



**ERFP General Meeting
Minutes**

Wednesday April 11, 2018

Board Room, CBO

Members Present: 91

Executive Present:

Hilary Campbell (President)
Paula Turner (Acting-1st Vice President)
Natacha Verdiel (2nd Vice President)
Karen Del Ben (Secretary)
Norheen Jaffrey (DECE Representative)

Regrets

Kim Liddle (Treasurer)

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

2. Approval of Agenda: The Wednesday April 11, 2018 agenda was approved by Debra Brown and seconded by Billi Bunnaman

3. Approval of Minutes of the Last Meeting: The February 20, 2018 approved by Joanne Bell and seconded by Donette Bobb

4. Reports from Officers

Committee Sign up

- the membership had the opportunity to sign up for committees that needed new members
- Stewards Committee is looking to have Stewards in every location
- If you are interested in signing up for a committee please contact nominating@erfp.ca

Nominating Committee

- Nominating committee chair, Joanne Bell, thanked the following members who volunteered their time on the committee: Humaira Ahmad, Kelly Aho, Adilla Dada, Penny St. Germain and Patricia Rizzo
- Nominating carried out 3 by-elections for the positions of 2nd Vice-President, Secretary and DECE Representative. We continue to review past election processes, the suggestions that have come from various members, and the results of the survey conducted after the last Executive election.
- This coming school year is an election year and they will be fine tuning the election process.

	<p>Stewards</p> <ul style="list-style-type: none"> • Paula Turner thanked the Stewards in attendance at the meeting. • we currently have Stewards at 60 locations and encourage interested members to sign up. • once the voluntary transfer process is complete, we will be able to set up a training for any new, interested members • Stewards are responsible for communicating information to members at their locations regarding General meetings. They are also a liaison with the ERF • Stewards welcome new members, provide information on the Collective Agreement, and can be called upon to sit in on meetings with the Administration at their location.
	<p>Health & Safety Committee</p> <ul style="list-style-type: none"> • took a member driven approach this year by defining our goals using the data collected from the survey. Those initiatives were presented to the membership at the November 21st meeting. • in 5 months, the committee has managed to accomplish almost all goals • in regard to Workplace Stress, ERF have secured a grant from the Ministry to fund an outside agency to customize 12 webinars to support this initiative as well as to design online resources for our members • the data derived from this funding will also support our needs in Local and Central Bargaining • the committee have been working with Laurel Fowler to secure guest speakers and wellness training sessions for June 11th P.D Day. <p>Student Violence</p> <ul style="list-style-type: none"> • 7 recommendations were put forward to the Administrative Committee this year in regard to student violence and we have been successful in achieving 5 of the 7 • members will begin to see these changes come into effect in September with new reporting mechanisms that have built in accountability measures and will allow us to report violence that does not result in injury, are sexual in nature, a near miss and threats. • changes in the Board's Health and Safety section to make access to relevant information more user friendly. Training will be provided. • Natacha will meet with the Minister of Labour to discuss the violence in our schools and what's needed to make valuable gains in our safety. Violence in Schools is a blitz item for the Ministry next year and this will allow the MOL to narrow their investigations by identifying the gaps to look at.

	<p>Safety Plans</p> <ul style="list-style-type: none"> • the Board have accepted a recommendation to develop a standard template for notification of history of violence for all staff to ensure employee rights under the Occupational Health and Safety Act are met. • currently working closely with Health and Safety to develop this template and it will be a requirement in all of our schools for the upcoming school year, this includes casual and itinerant staff <p>Student Illness</p> <ul style="list-style-type: none"> • a recommendation for soap to be accessible in all classrooms that have sinks to reduce exposure to infections agents; currently awaiting the board's response • a recommendation that the Board provide paid time and coverage for staff to complete the 2 day Standard First-Aid training for those that are designated first aiders at their schools. <ul style="list-style-type: none"> ○ ERFPP were successful in the approval of this recommendation ○ members who go above and beyond by agreeing to be the school's first aider will now have access to paid time and coverage to attend training rather than having to volunteer your time on a weekend. • thank you to Wendy Aube, Lisa Harding, and Kerri Dowdall who have been instrumental in the success of this committee
	<p>Awards Committee</p> <ul style="list-style-type: none"> • Karen Del Ben, Awards committee chair, announced that the 2018 Awards Celebration & Dinner will be at the Mississauga Grand on October 24, 2018 • the committee has already started meeting to prepare for the Banquet • no committee members are needed at this time • thank you to Wendy Aube, Billi Bunnaman, Cathy Kurceba, Sabrina Lowry, Tammi Kizoff, Jeanette Manning, Lafane Sharpe and Jennifer Wice for your work on the Awards Committee
	<p>Community Action Committee</p> <ul style="list-style-type: none"> • Karen Del Ben, CAC committee chair announced that the committee has recently met and is working on putting together volunteers, and parade support for upcoming events • details will be emailed soon • thank you to Donette Bobb, Pamela Lopes, Sabrina Lowry, Jeanette Manning and Jenn Wice for coming forward and working to provide the membership with new opportunities
	<p>STPDL</p> <ul style="list-style-type: none"> • The Board provides STPDL funding for each permanent, full-time and half-time member active as of September 15th of each school year. The criteria is effective September 15th, 2017 to September 14th, 2018: <ul style="list-style-type: none"> ○ available for permanent, full-time and half-time members active as of September 15th , 2017 ○ \$800.00 per active, permanent full-time employee with a maximum three day supply coverage; and, ○ \$400.00 per active, permanent half-time employee with a maximum of three half day supply coverage

	<p>Constitution Committee</p> <ul style="list-style-type: none"> Hilary Campbell, Constitution committee chair, thanked members for their continued involvement on the committee
5. Other Business	<p>5.1 Charity Selection</p> <ul style="list-style-type: none"> Nominations are now being accepted for the 2018-2019 charitable donation, please email secretary@erfp.ca Deadline for submissions is April 30, 2018. The vote will be conducted online.
	<p>5.2 Dues Rates 2018-2019</p> <ul style="list-style-type: none"> Motion to accept the membership dues rates for the 2018-2019 year remain at 1.2 % of gross pay was moved by Tammi Kizoff and seconded Melissa Menary.
	<p>5.3 Accounting Firm Approval</p> <ul style="list-style-type: none"> Motion to accept that the accounting firm of Clarkson Rouble LLP remain our accounting firm for 2018-2019, was moved by Filomena Vecchio-Scandinavo and seconded by Joanne Bell.

5.4 Benefits update

- has been confirmed June 1st to move to new provider
- OTIP will be mailing packages (May 2) to those members that are eligible for benefits and will include the OCEW logo
- members need to enroll with OTIP starting May 16; will be available for 30 days
- ERFP will be sending reminder emails so that members do not miss the 30 day enrollment cut-off date
- benefit synopsis will be mailed with the package
- full time/Permanent member- benefits are covered but in order for claims to be paid members will need to give their banking information
- half time/Permanent - will have to sign up for direct deposit to be set up for withdrawal- you will be paying July and August
- members that have currently maxed out their current paramedical benefits (chiro, massage, physio) will have access to 3/12 additional coverage between June, July and August

Questions

1. Do half-time Permanent members who are currently not paying into benefits have to pay into benefits with the new provider?
No they would have declined having benefits and will therefore not have benefits going forward.
2. Do members have to pay for life insurance and will it remain with Sunlife?
Life insurance will now be through Manulife and payments will continue the same as you had before.
3. Am I still able to submit claims to GreenShield for expenses incurred prior to May 31st?
Yes, until August 29th.
4. If I have already paid the deductible for the year, do I need to pay it again in June?
No. You will have to pay the deductible starting in September.

5.5 DECE Representative

- Job review is underway and the fact sheet has been approved for rating
- ERFP will be providing more information later in the school year

	<p>5.6 HPASP – Health Promotion Attendance Support Program</p> <ul style="list-style-type: none"> • Auditor General’s Report highlighted that absences are up significantly across the entire province in education sectors. The Auditor General expects school boards to deal with the increases – as much as 29% - in absences within school boards. • 30 members received audit letters for the use of codes 307/308 and were asked to submit documentation verifying the use of those codes. • over the summer, the Board will be reviewing documentation requirements as well as how often updated information will be requested. • HPASP program looks at absences for all Peel employees on a one year, rolling calendar. • use code 30 days only for personal illness: if you use it for other reasons, this is considered fraud. • members needing to take more than 5 days of Family Responsibility, can take 5 unpaid days. If more days are needed, members need to apply for a Family Status Accommodation through HR • any absence codes on the Request for Approval of Absence Form other than Code 30, requires principal approval. The form is now submitted electronically. • notify the principal to say form will be completed. It is the responsibility of employees to ensure that absences are recorded properly and your administrator is kept informed. • In an emergency situation, contact your administrator as soon as possible.
<p>6. Reports from Committees</p>	<p>6.1 Nominating Committee (Presented at the beginning of the meeting)</p>
	<p>6.2 Resource Library – ‘Pick of the Month’</p> <ul style="list-style-type: none"> • Nobody Knew What to Do- A story about Bullying • This story tells how one child found the courage to tell a teacher about Ray, who was being picked on and bullied by other kids in school. • if you are interested in borrowing this resource please email resourcelibrary@erfp.ca
<p>7 New Business</p>	<p>7.1 New Website</p> <ul style="list-style-type: none"> • Thank-you to everyone for your patience with the upgrade to our new website. • Due to security upgrades members need to click “Create My Account” on the www.erfp.ca and create their account in order to login. Activation of accounts can take up to 48 hours depending on volume • if you are experiencing difficulties please contact secretary@erfp.ca for assistance

	<p>7.2 Allocation & Voluntary Transfer</p> <p>DECE</p> <ul style="list-style-type: none"> • continues to be members that are surplus to region • these members have been contacted by both the Board and ERF and made aware that they are unable to apply for any permanent positions at this time <p>TA</p> <ul style="list-style-type: none"> • Rachel Hague (Employee Relations officer) emailed the Voluntary Transfer Memo on April 4 • Principals inform TA's of their tentative assignment via email April 25 • Round one of Postings is April 27 • members who choose to apply for the "PILOT program – Voluntary Excess Process" based on the criteria posted in the memo, must complete the form and have it sent by 4:00 p.m. on April 26, 2018
	<p>7.3 Level 5 Position</p> <ul style="list-style-type: none"> • Transition TA job role has successfully completed the PDSB job review and are rated at a Level 5 pay grid • There are 4 members currently in the role
<p>8. Other Business</p>	<p>8.1 Offence Declaration & Confidentiality Agreement</p> <ul style="list-style-type: none"> • Offence declaration – members must complete their Offence declaration by April 30, 2018 • Employees who fail to complete an offence declaration will be suspended without pay and/or removed from the casual/supply list effective September 1st • as previously reported, Peel Board will be sending out a confidentiality agreement for members to complete (Date to be confirmed)
	<p>8.2 Professional Development</p> <p>Laurel Fowler (PD Facilitator for TA's)</p> <ul style="list-style-type: none"> • June 11th- Professional Activity Day and Reporting Card Writing Day • 2 Guest Speakers booked for that day • Louisa Jewell • the founder and President of the Canadian Positive Psychology Association and has worked with many educational groups throughout her career • her practice is evidence based on improving every day wellbeing, preventing burnout, reducing stress, filling your bucket • 200 participants • 2.5 hours and will be offered for both AM and PM session at the Mississauga Grand • The focus for the day will be Resiliency and Well Being

- **Michael McCreary/Doug McCreary**
- Michael's act 'message' presentation touches on many topics as they are experienced by someone on the spectrum: being socially awkward; relationships and dating; relationships with family; living independently; high school; autism parents; getting a job; getting a driver's licence; and remarks on the history of autism. His presentation is called 'Does This Make my Asperger's Look Big?'
- 200 participants
- AM and PM session will be offered at the Mississauga Grand

The Working Mind – Mental Health Commission of Canada

This training is partly funded by the CEAO grant that the Coalition received.

Workplace Mental Health and Wellness is an education-based program designed to address and promote mental health and reduce the stigma of mental illness in a workplace setting.

- A focus on dispelling the myths of mental health problems and mental illnesses, aiming to reduce associated stigma
- An overview of the Mental Health Continuum Model
- Self-assessment of one's own mental health along the continuum
- Strategies one can apply at each point along the continuum
- There will be two sessions running that day (a north and a south) from 8:30-12:30 with 24 participants in each training.

Other PD offered on June 11th

- Boardmaker/Visual Supports
- Google Read and Write
- Homewood Health
- Safe Talk
- First Aid
- Back Care and Lifting
- De-escalation and Personal Safety (CPI)
- De-escalation and Personal Safety (Recert)
- Yoga

Secondary Days (June 27-June 28)

- Safe Talk
- Homewood Health
- Boardmaker/Visual Supports
- Google –Read and Write
- CPI
- CPI-Recertification

Norheen Jaffrey (PD Facilitator for DECE's)

- Conference- Play Naturally was posted on My Learning Plan (Frontline)
- Were able to accommodate 220 educators at Jack Smyth, but filled quickly

<p>9. Question Period</p>	<p>1. When will we get a pay increase? <i>Next increase is 1% in September 2018</i></p> <p>2. College of ECE's, Job review question regarding equal pay for equal work. <i>The job review is underway and Norheen is one of the DECE representatives on this committee. She will express the point on their behalf.</i></p> <p>3. My Principal has been told to not sign our incident checklists <i>If this is happening at your location, please call us at the office or send a note attached to your incident checklist so that we are aware and can follow up.</i></p> <p>4. Our school buses not arriving on time. We have been asked to stay and wait for the buses <i>The Board has received funding so that schools can hire someone specifically to that duty.</i></p> <p>5. If my car is damaged in the parking lot, is the Board responsible for covering the cost? <i>Board does not cover liability in the cost of personal items.</i></p> <p>6. Casual members are constantly picking up jobs and dropping them last minute, leaving the school with no support. <i>Principals should be contacting Rachel Hague in Human Resources for TA's, and Debra Hall for DECE positions.</i></p> <p>7. I am a Designate at my school, I was booked to do an inspection, the supply canceled and the Principal canceled the inspection. <i>An inspection cannot be cancelled. Principal does not authority to cancel an inspection. Please call us at the ERFPP office immediately if this happens.</i></p>
<p>7. Next Meeting Date</p>	<p>September TBA, 2018 Board Room, CBO 4:30 p.m.</p>
<p>8. Adjournment</p>	<p>6:00pm</p>