



ETFO Toronto Occasional Teachers Executive Meeting 2024-2025

DATE: November 18, 2024

TIME: 9:30 AM-4:00 PM

Health Breaks- 10:45-11:00 AM and 2:30-2:45 PM

Lunch 12:15-1:15 PM

Meeting Location: Virtual Meeting

Parliamentarian: Yolanda B'Dacy

Executive Board Members:

Released Officers: Marisa Gallippi, Laura Barrett, Gabrielle Blais-Jones, Sophie Kroesen, Jeremy Bass

Executive Board Members: Sujatha Chintakunta, Gail James, Beverley Flynn-Samuels, Efstathia Sotiropoulos, Jeishan Rajakulasingam, Nathan Goveas

Executive Minutes: Laura

Human Rights Officer: Yolanda

Regrets: Sujatha Chintakunta

Start: 9:30 AM

- 1. Human Rights Statement** - Laura
- 2. Land Acknowledgement** - Gabrielle and Jeremy
- 3. Selection of Executive Minutes note-taker:** Laura

4. Approval of the Agenda

Motion 24/25 - 34

James / Sotiropoulos

BIRT the November 18, 2024 agenda be approved.

CARRIED

5. Approval of the October 21, 2024 minutes

Motion 24/25 - 35

Blais-Jones / Sotiropoulos

BIRT the October 21, 2024 minutes be approved.

CARRIED AS AMENDED

6. **Timed Item-9:45 AM**

Appointment of the Secretary via secret ballot

Sarah Boomhower appointed Secretary

7. **Timed Item - 10:00-10:30 Treasurer's Report – Jeremy Bass**

Note: the TDSB did not send approximately \$180,000 in invoices by June 30, 2024

a) Auditor's Report

b) Report of Financials

- Our FTE dropped below 2000 FTE, so ETFO is giving us the equivalent of 1.25 released officers, not 1.75 as in the past, so the projected deficit is greater than previously calculated and membership-approved
- TDSB has billed us pre-emptively at 17% for benefits, not 13% - awaiting more detailed calculations
- Recommendations:
 - Plan balanced budget for 2025/26 school year
 - Present constitutional motions with costing documentation, including savings for constitutional amendments that save money and expected increase in the local levy for constitutional amendments costing money

c) Signed Contract with Target Accounting firm - Letter of Engagement

- Originally sent to just Treasurer, needed to be edited and include two signatures
 - Defines bookkeeper vs. treasurer responsibilities

d) Q&A for Treasurer

10:50-11:05- Movement Break

Motion 24/25 - 36

Gallippi / Kroesen

BIRT the Treasurer send all release information on forms provided by the TDSB, ensuring that the president is copied on e-mails to the TDSB requesting release time and honouraria.

Gallippi / Blais-Jones Call the Question

CARRIED

d) Q&A continued:

Discrepancy between our budget lines and ETFO categories - to be aligned by the Budget Committee

11:15 AM -TIMED ITEM: ELECTION TIMELINES FOR 2025-26

ELECTIONS

One person currently on the Elections Committee - discussion of how to proceed.

Tentative timeline:

February XX, 2025 – Nominations close.

Candidates for Executive 2025-2026 nomination deadline by 4:00 p.m. to Elections Officer.

Election Officer – Campaign Guidelines sent within 3 days of receiving nomination

February XXth – names of candidates posted on website February XXth –

Executive candidate PDF profiles due to Elections Officer February XXth –

February XXth-Executive candidate profiles posted on local website

Winter General Meeting, February 19th Location TBD

Candidates introduced (2 minute speech)

May 21st and 28th – Annual Meeting Session 1 and Session 2-Elections (May 28th)

Speeches immediately followed by voting held at Annual meeting

12:15 - 1:15PM LUNCH

d) Q&A for the Treasurer (continued)

Motion 24/25 - 37

Blais-Jones / James

BIRT Should a member of the executive have questions about material submitted by a released officer and wish to ask them via e-mail, that the released officer answer them within a 3-business day period.

CARRIED

Motion 24/25 - 38

Gallippi/Kroesen

BIRT the Treasurer's Report be extended to include the date of the audit submission.

CARRIED

The audit was submitted to ETFO Provincial October 31st, 2024, and accepted.
First four rebates will be based on the estimates ETFO has given us, and the fifth rebate will be adjusted based on the FTE.
The audit will be approved by the general membership in February.

8. Vice-President / Chief Negotiator Report - Sophie Kroesen

- **Collective Bargaining:** We have met with the Board, and the CB Committee will meet with Allison this Friday to go over the Board's new pass.

9. President's Report

Announcements - Tracie Edwards, Health and Safety Coordinator has retired. Last Day- March 25

- Information from EOTCC - meeting-TDSB on Nov. 11, 2024

- Roster number compared to FTD significant shortage of OT hiring, ERP usage
- Discuss Privacy Breach Grievance filed on Nov. 11, 2024 on behalf of the membership
- Engagement Initiative - November 20, 2024
 - Location: North York - hope released officers and executive all attend
- Update and discuss/debrief - General Meeting, November 12, 2024
- Winter Newsletter requires the Election Dates and Call out for AM delegates
- Nomination forms for Exec and delegates

10. First Vice- President - Laura Barrett

- **Committees:** Executive discussion regarding requisites for membership in New Members Committee and Retired Teacher Committee, extended to include all identity groups named in Local committees.

Motion 24/25 - 39

Barrett / Sotiropoulos

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

Equity and Social Justice - resignation of Sujatha Chintakunta, addition of Nathan Goveas

New Members - resignation of Sujatha Chintakunta, addition of Efstathia Sotiropoulos

Political Action - resignation of Talya Prychodko, addition of Sophie Kroesen

Professional Development - resignation of Katerina Seitaj and Jennifer Baradi, addition of Haley Higdon and Martin Powell

2SLGBTQIA+ Ad Hoc Committee - addition of Sujatha Chintakunta, Andrew Mico, and Michaela Kennedy

Health and Safety Ad Hoc Committee - addition of Jeishan Rajakulasingam

Retired Teacher Ad Hoc Committee - addition of Juliana Baclija

CARRIED

Discussion/proposal that the Executive acknowledge the first three members on waitlist as suitable substitutes, should a committee member resign before the next Executive meeting.

Health & Safety

- OTs/LTOs likely underreporting accidents, injuries, and workplace violence - a reminder to report every single violent incident (please make sure your colleagues know to do this as well - if the same student hits your arm ten times in one day, that means you file ten violent-incident reports)

- Upcoming ETFO Action on Violence workshops (first workshop in early December for Health and Safety Committee, then a series of four monthly workshops in Toronto's four quadrants, from January to April, for ETT and Toronto OT members to attend)

11. Vice-President - Gabrielle-Blais Jones

Professional Learning - So far, \$2,250 in professional learning resources has been reimbursed.

13. Reference / Procedural Manual Housekeeping

Discussion of division of labour between Executive Liaison and Committee Chair.

2:45-3:00 PM MOVEMENT BREAK

14. TIMED ITEM - 3:00-3:15 PM - Introduction of ETT Rep. - Elisabeth So, partner with ETFO-Toronto OT Local

Discussion of committees, potential collaborations, Federation Day, next bargaining date Nov. 19 (half-day)

15. TIMED ITEM - 3:15-4:00 PM - Committee Reports

Budget Committee has not yet met

Constitution Committee - next meeting TBD

Equity and Social Justice Committee - meeting Thurs. Nov. 21, workshops to be scheduled, PRS offering workshop on Conflict Vs. Harassment

New Members Committee - first meeting Nov. 25

Political Action Committee - awaiting a response from the Toronto and York Region Labour Council

Motion 24/25 - 40

Barrett/Rajakulasingham

BIRT the ETFO Toronto Occasional Teachers' Local Executive endorse the Migrant Workers Alliance for Change open letter regarding permanent residency and rights.

CARRIED

Professional Development Committee

- updating PD Committee Terms of Reference

Motion 24/25 - 41

Blais-Jones / Barrett

BIRT the new Professional Development Committee terms of reference be approved and accepted.

CARRIED

- Two PD Committee events in the new year (Jan 14 and Jan 21)

Racialized Members Committee

Met last week, but didn't have quorum - next meeting TBD

French Teacher Committee - has not yet met

Health and Safety - met last week, next meeting January 15, will be attending Action on Violence workshop Dec. 5

Retired Teacher Committee - has not yet met

13. Procedural Housekeeping (continued)

Motion 24/25 - 42

Barrett/Blais-Jones

BIRT the Executive accept the changes to the Local's Reference Book - *attached as Appendix A*

CARRIED EN BLOC

Motion 24/25 - 43

Kroesen/Barrett

BIRT the Executive meeting be extended to 4:10pm

CARRIED

14. Discussion-Special Constitutional Meeting (levy increase to 0.2, elections, etc) -
Released Officers - Date TBD

Chair: Could be an educational meeting/informational meeting/town hall, because the Constitution can only be changed at the Local Annual Meeting.

Motion 24/25 - 44

Kroesen/James

BIRT Danielle Ingster, current Elections Committee member, be released for a half-day to attend the December 2024 Executive meeting.

Costs to come from the Elections budget line.

CARRIED

Motion 24/25 - 45

Kroesen/Blais-Jones

BIRT the ETFO Toronto Occasional Teachers' Local will hold at least two online town hall all-member meetings in the 2024-25 school year, subjects to be determined.

Costs to come from the Communications budget line.

Goveas/Gallippi Call the Question

CARRIED

Important Upcoming Dates:

- **Collective Bargaining Date(s): Nov. 26, (1) Dec. 9 (0.5)**
- **General Member Engagement / Listening Tour - November 20, 2024**
- **Winter Newsletter - sent out before winter break.**

APPENDIX A: Suggested Amendments

Original in Black - **Suggested Amendments in Red**

Committees Terms of Reference

1.0 GENERAL COMMITTEE GUIDELINES

1.4 At the local's first executive meeting, each executive member may sign up to serve as Committee Liaison for a committee, and an additional two committees. Committees should be filled by members of the local who are not executive members as much as possible.

1.4 At the local's first executive meeting, each executive member may sign up to serve as Committee Liaison for a committee, and as a committee member for other committees that have space available. Committees should be filled by members of the local who are not executive members as much as possible. **Updated Nov. 18/24 Pending Executive review**

1.5 Committee members shall be approved at each monthly executive meeting. Any members on a waitlist shall be pre-approved to join a full committee, should a member resign between executive meetings. **Updated Nov. 18/24 Pending Executive review**

1.8 **Committee Chairs are responsible to:**

1.8 Committee Chairs shall:

2.0 COMMITTEE ACTIVITIES AND EVENTS

2.5 **In-person** workshops cost members a minimum of \$10 (**Updated January 10, 2024**):

- a. Members send in their email request to attend.
- b. Once they are accepted, a return email is sent confirming their registration advising them to send a cheque.
- c. Their cheque must be received before they receive confirmation of registration.
- d. An email confirmation is sent on receipt of the cheque.

2.5 In-person workshops:

- a. Members send in their request to attend.
- b. Once they are accepted, a return email is sent confirming their registration. **Updated Nov. 18/24 Pending Executive review**

Local Policies

1.0 OPERATING PROCEDURES FOR EXECUTIVE MEETINGS

~~1.1 a) Executive members are compensated for attendance at executive meetings outside school hours as determined by the executive annually. (currently \$150 for each meeting attended)~~

~~Dec 14/22~~

~~b) An executive member in attendance at a virtual executive meeting who does not participate in votes or otherwise make their presence known, other than simply logging on, shall not be paid the executive meeting stipend.~~

~~————— Motion 20/21 – 7 Pending Executive Review - suggestion is to either remove or revise~~

1.8 Observers to Executive Meetings:

- a. Shall be limited to a maximum of 15 active members in good standing as per the Local Constitution, or an invited guest with prior approval from the Executive.
- b. Shall be required to email the Local's President or Vice-Presidents, notifying them of their intent to attend an Executive Meeting, at least 24 hours prior to the scheduled start time of the Executive Meeting.
- c. Observers shall not speak to issues, unless invited to do so by the Executive. Observers shall not vote.
- d. Observers shall be excused for in-camera sessions.
- e. Executive meeting materials given to observers will remain in the meeting room.
- f. There shall be no more than 15 observers allowed at a Local Executive Meeting.

Motion 20/21-15 August 2020

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- c. Observers shall not speak to issues, unless invited to do so by the Executive. Observers shall not vote.
- d. Observers shall be excused for in-camera sessions.
- e. Executive meeting materials given to observers will remain in the meeting room. In the case of virtual meetings, they will be shown on the screen when being discussed. **Updated Nov. 18/24 Pending Executive review**

1.9 Executive Expectations:

- a. All executive Members shall familiarize themselves with and abide by the current ETFO – Toronto Occasional Teachers' Local

Reference Book (Constitution, By-Laws, Terms of Reference, Policy, Operating Procedures, Procedures), which shall be made available by the president.

- d. Any executive member who is in a full-time LTO shall not be paid for a daytime executive meeting. **Motion 19/20 – 77**
- d. Any executive member who is in a full-time LTO shall be released for a daytime executive meeting. **Updated Nov. 18/24 Pending Executive review**

2.0 OPERATING PROCEDURES FOR GENERAL MEETINGS

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- 2.2 If a timed item is reached and a motion that has heard both pro and con debate is on the floor, the Parliamentarian acting as steering will proceed to a vote to call the question requiring a 2/3 majority vote. If the Call the question is passed, a vote on the motion will proceed. If the motion to Call the question is not passed, the motion will be tabled. **Approved February 24, 2022 General Meeting.**
- 2.2 If a timed item is reached and a motion that has heard both pro and con debate is on the floor, the Parliamentarian acting as steering will proceed to a vote to call the question requiring a 2/3 majority vote. If the motion to Call the Question is passed, a vote on the motion will proceed. If the motion to Call the Question is not passed, the motion will be tabled. **Updated Nov. 18/24 Pending Executive review (Housekeeping/grammar)**

2.3 Fall General Meetings:

- 2.3.1 A by-election for any unfilled Executive positions may be held at this meeting.
- 2.3.2 A location must be chosen and permit applied for in early September (President or designate)
- 2.3.3 Speakers should be approved by the executive.
- 2.3.4 Catering is arranged for approximately 100-125 members, unless there is an issue of significant interest, in which case, the catering order could be increased.
- 2.3.5 If door prizes or member giveaways are to be provided, these must be ordered by recommendation and approval of the Executive.
- 2.3.6 A delay in the evening callouts and a message on SmartFindExpress will be requested from the Board for the day of General Meeting.
- 2.3.7 Two persons (non-members) are hired to register members at the door using a membership list showing the name and postal code only of each member. 32 Compensation will be determined by the Executive annually at the first Executive meeting. (\$100)
- 2.3.8 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. (Updated March 5, 2024)

2.3.9 The draft agenda starts the business meeting at approximately 5:00 p.m. and the adjournment is set at 7:30 p.m. or as determined by the Executive. **Updated January 10, 2024**

2.3 Fall General Meetings:

2.3.1 A by-election for any unfilled Executive positions may be held at this meeting.

2.3.2 The Executive shall determine whether the meeting shall be held online or in person.

2.3.3 If an in-person meeting is planned:

a. a location must be chosen, site administrator contacted, and permit applied for in early September.

b. Catering is arranged for approximately 100-125 members, unless there is an issue of significant interest, in which case the catering order could be increased.

c. If door prizes or member giveaways are to be provided, these must be ordered by the recommendation and the approval of the Executive.

d. If door prizes or member giveaways are to be provided, these must be ordered by recommendation and approval of the Executive.

e. Two persons (non-members) are hired to register members at the door, using a membership list showing the name and postal code only of each member. Compensation will be determined by the Executive annually at the first Executive meeting. (Currently \$100)

2.3.4 If a virtual meeting is planned:

a. an online platform must be chosen, and all technical support people contacted

b. no meal reimbursement or dependent care shall be provided

2.3.5 Speakers should be approved by the Executive.

2.3.6 A delay in the evening callouts and a message on SmartFindExpress will be requested from the Board for the day of the General Meeting.

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. **(Updated March 5, 2024)**

2.3.7 The draft agenda starts the business meeting at approximately 5:00 p.m. and the adjournment is set at 7:30 p.m. or as determined by the Executive.

Updated Nov. 18/24 Pending Executive review

2.4 Winter General Meeting

2.4 Winter General Meeting:

- 2.4.1 A by-election for any vacant executive positions may be held at this meeting.
- 2.4.2 An election is held for the ETFO-assigned number of delegates to the ETFO Annual Meeting in August.
- 2.4.3 Resolutions for the August ETFO Annual Meeting must be presented for the consideration of the members in attendance at the winter general meeting. If approved, they shall be forwarded to ETFO by the resolution's deadline.
- 2.4.4 The Membership may vote on if they wish the Winter General Meeting to be virtual due to weather / access concerns.
- 2.4.5 If an in person meeting is planned:
 - a. a location must be chosen, site administrator contacted, and permit applied for in the Fall term.
 - b. Catering is arranged for approximately 100-125 members, unless there is an issue of significant interest, in which case the catering order could be increased.
 - c. If door prizes or member giveaways are to be provided, these must be ordered by the recommendation and the approval of the Executive.
 - d. Two persons (non-members) are hired to register members at the door, using a membership list showing the name and postal code only of each member. Compensation will be determined by the Executive annually at the first Executive meeting. (Currently \$100)
 - e. Members are given a package containing an agenda, a financial statement, a name tag, and a copy of the minutes from the previous general meeting.
- 2.4.6 Speakers should be approved by the Executive.
- 2.4.7 A delay in the Evening callouts and a message on SmartFindExpress will be requested from the Board for the day of the General Meeting. **Updated January 10, 2024**

- 2.4.1 A by-election for any vacant executive positions may be held at this meeting.
- 2.4.2 An election is held for the ETFO-assigned number of delegates to the ETFO Annual Meeting in August.
- 2.4.3 Resolutions for the August ETFO Annual Meeting must be presented for the consideration of the members in attendance at the winter general meeting. If approved, they shall be forwarded to ETFO by the resolution's deadline.
- 2.4.4 The Executive shall decide, based on feedback from the Membership, on whether the Winter General Meeting shall be in person or virtual due to weather / access concerns.
- 2.4.5 If an in- person meeting is planned:
 - a. a location must be chosen, site administrator contacted, and permit applied for before the Winter Break.

- b. Catering is arranged for approximately 100-125 members, unless there is an issue of significant interest, in which case the catering order could be increased.
 - c. If door prizes or member giveaways are to be provided, these must be ordered by the recommendation and the approval of the Executive.
 - d. Two persons (non-members) are hired to register members at the door, using a membership list showing the name and postal code only of each member. Compensation will be determined by the Executive annually at the first Executive meeting. (Currently \$100)
- 2.4.6 If a virtual meeting is planned:
- a. an online platform must be chosen, and all technical support people contacted
 - b. no meal reimbursement or dependent care shall be provided
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Updated Nov. 18/24 Pending Executive review