

TORONTO OT LOCAL EXECUTIVE MEETING

Wednesday, November 24, 2021: 9:30-3:30 PM via Zoom Communication

Health break times: 11:00am & 2:00pm, Lunch 12 to 1 pm

1. **Call to Order**

Chairperson: Ruth Ann Morley

Welcome to new Executive Member Christina Meynell

Sarah Boomhower will be absent

2. **Reading of the ETFO Human Rights and Land Acknowledgement Statement** - Rob Fulford

The Human Rights Officer for this meeting is Sophie Kroesen.

3. **Approval of Minutes**

Motion 20/21-31

BIRT the minutes from the executive meeting held on October 20th, 2021, be approved.

Moved by Rob Fulford. Seconded by Greg Deitcher. **Carried**

4. **Approval of Agenda**

Motion 20/21-32

BIRT the agenda be approved.

Moved by Greg Deitcher. Seconded by Jeremy Bass. **Carried as Amended**

Additions:

Health & Safety Update under Vice-President's Report

New Business h) Minutes Compensation

That Policy and Procedures Update #1 - G - Elections- Local Executive be moved to a timed item at 1:00 p.m.

5. **Executive Motions**

Motion 20/21-33 BIRT budget line 626 meetings-other, be overspent in the 20-21 fiscal year by up to \$4000

Moved by Sophie Kroesen and seconded by Robert Fulford. **Carried**

Recorded vote:

Christina Meynell-Abstained

Fletcher Jerome-not available

Gail James-In Favour

Greg Deitcher-In Favour

Jeishan Rajakulasingam-In Favour

Jeremy Bass - In Favour

Maris Gallippi - not available

Rinat Evron - In Favour

Rob Fulford - In Favour

Sarah Boomhower - Absent

Scott Maudsley - In Favour

Sophie Kroesen - In Favour

Motion 20/21-34

BIRT the orders of the day be changed to hear agenda item Minutes Compensation at this time.

Moved by Sophie Kroesen. Seconded by Rob Fulford. **Carried**

Motion 20/21-35

BIRT the local compensate the secretary \$235 for a full day set of annotative minutes, retroactive, cost to come from Meetings- Executive.

Moved by Sophie Kroesen. Seconded by Marisa Gallippi

Amendment 20/21-35A

That the Local compensate the secretary or alternate for taking a full day set of annotated minutes. Cost to come from Meetings- Executive. Effective September 2021.

Moved by Jeishan Rajakulasingam. Seconded by Sophie Kroesen

Ruled Out of Order due to By-Law 2 Section 4 of the Local's Constitution

2.4.1 The position of Secretary shall receive a payment equivalent to a half day release at their daily rate for each set of Local minutes completed.

Motion 20/21-36

BIRT the issue of documenting the minutes, will be deferred to further discussion at the constitution committee. The committee will study and report back to the executive in the January meeting.

Motion by Greg Deitcher. Seconded by Gail James. **Carried**

6. Local bargaining update and ratification meeting input

A presentation on confidential details of the tentative agreement reached with the Board on were shared with the Executive by the CB team.

Motion 20/21-37

BIRT the Local hold a virtual tentative agreement ratification meeting on December 9, 2021 after school and the vote be conducted with Simply Voting.

Motion by Sophie Kroesen. Seconded by Marisa Gallippi. **Carried**

7. Timed Item: 1:00 PM - Policy and Procedures Update #1 - G - Elections- Local Executive**Motion 20/21 - 38**

BIRT the Policies and Procedures Update #1 - G - Elections - Local Executive be approved as amended below.

Moved by Scott Maudsley. Seconded by Rob Fulford. **Carried**

POLICIES AND PROCEDURES UPDATE #1 – G – ELECTIONS – LOCAL EXECUTIVE 1) The Local shall notify members of nominations in the January newsletter and mail the nomination form **by Canada Post** with the January newsletter; nominations notification and the nomination form shall also be placed on the Local website and provided by Constant Contact; all at least twenty-one (21) days prior to the Winter General Meeting **(See Constitution 9.2.1)**

2) The nominations deadline shall be at least 3 days prior to the Winter General Meeting **(see Constitution 9.2.3).**

3) Nomination forms shall include a description of the responsibilities of the various executive positions and the eligibility requirements of each position, if any.

4) Nominated candidates must be active members in good standing with ETFO **(see Constitution 6.1.5 and 4.1.2).**

5) Completed nomination forms shall be mailed by Canada Post to the local's Elections Officer by the given deadline in a sealed envelope to an address off-site or emailed to the Elections Officer, in accordance with the Local Constitution and By Laws **(see Constitution 9.2.3).**

- 6) The Elections Officer shall send the Campaign Guidelines for Executive **Election** Candidates to each eligible candidate within three (3) calendar days from when the nomination form is received **by the Elections Officer or designate**.
- 7) The Campaign Guidelines for Executive Election Candidates shall include details for the submission of Candidate Campaign Flyers including content, format and deadlines.
- 8) Once nominations are closed, the names of candidates and the positions they are running for shall be posted in alphabetical order on the local website within three (3) calendar days.
- 9) The Campaign Flyers (if provided) of candidates running for executive positions shall be posted in alphabetical order on the local's website within the timelines required by the Constitution, mailed out **by Canada Post** or by email in the March Newsletter, and removed after the posting of the election results on the local website **(see Constitution 9.3.3)**.
- 10) All elections of the Executive shall be conducted at the Local Annual Meeting under the supervision of the Elections Officer **or designate (see Constitution 9.3.1)**
- 11) Candidates for the Executive shall be introduced to the membership at the Winter General Meeting and the Local Annual Meeting and shall be provided with the opportunity to address the members at both meetings. The order of speaking shall be determined by a candidate draw. **The usual speaking time limit is two (2) minutes per candidate (see Constitution 9.3.2)**
- 12) Candidates shall be listed in alphabetical order on the election ballots and the ballots shall be distributed to each member (if at an in person meeting) at the Annual General Meeting.
- 13) Members in good standing shall elect the following to the Executive: President, First Vice-President, Second Vice-President, Treasurer, Secretary, and up to seven (7) Executive members **(see Constitution 9.3.4)**.
- 14) A member may run for up to two (2) positions on the Executive. Notwithstanding the foregoing, a member may run for only one (1) Executive Member position **(see Constitution 9.3.4.1)**.
- 15) The ballots shall be marked, collected and counted in a sequestered space if at an in-person meeting by the Elections Officer **or designate** plus three (3) other persons not running for election.
- 16) Each candidate or scrutineer of the candidate's choice may observe the counting of the ballots if at an in-person meeting. A scrutineer must be a member of the Local.
- 17) The three elections officials **excluding the Elections Officer or designate** plus the scrutineers in the sequestered space shall be given a tally sheet to keep the tally of **votes for each candidate for each position**. The Elections Officer **or designate** shall read the selected names from the ballots while the other three (3) officials keep the official tally. Then all tallies shall be compared for accuracy. **If the Elections Officer or designate believes a ballot to be spoiled or unintelligible, the Elections Officer or designate shall consult with the other officials.** The Elections Officer **or designate** will make the final determination.
- 18) Votes shall be counted in order of President, First Vice-President, Second Vice-President, Treasurer, Secretary, and Executive Member. If a candidate is successful for a position, his/her name shall be removed from subsequent vote counts. In the case of a tie for an Officer position or for the final Executive Member position, a re-vote shall be held between the tied candidates only. For this re-vote, if an in-person meeting, members shall be presented with a blank ballot paper that is unique in size and colour and shall be instructed to write the name of their chosen candidate on that ballot.
- 19) The candidate with the highest vote count for each position shall be declared elected by the Elections Officer or designate subject to number 18 above **(see Constitution 9.3.7)**.
- 20) The vote count for all elected positions shall be released to the members and posted on the Local website within two (2) school days **(see Constitution 9.3.8)**.
- 21) The ballots shall be destroyed thirty (30) days following the vote count if there is an in-person meeting. **(see Constitution 9.3.9)**.

8. Audit by Norton McMullen

Review of audited report by Treasurer Gail James.

Motion 20/21-39

BIRT the Executive approve the audited report from Norton McMullen for the 2020-2021 fiscal year.

Moved by Rob Fulford. Seconded by Greg Deitcher. **Carried**

9. Treasurer's Report

Motion 20/21-40

BIRT three hundred and fifty thousand dollars (\$350,000) will be put in a one-year cashable GIC earning .35% interest.

Moved by Gail James. Seconded by Rob Fulford.

Amendment 20/21-40A

BIRT five hundred thousand dollars (\$500,000) will be put in a one-year cashable GIC earning .35% interest.

Moved by Scott Maudsley. Seconded by Jeremy Bass. **Carried as Amended**

The President has been reinstated as a signing officer of the Local.

A Local credit card has been issued to the President.

Motion 20/21-41

BIRT the Treasurer proceed with the process of direct deposit for members reimbursement and invoices, starting a trial with the Executive and expanding from there.

Moved by Jeremy Bass. Seconded by Rob Fulford. **Carried**

Motion 20/21-42

BIRT the executive meeting will be extended until 4:30 p.m.

Moved by Christina Meynell. Seconded by Jeishan Rajakulasingam. **Carried**

10. Vice President's Report

Health & Safety

The Health and Safety application form will be posted for Executive approval and then be sent out to members to determine if there is any interest in serving as a Health and Safety rep.

Motion 20/21-43

BIRT that Local compensate the Local's Joint Occupational Health and Safety Committee representative, Peter Schubert, for one day at his daily release rate for work done on behalf of the Local. Cost to come from the Health and Safety budget line.

Moved by Sophie Kroesen. Seconded by Rob Fulford. **Carried**

11. OFL Annual Meeting report

Two members of the 21-22 Local Executive (Gail James, Jeishan Rajakulasingam) attended. They spoke of the positive experience of attending this three-day conference and recommended it for others to try in future years as a great learning opportunity.

12. Committee Reports from Executive Liaisons

a) **Budget Committee** – Gail

Motion 20/21 - 44

Terms of Reference for the Budget Committee be amended by the addition of:

meet 3 times a year to discuss ongoing concerns of the budget and to prepare a draft budget.

budget materials will be sent to the committee members 2 days in advance of a budget meeting.

Moved by Gail James. Seconded by Rob Fulford. **Carried**

b) **Constitution Committee** – Fletcher

Email will go out to members who expressed interest in the Constitution Committee about setting the first committee meeting. Report to come to the January Executive Meeting.

c) **Communication Oversight Committee** – Scott

So far this is a committee of one and therefore Scott Maudsley is the Chair.

d) Election Committee – Ruth Ann

The Elections Committee has met twice, October 7 and 19, 2021 for the work needed for the by-election. They are meeting tonight, October 24, 2021 to start the work needed for the 2022-23 Executive Elections. This committee will be bringing forward another recommendation for Elections Officer, and the nomination forms and campaign procedures for the spring elections to the December Executive Meeting for approval.

Elections Committee Approved Minutes from Tuesday, October 19, 2021 4:30 – 6:17 p.m. Via Zoom

Present: Danielle Ingster, Andrea Meynell, John Pacocha, Anu Pilania

Regrets: Tracy Woolridge

Liaison: Ruth Ann Morley

1. Call to Order by John Pacocha, Chair

a. Welcome

b. Human Rights Statement

c. Land Acknowledgement

d. Approval of Agenda

Moved by Danielle and Seconded by Andrea CARRIED

e. Approval of Minutes of October 7 meeting

Moved by Anu and Seconded by Danielle CARRIED

2. By-Election

a. Revised Timelines

The Committee will keep the same pattern of spacing of days that was initially used and shift timelines according once the final date is announced.

b. Nomination Form

Review of feedback from Executive about the Nomination Form submitted after the October 7 meeting. Revised the Nomination Form and will resubmit to the Executive for their meeting tomorrow (Wednesday, October 20).

Amendments to Nomination Form to read as in file (attached).

Moved by Danielle and Seconded by John CARRIED

John as Chair will need access to the Membership List to check that nomination forms are from Active Members before accepting their nomination and sending them the Campaign Guidelines. John as Chair will also need access to post on the Local's website the candidate's names and their pdf profiles. Ruth Ann to check with the President on these issues.

c. Campaign Guidelines

Review of feedback from the Executive about the Campaign Guidelines submitted after the October 7 meeting.

Revised Campaign Guidelines and will resubmit to Executive for their meeting tomorrow (Wednesday, October 20).

Elections Chair has sole access to elections email for use in the by-election.

If infractions are reported, the Elections Chair will investigate first. If it is a simple issue that is resolved with cooperation, only warning to follow Campaign Guidelines will be given. If repeat offense or candidate is not cooperating with following Guidelines, then the Elections Chair will refer the matter to the full Elections Committee to determine if a penalty is required.

Amendments to Campaign Guidelines to read as in the file (attached).

Moved by Danielle and Seconded by Anu CARRIED

d. Final Preparations for Fall General Meeting

Ruth Ann will notify the Elections Committee after the Executive Meeting tomorrow (Wednesday, October 20) what the date the Executive determined for the Fall General Meeting. The Committee has a tentative timeline schedule if the date is determined to be November 10. If another date is chosen, the Committee will confirm the new timelines over email communications.

The Elections Committee Chair will hold a timer during speeches to show the 2-minute time limit on zoom video.

3. Committee Budget

The Treasurer, Gail James, provided the budget amount for the Elections Committee as \$40,000. She indicated the invoices carried over from last year have expended \$4,293.90 of this budget line already.

The Committee discussed items to be considered for the budget:

- Meal reimbursements for Committee members
- Costs of in person elections with ballots, etc.
- Costs of running in person elections with electronic voting
- Meeting release time to set up for Annual Meeting (ballots, poll clerks, voting packages by sections of meeting room, etc.) if in person / paper balloting
- Expenses for Elections Officer as currently laid out in Policy / Procedures Manual
- Costs of Executive Liaison

It would be helpful for the Committee to know the costs of elections prior to covid.

Monthly budget updates on the Meeting Agenda confirmed by Gail to track the expenditure on this budget line. The Committee encourages the Executive to review honorarium / compensation for Committees and to maybe set a standard provision such as a certain number of meetings for a Committee are done as a volunteer and then after that if more time is needed, compensation for time is given.

4. Timelines for Annual Meeting Elections

- Constitution Provisions
- Policy and Procedures Manual provisions

Agreed to table these items until the By-Law Election is completed.

5. Future Meetings

Wednesday, November 24, 4:30 – 7:00 p.m.

6.. Moved by Danielle and Seconded by Anu CARRIED ETFO –Toronto Occasional Teachers’ Local Political Action Committee Minutes

e) **Equity and Social Justice** - Fletcher

Will use the current Terms of Reference.

f) **Member Involvement** - Rob

So far this is a committee of one and therefore Rob Fulford is the Chair.

g) **Policy and Procedures** – Scott

The Policy and Procedures Manual needs updating and reformatting. The Committee has met twice so far.

Motion 20/21 - 45

BIRT the Executive release the members of the Policy and Procedure Manual Committee for three days to update the Policy and Procedures Manual. Expense to come from budget line 640, Release Time Daily.

Moved by Scott Maudsley. Seconded by Christina Meynell.

Amendment 20/21 - 45A amend three days to one day

Moved by Marisa Gallippi. Seconded by Sophie Kroesen. **Carried as Amended**

Motion 20/21 - 46

Terms of Reference for the Policy and Procedures Committee be amended by the addition of item #6.

In the case where the executive makes a unilateral amendment to the policies and procedures, that the Policies and Procedures Committee be informed immediately, so that the Policies and Procedures Committee can ensure that the proposed changes are in alignment with the Constitution and the by-laws of the Local.

Moved by Scott Maudsley. Seconded by Christina Meynell.

Amendment 20/21 - 46A

Amend by the deletion of “unilateral”

Moved by Sophie Kroesen Seconded by Rob Fulford. **Carried as Amended**

h) **Political Action** - Marisa

Met on Wednesday, October 27, 2021 4:30 – 8:00pm. Via Zoom

Present: Laura Barrett Rob Fulford Marisa Gallippi Jeishan Rajakulasingam Munib Sajjad Efstathia Sotiropoulos

Regrets: Tracy Woolridge Diana Gold

Agenda: 4:30-5:30 Media Training via ETFO Provincial Guest Speaker (6:00-6:30 PM) -Munib Sajjad-ETFO

6:30 PM Call to Order

- a. Welcome
- b. Human Rights Statement - Efstathia Sotiropoulos
- c. Land Acknowledgement - Efstathia Sotiropoulos
- d. Introduction of Committee Members Marisa
- e. Approval of Agenda–Marisa--spoke about the agenda and how to go about running a PA meeting. Spoke about moving the agenda(mover and seconder).
- f. Discussion regarding Terms of Reference- were provided and will need to be revised after the committee has time to discuss the T of R.
- g. Election of Committee Chair and Secretary Although we discussed the possibility of having a PA chair- the voting in of a chair was postponed ensuring all committee members have an opportunity to express interest. Laura Barret applied for the Secretary position with no objections from the committee members who were present.

Discussions: Last year's restrictions meant we couldn't do as many in-person events as we wanted. We pushed for ten paid sick days for all Ontarians, teamed up with \$15 and Fairness, and held a safety swag giveaway. Since 2022 is an election year, the Political Action Committee has an opportunity to represent our 4,000 members and make politicians accountable to us. We will follow the guidance of our provincial "parent" organization at ETFO to see which provincial party we'll support come election time. Munib will be in contact with the Executive Liaison or the President with any new Political action activities that we may want to support over the year. We will discuss our own activities specific to OT needs. Committee feels that we can focus on Paid Sick Days and the Election.

Strategies for the up-and-coming elections to support a party were discussed- however we are unclear if we can as a local separate from ETFO state our support for candidates from a particular party. We understand that we can support candidates of choice as individuals, not associated with ETFO. We have not been provided any information on who if anyone is being supported by ETFO as an Organization. New Business/Items to consider: Political action may be online action depending on Health and Safety Protocols in place. PA committee to decide on location during the planning of events. Next Political Action Committee Meeting Date: TBD Minutes taken by committee member Laura Barret.

i) **Professional Learning** - Sophie

No changes to the existing Terms of Reference for the Committee

j) **Racialized Members** - Jeishan

Next meeting is December 1. Next event is December 14 the Culturally Relevant and Responsive Pedagogy.

Motion 21-22 - 47

BIRT the Terms of Reference for the Ad Hoc Racialized Member Committee be approved to read:

The purpose of the Racialized Members Committee is to raise awareness and understanding about equity, inclusion, and anti-racism in education, as it impacts racialized members.

- To identify and recommend to the Executive, ways to raise members awareness of cultural, racial, and linguistic diversity with an anti-racist framework to promote equity and inclusion.
- To identify and recommend to the Executive, educational and leadership opportunities for racialized members within the Local.
- To identify current societal issues in anti-racism and recommend to the Executive ways to address them within the Local.
- To provide advice to the Executive on the inclusion of racialized members in all aspects of the Local and its programming.
- To advocate, support and follow up with racialized members who are in the process of filing a human rights complaint with the TDSB in a timely manner.

Moved by Jeishan Rajakulasingam. Seconded by Rob Fulford. **Carried**

Motion 21/22 - 48

BIRT Effectively immediately that expenses for the Ad Hoc Racialized Members Committee's events *Islamophobia Affects All Our Students* and *Culturally Relevant and Responsive Pedagogy* be expensed under the Professional Learning budget line.

Moved by Sophie Kroesen. Seconded by Jeishan Rajakulasingam. **Lost**

Motion 21/22 -49

BIRT the meeting will be extended to 4:45 p.m.

Moved by Rob Fulford. Seconded by Jeishan Rajakulasingam. **Carried**

k) **Social Committee** - Marisa

Nothing new to report.

l) **Status of Women** - Sarah

Motion 21/22 - 50

BIRT the Terms of Reference for the Status of Women Committee be amended by the addition of:

To advise the Executive on how to promote an ongoing commitment to human rights, equity, anti-racism, anti-oppression, and our commitment to combating anti-Indigeneity and anti-Black racism.

To advise the Executive how to promote culturally relevant mental health and psychological support specific to the diverse needs of women members.

Moved by Scott Maudsley. Seconded by Gail James. **Carried**

13. Unfinished Business from the October 20 meeting

a) Gmail for primary use - postponed from Strategic Meeting motion 20/21-8

Several Executive members have complaints with the ICA.net currently in place for the Executive. There is interest in making a change to a better provider. Need to consider storage limits, ease of navigation, security, etc.

Motion 21/22 - 51

That Jeremy Bass be provided one day of release at his daily rate to study and report on email providers for the Executive and report back at the January Executive Meeting. Expense to come from budget line 640 Release Time Daily.

Moved by Christina Meynell. Seconded by Rob Fulford. **Carried**

b) 21-22 calendar booklet – Scott

another copy would cost almost the same amount as already spent

Orders of the Day

Adjournment 4:45 p.m.