



**ETFO – TORONTO OCCASIONAL TEACHERS LOCAL  
EXECUTIVE MEETING**

Tuesday, March 5, 2024 at 9:15 a.m. via Zoom

**Present:** Christina Meynell, Marisa Gallippi, Sharon Brown, Laura Barrett, Gail James, Rinat Evron, Gabrielle Blais-Jones, Sophie Kroesen, Nathan Goveas, Jeishan Rajakulasingam, Efstathia Sotiropoulos

**Regrets:** Sarah Boomhower

**Parliamentarian:** Ruth Ann Morley

1. **Welcome** – Ruth Ann Morley, Parliamentarian
2. **Land Acknowledgement Statement** - read by Gabrielle Blais-Jones
3. **Reading of the ETFO Human Rights Statement** - read by Sharon Brown
4. **Human Rights Officer** -Sharon Brown
5. **Approval of Executive Meetings Minutes** for February 20, 2024

**Motion 23/24 - 75**

Moved by Sharon Brown Seconded by Gabrielle Blais-Jones  
BIRT the Executive Meeting Minutes from February 20, 2024 be approved.  
Addition to start of 7 i)

“A discussion was held on the importance of the Secretary and the value of the role.”

**CARRIED AS AMENDED**

6. **Approval of the Agenda** for March 5, 2024 Meeting

**Motion 23/24 - 76**

Moved by Sharon Brown Seconded by Marisa Gallippi  
BIRT the Executive Meeting Agenda be approved.

**Motion 23/24 - 76A1**

Moved by Sharon Brown Seconded by Marisa Gallippi  
Amend that Lieu Time Requests for Released Officers be heard immediately following the approval of the agenda.

**CARRIED**

**Motion 23/24 - 76A2**

Moved by Laura Barrett Seconded by Sharon Brown.  
Amend that PL reimbursement be heard immediately following Lieu Times Requests for Released Officers.

**CARRIED**

**Motion 23/24 - 76A3**

Moved by Gabrielle Blais-Jones Seconded by Laura Barrett.  
Amend for a timed item at 3pm; Item: Issues with Smart Find Express (SFE)

**CARRIED**

**Motion 23/24 - 76A4**

Moved by Sophie Kroesen Seconded by Sharon Brown  
Amend for a timed item at 10am for item: Secretary position, as an in camera session.

**CARRIED**

**AGENDA CARRIED AS AMENDED**

## 7. Lieu Time Requests for Released Officers

### **Motion 23/24 - 77**

Moved by Sharon Brown Seconded by Marisa Gallippi  
Request a .5 half day lieu time for Sharon Brown be provided for attending overnight at the Leadership Conference.

and that

Moved by Christina Meynell Seconded by Gabrielle Blais-Jones

Request a .5 half day lieu time for Christina Meynell be provided for attending overnight at the Political Action Conference.

### **Motion 23/24 - 77D**

Moved by Sophie Kroesen Seconded by Gail James  
Division of the Question

**CARRIED**

### **Motion 23/24 - 76**

Moved by Sharon Brown Seconded by Marisa Gallippi  
Request a .5 half day lieu time for Sharon Brown be provided for attending overnight at the Leadership Conference.

**CARRIED**

### **Motion 23/24 - 78**

Moved by Christina Meynell Seconded by Gabrielle Blais-Jones  
Request a .5 half day lieu time for Christina Meynell be provided for attending overnight at the Political Action Conference.

**LOST**

### **Motion 23/24 - 79**

Moved by Sophie Kroesen and Seconded by Marisa Gallippi  
BIRT there will be a five minute recess.

**CARRIED**

## 8) 10:00 a.m. Timed Item

### **Motion 23/24 - 80**

Moved by Sophie Kroesen and Seconded by Sharon Brown.  
That we move in-camera.

**CARRIED**

### **Motion 23/24 - 81**

Moved by Sophie Kroesen seconded by Christina Meynell.  
That we move out of in-camera.

**CARRIED**

**9) PL Reimbursement Issues**

- a) Member wanting to buy t-shirts using the PL Resources \$50.  
Not approved under current rules.
- b) Member wanting to buy mini white boards using PL Resources \$50.  
Not approved under current rules.
- c) PL Forms

**Motion 23/24 - 82**

Moved by Laura Barrett and seconded by Marisa Gallippi  
Amend the PL Resource \$50 Form by the deletion of bullet 3.

**CARRIED** (see end of minutes for text of form)

**Motion 23/24 - 83**

Moved by Laura Barrett and seconded by Marisa Gallippi  
Approve the updated PL Form.

**CARRIED** (see end of minutes for text of form)

**10) Time Sensitive Business:**

**a. Committee Members List**

**Motion 23/24 - 84**

Moved by Laura Barrett Seconded by Marisa Gallippi

BIRT the following changes be made to Committee Members list for the following Standing Committees:

Budget Committee - Marisa Gallippi- withdrawn as of Feb.23, 2024 to allow for member at large to participate.

Constitution Committee - additional of Gabrielle Blais-Jones

Elections Committee - addition of Peri Yilmaz and Wen Zhen Dou

Equity and Social Justice Committee - addition of Soumita Mullick and Julia Gussmann, resignation of Alynah Hyder Ali, Jaimie Stagg, Ruth Durand, Danielle De Sousa

New Members Committee - resignation of Serena Retson

Political Action Committee - Marisa Gallippi- withdrawn as of Feb.23, 2024 to allow for member at large to participate

Professional Learning Committee - resignation of Anderson Albert

Social Committee - addition of Sri Harini Alagenda-Surendran and Greg Deitcher

Health and Safety Ad Hoc Committee - addition of Peri Yilmaz

**CARRIED**

## Committee recommendations

### **Motion 23/24 - 85**

Moved by Laura Barrett Seconded by Gabrielle Blais-Jones  
Approve the updated Terms of Reference

### **2SLGBTQIA+ Ad Hoc Committee Terms of Reference**

To provide advice on the education of Local members about the histories and cultures of 2SLGBTQIA+ people and the experiences of 2SLGBTQIA+ members.

To identify and recommend to the Executive ways to support 2SLGBTQIA+ members of the Local.

To provide resources and programs to support Local members and maximize using ETFO incentive funding available to the Local.

To recommend existing strategies and resources as well as develop and/or compile new ones which address homophobia, biphobia, transphobia, heterosexism, transmisogynoir, and other forms of hate based on gender identity, gender expression, or sexuality.

**CARRIED**

## **b. On-Line Vote Report**

### **From February 20, 2024 Executive Meeting**

#### **Motion 23/24 - 74**

Moved by Jeishan Rajakulasingam Seconded by Gail James  
BIRT 5.17 Member Expenses be amended by a new subsection 5.17.5 to read:  
5.17.5

Where a meal is not provided, committee members attending committee meetings shall be entitled to a meal reimbursement upon submission of receipt, that adheres to the following ETFO Provincial meal allowance guidelines: Breakfast \$20.00 maximum, Lunch \$25.00 maximum Dinner \$50.00 maximum. Cost to come from the Committee's Budget line.

*(and the remainder of the section renumbered accordingly.)*

And that

Moved by Jeishan Rajakulasingam Seconded by Gail James  
BIRT 5.17.3 be amended by amending "\$20" to read "\$50".

#### **Motion 23/24 - 74A**

Moved by Gabrielle Blais-Jones Seconded by Laura Barrett  
BIRT that the amendment to 5.17.5 be amended to that Breakfast reads "\$10", Lunch reads "\$15" and Dinner reads "\$25".

**Amendment CARRIED**

**ON-LINE VOTE REPORT**

**Division of the Question** was called

The second part of the motion has to be moved separately.

Friendly Amendment adopted without objection

Addition of "Operating Procedures for General Meetings 2.1 be deleted and that" to delete duplicate clause.

**Main Motion as Amended**

**Motion 23/24 - 74**

Moved by Jeishan Rajakulasingam    Seconded by Gail James

BIRT Operating Procedures for General Meetings 2.1 be deleted and that 5.17

Member Expenses be amended by a new subsection 5.17.5 to read:

5.17.5

Where a meal is not provided, committee members attending committee meetings shall be entitled to a meal reimbursement upon submission of receipt, that adheres to the following ETFO Provincial meal allowance guidelines: Breakfast \$10.00 maximum, Lunch \$15.00 maximum Dinner \$25.00 maximum. Cost to come from the Committee's Budget line.

(and the remainder of the section renumbered accordingly.)

**Main Motion CARRIED as amended**

**Motion 23/24 - 86**

Moved by Laura Barrett    Seconded by Gail James

Amend Member Expenses 5.17.5 to replace "ETFO Provincial" with "Local"

**CARRIED**

**Motion 23/24 - 87**

Moved by Sophie Kroesen    Seconded by Christina Meynell

Amend Member Expenses 5.17.5 with the addition of:

"A meal is not provided or reimbursement for a meal when compensation to attend a meeting is given."

**CARRIED**

**Motion 23/24 - 88**

Moved by Jeishan Rajakulasingam and seconded by Efstathia Sotiropoulos

Amend Member Expenses 5.17.5 claim amounts to read:

"Breakfast \$20.00 maximum, Lunch \$25.00 maximum Dinner \$50.00 maximum."

**LOST**

**Motion 23/24 -88 Recorded Vote**

Moved by Jeishan Rajakulasingam and seconded by Marisa Gallippi

**CARRIED**

Christina Meynell - opposed, Marisa Gallippi - In favour, Sharon Brown - in favour, Laura Barrett - opposed, Gail James - opposed , Rinat Evron - opposed, Gabrielle Blais-Jones - opposed, Sophie Kroesen - in favour, Nathan Goveas - opposed, Jeishan Rajakulasingam - in favour, Efstathia Sotiropoulos - in favour.

### c. Strike Vote

**IMPORTANT**  
**COLLECTIVE BARGAINING UPDATE**  
**LOCAL STRIKE VOTE**  
**THURSDAY, APRIL 18, 2024**

After several bargaining sessions with the TDSB, the Collective Bargaining Team does not see a realistic path forward that would result in fair collective agreement for the members at this time. The combination of a lack of willingness to respond favourably to our proposals and the numerous collective agreement strips tabled by the employer has left us with little choice but to exercise our legal bargaining rights.

Your Collective Bargaining Committee will be conducting a **local strike vote** to demonstrate to the TDSB that their current approach is not appropriate or responsive to the needs of the system.

**The strike vote is going to be held on APRIL 18, 2024.**

**This vote will take place online. It is important for everyone to attend so that everyone will be informed of the issues and their voice is heard.**

**More details to follow.**

The details of the lack of progress in bargaining will be shared at the Local Strike Vote meeting so that members may have all the details before they vote.

The President has two quotes from tech companies for handling the electronic vote. These will be sent to the CBC for their decision.

#### **Motion 23/24 - 89**

Moved by Sophie Kroesen seconded by Sharon Brown  
Postpone further discussion until after the Annual Meeting item.

**CARRIED**

### d. Annual Meeting - Tuesday, May 14 and Thursday May 16

#### i. Results of in person / virtual member vote

At the February Executive Meeting, the following motion was passed:

#### **Motion 23/24 - 69**

Moved by Gabrielle Blais-Jones Seconded by Laura Barrett

BIRT the membership be sent a Google Form, run by the Released Executive, to poll the membership if they want all in person, all remote, May 14 remote / May 16 in person as options for the Annual Meeting Session 1 and Session 2.

**CARRIED**

The President reported 77% in favour for Session 1 virtual and 76.2% in favour for session 2 virtual. 126 members participated in the vote.

There was then concern raised that the survey was conducted by the President with a shared file with the Released Officers and questioned that it was out of order because they are candidates in the Election.

**Motion 23/24 - 90**

Moved by Marisa Gallippi    Seconded by Sophie Kroesen

Challenge to the Chair that the location of the meeting should be determined through the Election Officer/ Election Committee.

The Parliamentarian ruled that the Location of the meeting was the purview of the Executive and they had the right to choose to run a survey of the members.

**Shall the decision of the Chair be upheld?**

**The Chair was not upheld.**

**This issue is referred to the Elections Officer / Election Committee**

**Returning to c) Strike Vote discussion**


How to motivate members to attend the meeting was discussed. Saving all the information for the meeting has the benefit of having all members hear the same information before their vote. It's possible that releasing the most contentious issue may "rally the troops" and encourage all members to attend.

**Continuing with d)**

**ii. Annual Meeting Organization**

*BIRT that for any online local elections/by-elections, the local will not use Zoom voting and use an outside third party voting company.*

The Parliamentarian ruled this motion out of order based on the Elections Officer ruling provided:

 **Elections Officer**  
to me ▾ Feb 28, 2024, 8:28 PM (5 days ago) ☆ 😊 ↶ ⋮

Hi Ruth Ann

Absolutely, under no conditions, would an executive member who is running be able to vote on this.  
\*\*Local Procedures 3.3 Conflict of Interest. Further, neither the Elections Officer nor the host are members nor running for election and neither have any bearing/gain on the outcome of the election vote.

The Elections Committee, by virtue of their position, deal with all things pertaining to the procedures of the election.

⋮

**Motion 23/24 - 91**

Moved by Sophie Kroesen and seconded by Gabrielle Blais-Jones

Moved to change the Orders of the Day to hear on-line voting motion and a Challenge to the Chair.

**CARRIED**

**Motion 23/24 - 92**

Moved by Sophie Kroesen and seconded by Marisa Gallippi  
Move Challenge to the Chair that the Executive can move, discuss and vote on motion about voting platform for on-line meeting.

The Parliamentarian ruled that the Election Officer determined this is not appropriate for the Executive to vote on as all but two members of the Executive are candidates. Elections are implemented by the Election Officer and Election Committee.

**Shall the decision of the Chair be upheld?**

**The Chair was not upheld.**

**The motion will be moved.**

**Motion 23/24 - 93**

Moved by Sophie Kroesen Seconded by Marisa Gallippi  
BIRT for all on-line member meetings with elections, the local will only use an outside third party voting platform other than zoom chosen by the Election Officer and the Election Committee.

**CARRIED**

**e. Updates to the Procedures in the Reference Book**

**i. Meal Reimbursements**

**Motion 23/24 - 94**

Moved by Jeishan Rajakulasingam Seconded by Gail James  
BIRT 5.17.3 (Committee Members meal reimbursement for Committee Meetings)  
be amended by amending "\$20" to read "\$50".

**Motion 23/24 - 94A1**

Moved by Laura Barret Seconded by Gabrielle Blais-Jones  
Amend by amending "\$20" to read "\$25".

**CARRIED**

**Main motion CARRIED AS AMENDED**

**Motion 23/24 - 95**

Moved by Marisa Gallippi and seconded by Jeishan Rajakulasingam  
BIRT the meal reimbursement for the May 14 and May 16 Annual Meetings 2024  
be \$50.

**LOST**

**11. Timed Item 3:00 p.m. Issues with Smart Find Express (SFE)**

Members have been reporting on Facebook that the check box for not being called by SFE is becoming unchecked, even when members return to ensure it is checked. Members complete when they are unavailable for calls and check the box only to



then receive phone calls to the point where their mailbox can be full. This is causing stress, anxiety and irritation to the members.

This is an issue that should be discussed with the Board as soon as possible. A good issue for EOTCC. Executive members who are contacted or who see Facebook posts should direct members to contact any of the released officers to provide details on date, times that this has been happening so it can be addressed by the Board.

### **Returning to Meal Reimbursements**

#### **Motion 23/24 - 96**

Moved by Sophie Kroesen Seconded by Marisa Gallippi  
BIRT the Status of Women committee who met on Feb 26th be eligible to claim the meal reimbursement. To come from the Status of Women budget.

**CARRIED**

#### **Motion 23/24 - 97**

Moved by Sophie Kroesen Seconded by Marisa Gallippi  
BIRT without prejudice or precedence that the Elections Committee be eligible for a \$25 meal allowance to be claimed by March 19 in compensation for the February 26 Committee Meeting. To come from the Elections 608 Budget.

**CARRIED**

### **iii. Lieu Time**

#### **Motion 23/24 - 98**

Moved by Christina Meynell Seconded by Gail James  
BIRT Lieu Time Procedure 3.4.1

Amend summer work hour requirements to read: "Released officers who are required to work over the summer must track the type of work and hours. Lieu time will be granted upon the Executive's receipt of the tracking record."

**CARRIED**

### **v. Housekeeping**

#### **Motion 23/24 - 99**

Moved by Sharon Brown Seconded by Laura Barrett

BIRT 1. Operating Procedures for Executive Meetings 1.1 be amended by the deletion of "Manual" to read:

##### **1. OPERATING PROCEDURES FOR EXECUTIVE MEETINGS**

1.1 The duties of the Executive shall be to administer the affairs of the local between the Local Annual Meeting in accordance with the Constitution, Bylaws, and Policies and Procedures **Manual** of the Local.

*Rationale: deletion of word Manual as the Local doesn't use that term anymore.*

Operating Procedures for Executive Meetings 1.2 be deleted.

1.2 ~~The tentative dates for the following year's Executive Meetings should be determined by the incoming Executive to include in the annual pocket calendar.~~

*Rationale: The Strategic Planning can be held after the calendar is completed so this is not possible.*

and that

Operating Procedures for Executive Meetings 1.9 be amended to read:

1.9 Executive Expectations:

All executive Members shall familiarize themselves with and abide by the current ETFO – Toronto Occasional Teachers' ~~Local Constitution and By-laws and the Policies and Procedures Manual, Reference Book (Constitution, By-Laws, Terms of Reference, Policy, Operating Procedures, Procedures)~~ which shall be made available by the president.

*Rationale: Reference Book is the term now used.*

and that

Operating Procedures for General Meetings 2.4. 8 be amended to read:

2.4.8 Members are provided with an agenda, a financial statement, previous year end statement, accounting firm review and engagement report, and a copy of the minutes **with attendance** from the previous General Meeting.

*Rationale: addition of with attendance which is required by the Constitution.*

and that

3.0 Operating Procedures for Annual Meeting be amended with the deletion of 3.1, 3.2 and 3.5.

### **3.0 Operating Procedures for Annual Meeting**

3.1 ~~There will be a mandatory 15 minute question and answer period as a timed item at the end of the meeting.~~

3.2 ~~The Local Constitution (8.2.1) states, "A Local Annual Meeting of the members of ETFO-Toronto Occasional Teachers' Local shall be held no later than May 31, of each year.~~

*Rationale: Duplicates the Constitution*

3.5 ~~Highlights of duties for positions on the Executive:~~

### **President**

- Full-time LTO release position at grid rate
- Access to a central office workspace
- Is paid to attend all Executive Meetings of the Local as a voting member
- Ex-officio member of all committees, including the Collective Bargaining Committee
- Official spokesperson for the Local
- Communicates with the membership through newsletters and the Local website
- Local signing officer
- Attends numerous meetings at locations across the Toronto District School Board
- Counsels and represents members through to grievance/arbitration
- Co-chairs Board/Union Consultation Committee
- Attends ETFO Annual Meeting in August
- Represents Local at ETFO Representative Council

### **First Vice President**

- Full-time LTO release position at grid rate
- Access to a central office workspace
- Is paid to attend all Executive Meetings of the Local as a voting member
- Attends all Local General Meetings
- Attends numerous meetings at locations across the Toronto District School Board
- Counsels and represents members through to grievance/arbitration

- Attends numerous meetings at locations across the Toronto District School Board
- Counsels and represents members through to grievance/arbitration
- Sits on Board/Union Consultation Committee
- Attends ETFO Annual Meeting in August
- May attend ETFO Representative Council
- Attends and/or chairs committee meetings

### **Treasurer**

- A minimum LTO release position of 0.2 at grid rate
- Access to a central office workspace
- Is paid to attend all Executive Meetings of the Local as a voting member
- Attends all Local General Meetings
- Conducts Local's banking as a signing officer
- Presents financial report at all Local meetings
- Prepares and oversees the annual budget of the Local
- Assists with the annual financial review of the Local's budget by an accounting firm
- Attends ETFO Annual Meeting in August

### **Secretary**

- Is paid to attend all Executive Meetings of the Local as a voting member
- Attends all Local General Meetings
- Attends and/or chairs committee meetings
- Attends ETFO Annual Meeting in August

<ul style="list-style-type: none"> <li>● Sits on Board/Union Consultation Committee</li> <li>● Attends ETFO Annual Meeting in August</li> <li>● May attend ETFO Representative Council</li> <li>● Attends and/or chairs committee meetings</li> <li>● Assumes duties of President as necessary</li> </ul> <p><b>Second Vice-President</b></p> <ul style="list-style-type: none"> <li>● Full-time LTO release position at grid rate</li> <li>● Access to a central office workspace</li> <li>● Is paid to attend all Executive Meetings of the Local as a voting member</li> <li>● Attends all Local General Meetings</li> </ul>	<ul style="list-style-type: none"> <li>● Is paid to prepare minutes for Executive and General Meetings and emails an electronic copy to the Executive</li> </ul> <p><b>Executive Member</b></p> <ul style="list-style-type: none"> <li>● Is paid to attend all Executive Meetings of the Local as a voting member</li> <li>● Attends all Local General Meetings</li> <li>● Attends and/or chairs committee meetings</li> </ul> <p><b>Approval by Executive</b> <b>December 15, 2021</b></p>
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and that

BIRT Operating Procedures for Annual Meeting 3.3 be deleted.

~~3.3 Executive approves the amount to be charged to the membership for dinner, keeping it low to ensure attendance. (Currently \$10) There is no cost for executive members or non-executive chair(s) to attend this meeting.~~

**CARRIED**

**Motion 23/24 - 100**

Moved by Sophie Kroesen    Seconded by Sharon Brown  
BIRT executive meetings agenda items have a name attached to them.

**CARRIED**

**Motion 23/24 - 101**

Moved by Laura Barrett and seconded by Gabrielle Blais-Jones.  
To extend the meeting to 3:40pm

**CARRIED**

- 12) **Executive Committee** (Released Officers)  
    e. **Written Reports:**

**i. Prep Time Grievance - Marisa**

**RE: PREP Loss Policy Grievance Update**

**UPDATE #1: 2022-2023-Policy Grievance-** is at Arbitration.

**UPDATE #2 : PREP Loss/Payback Grievance Survey 2023-2024**

As you all know, the local's survey for prep loss went out via Constant Contact sometime ago.

At present, we have 30 OT names registered.

Today, I have updated the survey and included a deadline of **May 30th, 2024**. Regardless of the deadline, members who have lost preps. this school year, and have proper documentation, may still be added to the policy grievance depending on what stage of the grievance we are at, (should one be filed) during the Pre and Step 1 of the grievance process), by contacting a released officer once the google survey is closed.

**ii. Health & Safety**

**Violence Survey - Marisa**

Please find the work in progress- as I update the survey that went out last year regarding Violence in the Schools, and will go out shortly via contact contact.

Also, if there are edits, additions, suggestions etc...please let me know via email.

Please note:

2 new questions at the end were added to inquire as to why some members are not picking up jobs as they used...perhaps it has something to do with their working conditions?

**13) Committee Liaisons Reports**

**Budget Committee - Gail**

The Feb. 29/24 meeting is being rescheduled for an all day meeting later on in March. Apparently due to holiday observances, meetings in March cannot be at night after the work day.

**Constitution Committee - Sharon**

The Committee met for a full day on Friday, March 1 and have sent a series of recommendations for the Executive to review / approve.

**Elections Committee - Ruth Ann**

The Elections Committee met on Monday, February 26 and welcomed two new committee members, Sharon Brown and Sarah Boomhower, as well as the new Elections Officer Lynn Buckley. Lynn completed a transition meeting with the Parliamentarian and Yolanda B'Dacy on February 22 to prepare Lynn for her transition into this role. The Committee discussed the concern from members for the dates of the Candidates' Nights and made a change to avoid religious observances. The new dates are April 11 and April 15. This has been communicated to all the candidates by the Elections Officer and is highlighted in the March newsletter. The Elections Officer will be responsible for Google Form to collect questions from the membership and the registration for members to sign up to

attend one or both of these two zoom events. This will go out to members after March Break. The Committee is providing a \$20 meal reimbursement for members who attend the Candidates' Nights to be funded from the Election Budget 608. The schedule and dates for the Candidates' Nights were set as follows:

Tuesday, April 2 - Questions from members for Candidates' Nights are due

Friday, April 5 - Questions to be asked go to candidates for President, VP (Open and Women Only), Treasurer and Secretary

Thursday, April 11 - Candidates' Night #1 for President, VP (Open and Women Only), Treasurer and Secretary

Thursday, April 11 - Questions to be asked go to candidates for First VP, and Executive Members (Open and Women Only)

Monday, April 15 - Candidates' Night #2 for First VP and Executive Members (Open and Women Only)

The Committee is waiting for the results of the member survey to know if the Annual Meeting sessions are in person or virtual. The Committee knows their duties for the election voting in each situation.

The Elections Officer and Parliamentarian are gathering tech support quotes for elections Annual Meeting. The Election Officer approved the Election book cover and profiles as set by the printer for those members who requested a printed copy of the March Newsletter. This is scheduled to be received by April 2.

#### **Status of Women Committee - Gabrielle**

The Committee met February 26 and is working on planning three events. The first in April will be a naturopath / yoga event, the second in late April / early May will be a full day Womens' Conference with a wellness theme and the third event in June will be an evening networking event.

**14) Adjournment**            3:40 p.m.

# TREASURER REPORT

Welcome to the local's Treasurer Report based on the Feb.28/24 financials.

## BALANCE FINANCIALS -- ASSETS

**Chequing Account**— \$495,137.33

—account needs to remain at \$75,000 or else there is \$100 fine payment due

**Total Current Assets** are \$790,137.33

**GIC Account Holdings**—\$295,000

1). 1 year prime-linked cashable for \$250,000-4.7000% at purchase, as of Oct. 1/23-4.9500%-matures July 2/24-anticipated interest \$11,814.38

2). 1 year prime-linked cashable for \$45,000- 4.5000% at purchase, as of Oct.1/23—4.7500%-matures July 2/24-anticipated interest \$2,036.10-collateral for credit cards

**Credit Cards**- \$214.27 are invoices that need to be applied to credit cards and that's why they're called "clearing" and also recorded under Non Current Assets

## BALANCE FINANCIALS -- LIABILITIES AND EQUITY

1. **Retained Earnings** or income from last year is \$481,217.61

2. The **Profit** for the year is \$309,133.99

3.**Total Liabilities and Equity** \$790,351.60

## BUDGET VS. ACTUALS FINANCIALS

**INCOME** received this year as of Feb.28/24 as shown in the Actual Column—\$631,248.00 or 81.39% of the expected budget

**THE BUDGET COLUMN** shows the 2023-2024 Proposed Draft Budget of \$775,577.50- May/23.

**THE OVER BUDGET COLUMN** shows that \$144,329.50 is left to receive this year -this is evident if the amount is in brackets or has a minus sign in front of it.

**THE % of BUDGET COLUMN** shows monies in a percent of what has been received so far this fiscal year—81.39%

## **EXPENSES FINANCIALS**

**TOTAL EXPENSES-** \$322,114.01.

**THE BUDGET COLUMN** shows the 2023-2024 Proposed Draft Budget of \$998,300.00-May/23.

**THE OVER BUDGET COLUMN** shows that \$676,185.99 is left to spend this year this is evident if the amount is in brackets or has a minus sign in front of it.

**THE % of BUDGET COLUMN** shows monies in a percent of what has been spent so far is 32.27%

Budget lines that are over budget:

602—Calendar- budgeted \$3,000—actual expenditures are \$4,318.01 or 143.93%

620-Meetings-ETFO AM-budgeted \$15,000—actual expenditures are \$37,522.47 or 250.15% -Sept.28/23 ETFO deposited into the local account \$11,502.48 for the annual meeting room reimbursement—this can be found in Income Budget Line 400 ETFO AM Reimbursements

**NET OPERATING INCOME or PROFIT** – \$309,133.99 is calculated by subtracting the Total Actual Expenses (\$322,114.01) from the Total Actual Revenue (\$631,248.00).

This results in -138.80% .

## **FREQUENTLY ASKED QUESTIONS**

### **WHAT HAPPENS TO THE T5 SLIPS THAT CAME FROM CANADA REVENUE AGENCY?**

The local received two T5 slips for 2023—one for \$12.94 for interest from the one year cashable GIC that is collateral for the local credit cards and one for \$8,851.22 for 4 different one year cashable GICs. The slips were sent to Targeted and they will be included the year-end file for backup of interest income.

### **HOW MUCH MONEY IS TO BE REFUNDED BY ETFO FOR THE CENTRAL STRIKE VOTE REIMBURSEMENTS EXPENSED BY LOCAL MEMBERS?**

Local members have been reimbursed by the local for the Central Strike Vote activity on Oct. 17/23. ETFO will be reimbursing the local a total of \$3,886.64. This amount has not been received so far. The total is composed of the following categories and amounts:

Mileage \$162.51  
Release Time \$2,874.56

Transportation \$448.05

Parking\$401.52 Member

### **WHEN ARE MEMBER REIMBURSEMENT FORMS DUE FOR SUBMISSION FOR THE 2023-24 FISCAL YEAR?**



All member reimbursement forms are due within 60 calendar days of a workshop or event. Reimbursement forms are due by June 14/24 for the fiscal year. This is a non-negotiable date. All forms should be filled out completely and correctly. Itemized receipts with highlighting of name, date, amount of money expensed is also due at the same time in one PDF. After this date, no further corrections or reimbursement forms will be accepted. The Treasurer is not able to make corrections for members, and may not be able to email individuals for notice of corrections.

## **AS A RESULT OF THE AUDIT, WHAT IS THE FUTURE COURSE OF THE LOCAL FOR FINANCIALS?**

- continue to get itemized receipts for all reimbursement forms submitted
- ensure that all forms are completely filled out before submission
- deadlines are strictly monitored
- both the invoice and payment receipt are submitted for office reimbursements i.e. Bell Mobility, Zoom accounts
- continue to create new, easier to use fillable reimbursement forms
- frequent reminders to members about financial information
- June 14/24 is a non-negotiable date for all member reimbursement submissions
- conversation with Secretary of the Local to begin a file of minutes of Executive and Member Meetings that can be sent to the auditors June 30/24

## **WHAT IS THE LOCAL DOING TO SAVE MONEY THIS YEAR?**

- meal money, when allocated, will be less than last year according to new motions
- the Strategic Meeting was not offsite, but rather on zoom in Sept. for 2 nights with \$300 being paid per Executive member
- replacing the Bell land line with a cheaper, more efficient system called Ooma
- asking members to accept e-transfers which cost \$1.25 each as opposed to cheques for \$2.50
- cancelling Union Digital which costs \$7,000 every 3 months
- ordering only essential office supplies needed for the moment
- ordering only necessary new equipment for the office such as laptops for the First VP and the Treasurer who have been using their own equipment for many years

-no payments for single room supplements

-using RBC Avion points from credit cards for some purchases

## **HOW MUCH MONEY HAS ETFO GIVEN TO THE LOCAL IN FEES REBATE?**

Member's pay 1.6% of their gross salary to Provincial. 31.5% is given back to the local in payments in Nov., Dec., Feb. and May. Each payment is 20% of the projected rebate and in September there is a reconciliation payment (the difference of what was paid and what was owing). The calculation is based on the FTE (number of days worked by members). Payments last fiscal year were \$94,913.05 quarterly. At the end of Sept./23 the reconciliation payment of \$128,215.28 was made to the local's account, Nov. and Dec./23 and Feb./24 a payment of \$101,541.69 was made, towards the yearly payment total of \$507,867.47. The last fee rebate for this year will be in May for \$101,541.69.

## **HOW MUCH LEVY MONEY IS RETURNED TO THE LOCAL FROM TDSB?**

According to the Constitution, TDSB deducts 0.01% of each member's salary as dues that are given directly to the local to run it. Other local levies range from 0.003% to 0.33%. The projected budget for this fiscal year is \$12,000. Comparing this amount to the amount that ETFO fees contribute, it is clear that most of the money to run the local comes from ETFO. Feb.1/24 levy--\$532.88 Feb. 15/24 levy--\$587.08 Feb. 29/24 levy--\$620.02 Total \$1,739.98 The number of members on the OT list is less at the moment. Therefore less money is being contributed to the levy amount.

## **TO WHICH BUDGET LINE ARE EXECUTIVE MEETINGS EXPENSED?**

611 Executive Honoraria (night meetings)- - \$9,000 budget--\$3,647.60 is expensed

625 Meetings-Monthly Executive (day meetings) - -\$27,000 budget--\$3,150.53 is expensed which includes Parliamentary expenses, Secretary Minutes, meeting room if necessary, daily release pay, virtual expenses

## **WHAT IS THE ORIGINAL AMOUNT AND WHAT HAS BEEN EXPENSED OF COMMITTEE BUDGETS THIS FISCAL YEAR?**

**Note: there are expenses still in the approval system that will be expensed to some of these budget lines in the March financials**

Committees-\$5,000--\$30.26 (Budget and Constitution are expensed to this)

Election-\$35,000--\$942.82 (two of the eight pages of the newsletter reported on election information, so \$677.50 is expensed for the printing of these pages)—Parliamentarian Pay, EO payment and IT will also be expensed

Equity and Social Justice-\$4,000--\$125

Fellowship-\$800--\$119.08

Negotiations/Grievance-\$80,000--\$4,542.08 (Collective Bargaining is part of this)

New Members-\$3,000--\$0.00

Political Action-\$5,000--\$0.00

Professional Learning-\$15,000--\$299.09

Professional Learning Rebate-\$40,000--\$7,535.60 (as of Feb.27/24 more PL have been approved and the total expensed is \$10,507.61-this will appear on March financials)

Racialized Members-\$12,000--\$114.19

Social-\$5,000--\$40.00

Status of Women-\$7,500--\$163.49

## **HOW MUCH WERE THE NEW CHEQUES THAT WERE ORDERED FOR THE LOCAL?**

600 local cheques were ordered for a cost of \$226.33, or \$0.38 each. This was much cheaper than ordering a smaller number -50 cheques for \$110 = \$2.20/cheque

-200 cheques for \$178 = \$0.81

These handwritten cheques are used for AGM, GHOTS, POTS etc.

## **HOW MUCH WAS THE COST OF THE LOCAL'S 2023 AUDIT?**

As of the beginning of March/24 an invoice for payment has not been received. I have sent an email and am awaiting a reply.

## **HOW MANY PAY EDGE ORDERS ARE PROCESSED EACH MONTH?**

The Pay Edge orders are processed two times per month. Two Pay Edge orders were processed on March 4/24 for \$4,875.04 and \$2,541.3

## WHO DO I CONTACT IF I HAVE A FINANCIAL QUESTION?

If you require any explanations, clarifications, or if you have any questions now or in the future about information in the Treasurer Report, please feel free to contact me directly. Sending an email to other Released Officers is not necessary as finances are the job of the Treasurer. If, for some reason, it is not possible to answer you at the time i.e. I need to check records that are not readily available, I will get back to you as soon as possible.

work email: [gailjames@ica.net](mailto:gailjames@ica.net)      work cell: 416.458.3451

*Gail James*

*Treasurer*

*ETFO Toronto Occasional Teachers' Local*

# 2023-2024 Professional Learning Resources Reimbursement Form

**Reimbursement Amount:** \$50 maximum per member for the 2023-24 school year (this is in addition to the \$250 maximum Professional Learning Reimbursement allowed per year)

**Funding:** is on a first come first served basis for any occasional teacher who has been a member for a year **and did not receive Professional Learning professional development funding in the school year immediately preceding the current school year.** Such funding will be approved by the released officers and/or the committee as available from the budget line 637 Professional Learning Rebate, and **this alternating-year funding schedule takes effect September 1st, 2024. (Professional Learning Committee Terms of Reference, updated January 10, 2024)**

**Resources Covered:**

- resource(s) purchased for member use in any self-directed professional learning course(s), and books related to teaching
- culturally-relevant pedagogy and materials

For further clarification as to whether a given resource is eligible, please contact [pl@ica.net](mailto:pl@ica.net).

**Forms:** A separate form is required for each funding request

**Received Forms:** must be at the local office no later than **June 14, 2024** and pertain to **resources purchased after June 27, 2023**

*Include:*

- 2023-2024 Professional Learning Resources Reimbursement Form
- Official itemized receipt(s) for the professional learning resource(s)

**Send Documents via:**

- e-mail to [pl@ica.net](mailto:pl@ica.net)
- TDSB courier (Route NE), attention ETFO
- Canada Post to: ETFO Toronto Occasional Teachers' Local  
17 Fairmeadow Avenue, Suite 209  
Toronto, ON, M2P 1W6

**INCOMPLETE FORMS WILL NOT BE ACCEPTED**



# 2023-2024 Professional Learning Resources Reimbursement Form

Name: \_\_\_\_\_

Non-TDSB E-mail: \_\_\_\_\_

TDSB Employee Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**CHOOSE ONE:**

- E-transfer (e-mail address for deposit): \_\_\_\_\_

- Cheque (complete address including city, postal code): \_\_\_\_\_

PL Course Name or Merchant: \_\_\_\_\_

PL Resource(s) Purchased: \_\_\_\_\_

**Total Cost of All Resources Purchased:** \_\_\_\_\_

PLEASE SUBMIT FORM AND ALL REQUIRED SUPPORTING DOCUMENTATION TO:

**[PL@ICA.NET](mailto:PL@ICA.NET)**

- Completed 2023-2024 PL Resources Reimbursement Form
- Official Receipt(s) of Payment

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**FOR OFFICE USE ONLY** (*Expense to Budget Line 637 - PL Learning Rebate*)

Date received: \_\_\_\_\_ Approved by: \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_ Amount left of \$50 allotment for 2023-24: \$ \_\_\_\_\_

# 2023-2024 Professional Learning Reimbursement Form

**Reimbursement:** \$250 maximum per member for the 2023-24 school year

**Funding:** is on a first come first served basis for any occasional teacher who has been a member for a year **and did not receive Professional Learning professional development funding in the school year immediately preceding the current school year**. Such funding will be approved by the released officers and/or the committee as available from the budget line 637 Professional Learning Rebate, and **this alternating-year funding schedule takes effect September 1st, 2024**. (Professional Learning Committee Terms of Reference, updated January 10, 2024)

**Eligible PL examples:**

- AQ courses and other teacher training
- ETFO workshops & conferences
- First Aid/CPR

For further clarification as to whether a given program or course is eligible, please contact [pl@ica.net](mailto:pl@ica.net).

**Forms:** A separate form is required for each funding request

**Received Forms:** must be at the local office **no later than June 14, 2024** and pertain to **resources purchased after June 27, 2023**

**Include:**

- 2023-2024 Professional Learning Reimbursement Form
- Official receipt(s) of payment for the PL provider
- Certificate of Completion/Certificate of Attendance

**Send Documents via:**

- e-mail to [pl@ica.net](mailto:pl@ica.net)
- TDSB courier (Route NE), attention ETFO
- Canada Post to: ETFO Toronto Occasional Teachers' Local  
17 Fairmeadow Avenue, Suite 209  
Toronto, ON, M2P 1W6

**PLEASE COMPLETE THE ENTIRE PL REIMBURSEMENT FORM AND INCLUDE ALL NECESSARY DOCUMENTS WHEN APPLYING FOR FUNDING**

**INCOMPLETE FORMS WILL NOT BE ACCEPTED**



ETFO—Toronto Occasional Teachers Local  
17 Fairmeadow Avenue, Suite 209  
Toronto, ON · M2P 1W6  
Phone: 416-227-1866

[www.etfo-toronto.org](http://www.etfo-toronto.org)

# 2023-2024 Professional Learning Reimbursement Form

Name: \_\_\_\_\_

Non-TDSB E-mail: \_\_\_\_\_

TDSB Employee Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**CHOOSE ONE:**

- E-transfer (e-mail address for deposit): \_\_\_\_\_

- Cheque (complete address including city, postal code): \_\_\_\_\_

PL Course Name: \_\_\_\_\_

PL Course Provider: \_\_\_\_\_

Course Start Date: \_\_\_\_\_ Course End Date: \_\_\_\_\_ Fee: \$ \_\_\_\_\_

**PLEASE SUBMIT FORM AND ALL REQUIRED SUPPORTING DOCUMENTATION TO:**

**[PL@ICA.NET](mailto:PL@ICA.NET)**

- Completed 2023-2024 Professional Learning Reimbursement Form
- Official Receipt(s) of Payment
- Certificate of Completion / Certificate of Attendance

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**FOR OFFICE USE ONLY (Expense to Budget Line 637 PL Learning Rebate)**

Date received: \_\_\_\_\_ Approved by: \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_ Amount left of \$250 allotment for 2023-24: \$ \_\_\_\_\_