (Pediculosis) The head lice policy remains the same. If there are live bugs or nits students must be sent home - If that changes members will be notified. PDSB Policy</p>
	<p>Executive Payment - the Executive will continue to be laid off during Christmas, March and summer breaks - the proposed budget was approved to allow for the maximum expenditure of 12 month pay for fulltime Executive members - After discussions with the PDSB, we arrived at the best possible solution - If it is necessary for the Executive to work during lay-off periods they will do “time entry” sheets and will be paid for the hours worked. - the Executive work 7.5 hours a day plus a 30 minute unpaid lunch so they are working an 8 hour day. The extra half hour is covered by the honorarium. The honorarium paid by ERF is the lowest of all the unions in Ontario. - Hours worked after the 8 hours will be considered overtime provided that a full thirty minutes of overtime has been worked. Overtime will be compensated as per our Collective Agreement. (Article 18). - the Executive will adjust their hours to accommodate late night meetings by starting later in the day in order to minimize the amount of overtime</p>
7. Next Meeting Date	October 2016 Board Room, CBO
Adjournment	6:45p.m.