

**Upper Grand Occasional Teachers' Local
Executive Meeting**

Tuesday, November 24, 2009 at 4:50 P.M.
Orchard Park, Guelph, On.

Present: Andrew Aloe, Marina Howlett, Donna Henderson, John Ritchie, Carol Christie, Kylie Cyr,
Ralph Rainford, Ruth Tomlins , Barb Walkey
Regrets: Julie Birken, Jacquie Gray, John Parkyn, Ted Pritchard,

1. **Call to Order and Welcome:** Andrew opened the meeting welcoming the Executive to the last meeting of the year in Orchard Park.

2. **Additions/ Approval of the Agenda:**

‘**Motion 1**’ “Move to accept the Agenda as printed with additions to Other Business-Potluck Dinner, John Parkyn, Emergency Occasionals, and ‘Still WE Rise Conference’.”

Moved by Ralph Rainford, Seconded by Barb Walkey CARRIED

3. **Approval of Minutes** of the October 7, 2009 meeting:

‘**Motion 2**’ “Move the minutes of the October 7, 2009 meeting be accepted.

Moved by Donna Henderson, Seconded by Carol Christie CARRIED

4. **Treasurer’s Report:** Balance in Chequing- \$20,312.41; in Savings- \$11,897.58. We have received the ETFO rebate for the upcoming year. We are in a good position, as we were last year.

‘**Motion 3**’ “Move to accept the Treasurer’s Report.”

Moved by John Ritchie, Seconded by Kylie Cyr CARRIED

5. **President’s Report:** (a) **Release Days:** Oct. 2009- 13 days; Nov. 2009- 12 days.

(b) **Accessibility Training:** As of Jan.1, 2010, the Customer Service Standard Act should be in place. The Board, our Employer must ensure that certain parts are adhered to. It is our responsibility to read the blurb from the Board. This new Act may result in a planned Workshop for all employees.

(c) **P.I.M.: (Privacy and Information Management Committee)** All Boards must comply. No personal info should ever be on a screen unattended. Always check your surroundings before discussing personal info. Do **Not** give out Personal Info. If sending a fax be sure to call to ensure that it reached its correct destination. Shred all information before disposing of it. Use strong passwords (Numbers, upper and lower case letters).

6. **Professional Development: Events:** Nov.18 workshop- **Classroom Management**-Kylie attended at J.D.Hogarth and learned with 23 other OT’s, strategies to keep students from escalating. “**I Am the Teacher**” will be held Nov.25, at Montgomery Village.

7. **Electronic Communication:** John Ritchie discussed the possibility of creating an electronic newsletter. This could save approximately \$3350.00 a year. This extra money could be put towards P.D. expenses and enrichment for our members. Our Membership demographic is changing. We will address the benefits and faster availability of this method of communication in the next newsletter and there will be a tear off to send back to the office.

‘**Motion 4**’ “Move that in the January Newsletter we post- “The newsletter will be available electronically on the website. If you need a hard copy, contact our office by date??””

Moved by Ralph Rainford, Seconded by Barb Walkey

CARRIED

8. **Collective Bargaining:** Letters reiterating the OT Collective Agreement and issues affecting the correct following of the rights as stated in the Collective Agreement have been sent to each Principal and Vice- Principal in the system. Each School Steward has also been sent a copy of the same letter. OT’s are encouraged if they encounter problems to talk to the Steward.

9. **Fall General Meeting:** November 12, at Marden Community Centre was a good meeting but there needs to be increased attendance and interest among our own members. We discussed some social ideas that might bring members out. We might do a social event in early September at which we could promote our meetings and PD workshops.

‘**Motion 5**’ “Move that we donate \$200.00 to Choices Youth Centre in Orangeville which includes the proceeds from the draw at the Fall General Meeting.”

Moved by Marina Howlett, Seconded by Ruth Tomlins

CARRIED

10. **Member Professional Learning:** Katherine de Bruyan is requesting funds to attend a FSL Workshop Nov. 7th and 8th.

‘**Motion 6**’ “Move that Katherine de Bruyan be granted \$100.00 from the Professional Development Budget line to attend the FSL Workshop Nov. 7th and 8th 2009.”

Moved by Ralph Rainford, Seconded by Kylie Cyr

CARRIED

11. **Other Business:** (a) **Pot Luck Dinner for Christmas:** We discussed the items that each member would bring to the event.

(b) **John Parkyn:** John has been ill and Goodwill will demonstrate that we are thinking of him.

(c) **Emergency Occasionals:** Some schools are knowing violating contract rules. If you know of any breaches of our contract it is your right to contact Andrew, our President.

(d) **Still We Rise Conference:** Marina Howlett and Carol Christie have volunteered to attend from our OT Local.

Meeting adjourned at 6:30 p.m. after a meal prepared by Carol Christie.

Next Executive Meeting will be Wed. Dec16, 2009 at Donna Henderson’s home in Orangeville.