



OSSTF District 25 Ottawa-Carleton

*Protecting and Enhancing Public Education*

## **ESP Executive Council Meeting- Remote October 6, 2020**

### **Minutes**

**Present:** Melodie Gondek, Leif Walther, Paul Caccamo, Judy Soifer, Saul Mogelonsky, Kelly Mills, Lana Lotan, Erin Lang, Jada McLeod, Anita Luciano, Chelsea Dykens

#### **Regrets:**

#### **1. Call to Order**

- 1.1 The meeting was called to order at 5:47 p.m.

#### **2. Appointment of Chair /Anti-Harassment Officer**

- 2.1 President will Chair
- 2.2 AHO for the meeting: Kelly Mills

#### **3. Pledge/Anti-Harassment Statement/Indigenous Land Statement**

- 3.1 Melodie Gondek presented art provided by the Indigenous Council and read the FNMI Statement

#### **4. Approval of Agenda**

- Adopted as written

#### **5. Approval of September 2020 Minutes**

- Adopted as written

#### **6. Secretary's Report**

- 6.1 Recapped items from Septembers Executive Council meeting and reviewed action items.

#### **7. Treasurer's Report**

- 7.1 See written report.
- 7.2 Saul identified a budget issue in regards to Past ESP president salary as remaining vacation days were paid out at the end of her term.

#### **8. Report from Provincial Office**

- 8.1 See written report





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**9. Business arising from Minutes**

**9.1** Change of meeting time advise stakeholders

**9.2** [Google doc available for Executive Meal Allowance](#) for Future Meetings (motion 10.1.3 of September meeting)

**9.3** Committees (See Attached)

**10. New Business**

**10.1** Annual Meeting of the Provincial Assembly

**10.1.1** AMPA will be a three day event this year and is planned to be a virtual event. AMPA is to take place this year from March 13-15, 2021

**10.2** Bargaining Unit Recognition and Awards (Saul)

**10.2.1** An Awards Committee will be created.

**10.2.2** Members volunteered for this committee Saul, Anita and Chelsea

**10.3** Retiree Recognition

**10.3.1** Retirees will be recognized at the next ESP Executive Council meeting on November 10, 2020. The Meeting will begin at 5:15 p.m to allow 30 minutes to welcome our guests and announce their retirements and time to chat after the awards are presented.

**10.3.2** Regular Executive council will resume meeting after the awards portion concludes.

BIRT Gift cards will be purchased for an amount not exceeding \$25.00 per person, and sent to retirees, and these funds are to be taken from line 9239 of the 2019-2020 budget.

**Moved by Saul**

**Seconded by Anita**

**Carried**

**Action Items:**

Invitation to be sent to all retirees and request photos if the retirees wish to share. Melodie to send this invite.

Invitation to be sent to all staff to help celebrate their Accomplishments. Melodie Retiree Certificates to be printed Melodie and Leif.

Gift Cards to be purchased online Saul and Melodie.

Certificates and Gift Cards to be emailed to Retirees Melodie.

Slideshow presentation of certificates and photos for Retirees Chelsea and Kelly.





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**11. President's Report**

**11.1 See written report**

**11.2** Welcome to Chelsea Dykens and her adorable daughter Thora who is a welcomed guest at all meetings.

**12. Protective Service Officer's Report**

- See Written Report

**13. Senior Executive Officers Reports**

**13.1 Vice-President and Ed Services Report**

**13.1.1 Judy attended her first Political Action Committee Meeting (PAC)**

**13.1.2** Lawn signs are available: **Safe Schools Safe Communities**

email Sue Rabb for a sign.

**13.1.3** Sue Rabb re-elected in Bi-election

**13.1.4** Next Election coming up in 2022

**13.2 Judy has graciously taken on the role of Ed Services Officer this year.**

**13.2.1** Two formats will be in the planning: Virtual and In Person.

**13.2.2** Volunteers stepped up: Anita, Saul, Chelsea and Erin, Kelly volunteered as a back up and Melodie offered to provide any help needed on the PD day.

**13.2 Health and Safety Officer Report**

Lana very little action happening on the Health and Safety front as far as official reports. Some concern about length of time that OPH is taking to report cases to the schools.

**14. Executive Officer Reports**

Anita expressed concerns about inconsistencies in policies regarding PPE in schools.

Jada express appreciation for the group

**15. Adjournment 7:37 p.m.**



Line #	Descriptor	2019-20	2020-2021	Rationale
	Revenue			
4201	District Assistance - was \$92757.57	\$ 91,169.48	\$ 91,169.48	Estimated amount
4302	OSTA	\$2,160.00	\$2,160.00	Estimated amount
4401	Levy (1% to a Max of \$5.00 per pay)	\$84,000.00	\$84,000.00	Estimated amount
4701	Interest			
4802	BOARD PD Grants	\$8,700.00	\$8,700.00	Estimated amount
4802	OSSTF Grant	\$9,240.05	\$9,240.05	Estimated Amount
4350	PD Day Revenue	\$3,000.00	\$3,000.00	based on previous years
	Additional Required from Equity to balance	\$58,530.47	\$64,530.47	Estimated amount
	Additional income -			
	Total Revenue	\$256,800.00	\$262,800.00	
	AMPA			
9201	AMPA	\$4,000.00	\$4,000.00	
	Total AMPA Expenditures	\$4,000.00	\$4,000.00	
	Membership Meeting			
9204	Facilities (Membership Meeting)			
9205	Refreshments (Membership Meeting)	\$1,500.00	\$1,500.00	
9206	Supplies (Membership Meeting)	\$1,000.00	\$1,000.00	
	Total Membership Meeting Expenditures	\$2,500.00	\$2,500.00	
	President Salaries and Benefits			
9207	President (Salary and Benefits)	\$82,000.00	\$85,000.00	salary increases
	Total Salaries and Benefits Expenditures	\$82,000.00	\$85,000.00	
	Executive Expenses			
9209	Meeting Expense (Executive)	\$2,000.00	\$2,000.00	
9210	Mileage & Cell phone (Executive)	\$1,500.00	\$1,500.00	
9231	Release Time	\$2,000.00	\$2,000.00	
9212	Office Supply (Executive)	\$1,000.00	\$1,000.00	
9236	Equipment	\$3,000.00	\$4,000.00	increase for new Executive
	Total Executive Expenditures	\$9,500.00	\$10,500.00	
	Professional Development (2%)			
9214	Meeting Expense (PD)	\$300.00	\$300.00	
9215	Mileage (PD)	\$500.00	\$500.00	
9216	PD Luncheon	\$5,000.00	\$5,000.00	
9217	Facilities/Equipment	\$100.00	\$100.00	
9218	Supplies (PD)	\$5,000.00	\$5,000.00	
9219	Honorariums (PD)	\$6,000.00	\$6,000.00	
9240	Professional Development - PD Day	\$4,000.00	\$4,000.00	
	Professional Development - Leadership Training	\$30,000.00	\$30,000.00	Leadership opportunities
	Total PD Expenditures	\$50,900.00	\$50,900.00	
	Collective Bargaining Committee (15%)			
9220	Collective Barg. Grievances	\$200.00	\$200.00	
9208	Protective Services Officer Salary and Benefits	\$87,000.00	\$89,000.00	increased salary
9222	Collective Barg. Release	\$3,000.00	\$3,000.00	Bargaining Requirements
9223	Meeting Expense (CBC)	\$4,000.00	\$4,000.00	Bargaining Requirements
9224	Mileage/Cellphone (CBC)	\$1,500.00	\$1,500.00	increased costs
9237	Supplies (CBC)	\$200.00	\$200.00	
	Total CBC Expenditures	\$95,900.00	\$97,900.00	
9238	Resumption of Bargaining			
	Political Action (3%)			
9225	Meeting Expense (PAC)	\$1,400.00	\$1,400.00	
9226	Mileage (PAC)	\$500.00	\$500.00	

9227	Release Time (PAC)	\$700.00	\$700.00	
9228	Supplies (PAC)	\$300.00	\$300.00	
	<b>Total Political Action Expenditures</b>	<b>\$2,900.00</b>	<b>\$2,900.00</b>	
	Other Meeting Expenses			
9229	Meeting Expense	\$300.00	\$300.00	
9230	Mileage	\$200.00	\$200.00	
9232	Supplies	\$100.00	\$100.00	
	<b>Total Committee Expenditures</b>	<b>\$600.00</b>	<b>\$600.00</b>	
	Membership Expense			
9239	Excellence in Education (2%)	\$2,900.00	\$2,900.00	
9233	Communications	\$500.00	\$500.00	
	<b>Total Membership Expenditures</b>	<b>\$3,400.00</b>	<b>\$3,400.00</b>	
	Contingency Account			
9234	Expense	\$1,000.00	\$1,000.00	
9241	Member Support Fund/ESP Post Secondary Bu	\$4,100.00	\$4,100.00	Member Support Fund
	<b>Total Contingency Expenditures</b>	<b>\$5,100.00</b>	<b>\$5,100.00</b>	
	Total	\$256,800.00	\$262,800.00	
	Transfer From Reserves to balance Budget			
2802	Staff Development Fund			
	General Reserves Fund transferred from equity	\$50,000.00	\$50,000.00	
	<b>Equity</b>	<b>\$293,830.83</b>	<b>\$293,830.83</b>	

**OSSTF DISTRICT 25 OTTAWA-CARLETON  
ESP UNIT  
STATEMENT OF REVENUE AND EXPENSE  
FOR THE 11 MONTHS ENDED 2020-05-31**

	<u>CURRENT MONTH</u>	<u>YEAR TO DATE</u>	<u>ANNUAL BUDGET</u>	<u>% OF BUDGET</u>
<b>REVENUES</b>				
4201 OSSTF BARGAINING UNIT FUNDING	6,904.00	72,492.00	92,613.06	78.27
4302 OCDSB PD GRANT	0.00	7,838.13	8,700.00	90.09
4350 ESP PD DAY REVENUE	0.00	0.00	3,000.00	0.00
4401 MEMBER LEVY	10,469.80	79,928.48	86,160.00	92.77
4701 INTEREST INCOME	0.00	0.00	0.00	0.00
4802 OSSTF PD GRANTS	0.00	0.00	8,708.04	0.00
4840 ENCOURAGING POTENTIAL LEADERS GRANT	0.00	0.00	0.00	0.00
4923 INVOLVING THE NOT YET ENGAGED GRANT	0.00	0.00	0.00	0.00
4933 OSSTF COMMUNITY OUTREACH GRANTS	0.00	0.00	0.00	0.00
4832 OSSTF PAC - SPECIAL DISTRICT PROGRAMS GRANTS	0.00	0.00	0.00	0.00
4852 OSSTF DISTRICT COALITIONS GRANTS	0.00	0.00	0.00	0.00
4864 OSSTF WORKPLACE REP TRAINING	0.00	0.00	0.00	0.00
4872 OSSTF NEW MEMBER WORKSHOPS GRANTS	0.00	0.00	0.00	0.00
4815 UNION TRAINING ACCT. 2015	0.00	0.00	0.00	0.00
4903 OTHER INCOME	0.00	0.00	0.00	0.00
	<u>17,373.80</u>	<u>160,258.61</u>	<u>199,181.10</u>	<u>80.46</u>
<b>EXPENSES</b>				
<b>AMPA</b>				
9201 AMPA	0.00	759.00	4,000.00	18.98
<b>MEMBERSHIP MEETINGS</b>				
9205 REFRESHMENTS	0.00	0.00	1,500.00	0.00
9206 SUPPLIES	0.00	0.00	1,000.00	0.00
<b>SALARIES AND BENEFITS</b>				
9207 PRESIDENT	6,833.33	74,936.63	82,000.00	91.39
<b>EXECUTIVE EXPENSES</b>				
9209 MEETING EXPENSES	0.00	3,025.93	2,000.00	151.30
9210 MILEAGE/CELL PHONE	0.00	488.33	1,500.00	32.56
9212 OFFICE SUPPLIES	96.91	348.84	1,000.00	34.88
9236 EQUIPMENT	0.00	675.09	3,000.00	22.50
<b>PROFESSIONAL DEVELOPMENT</b>				
9214 COMMITTEE MEETING EXPENSES	0.00	0.00	300.00	0.00
9215 MILEAGE	0.00	0.00	500.00	0.00
9216 PD DAY LUNCHEON	0.00	0.00	5,000.00	0.00
9217 FACILITIES/EQUIPMENT RENTAL	0.00	0.00	100.00	0.00
9218 SUPPLIES	0.00	45.18	5,000.00	0.90
9219 HONORARIUMS	0.00	0.00	6,000.00	0.00
9231 PD RELEASE TIME	0.00	933.00	2,000.00	46.65
9240 PROFESSIONAL DEVELOPMENT	0.00	11,900.54	4,000.00	297.51

	CURRENT MONTH	YEAR TO DATE	ANNUAL BUDGET	% OF BUDGET
<b>COLLECTIVE BARGAINING COMMITTEE (CBC)</b>				
9220 COLLECTIVE BARG. GRIEVANCES	0.00	0.00	400.00	0.00
9208 CHIEF NEGOTIATOR - SALARY & BENEFITS	7,250.00	79,750.00	87,000.00	91.67
9222 COLLECTIVE BARGAINING RELEASE	0.00	0.00	3,000.00	0.00
9223 MEETING EXPENSES	0.00	108.93	4,000.00	2.72
9224 MILEAGE/CELL PHONE	214.47	1,350.53	1,500.00	90.04
9237 SUPPLIES	0.00	0.00	200.00	0.00
9238 TAKEOVER	0.00	0.00	0.00	0.00
<b>POLITICAL ACTION (PAC)</b>				
9225 MEETING EXPENSES	0.00	0.00	1,400.00	0.00
9226 MILEAGE	0.00	0.00	500.00	0.00
9227 RELEASE TIME	0.00	137.66	700.00	19.67
9228 SUPPLIES	0.00	0.00	300.00	0.00
<b>MISCELLANEOUS COMMITTEES ACCOUNT</b>				
9229 MEETING EXPENSES	0.00	0.00	300.00	0.00
9230 MILEAGE	0.00	0.00	200.00	0.00
9232 SUPPLIES	0.00	0.00	100.00	0.00
9234 CONTINGENCY ACCOUNT	0.00	150.00	1,000.00	15.00
<b>MEMBERSHIP EXPENSE</b>				
9233 COMMUNICATIONS	40.00	77.69	500.00	15.54
9239 EXCELLENCE IN EDUCATION	0.00	0.00	2,900.00	0.00
9241 MEMBER SUPPORT FUND	0.00	2,800.00	6,100.00	45.90
	<u>14,434.71</u>	<u>177,487.35</u>	<u>229,000.00</u>	<u>77.51</u>
<b>EXCESS OF REVENUE OVER EXPENSES (EXPENSES OVER REVENUE)</b>	<u>2,939.09</u>	<u>(17,228.74)</u>	<u>(29,818.90)</u>	<u>57.78</u>

	PREVIOUS YEAR	INCREASE (DECREASE)	CURRENT YEAR
<b>2802 STAFF DEVELOPMENT FUND</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>3600 EQUITY</b>	<u>291,044.52</u>	<u>0.00</u>	<u>291,044.52</u>

ESP President's Report  
October 6, 2020

### **Executive Shuffle**

Thanks to Judy for offering to act as Education Services Officer for the remainder of this school year. Thanks to Raj Sandhu for his contribution to members in the last two years as executive officer.

### **Respectful Workplace Issues**

We have two of these open at the time of this writing. These will increase as the year goes on.

### **Collaborative Table Meeting**

The District bargaining units met with Human Resources last Tuesday. Communication has been limited with Human Resources as they manage staffing issues in classrooms. There is little information to share at the time of this writing.

### **President Emails to Members**

Seven have been sent so far and these have been received well with good feedback.

### **OSSTF New President Leadership Training**

I get to learn how to do this job soon!

### **September Provincial Council**

Much like a mini-AMPA, this meeting of provincial councillors decides on how work will be done within the Federation at a provincial level. There were several motions related to equity and anti-black racism in September's meeting.

### **Member Self-Advocacy**

We are seeing a lot of members resolving Covid-19 issues and concerns through conversations with supervisors, which is fantastic. Self-advocacy should always be the starting point and we are available if you need more help. This is the loudest message we hope to send to members this year.

### **Local Bargaining**

The 1% (retroactive) increase, which was secured by central bargaining, will be effective once our local contract is complete and ratified. We await dates from the board for those negotiations.

### **Accommodations**

Accommodation meetings have taken up a lot of time. Leif and I have sometimes done 3 or 4 a day. Direct contact with members is also time-consuming. Family status has been successful but there seems to be a lack of communication about the medical status requests. Both will increase as the year goes on.



### **Quarantine vs Sick Leave**

There is a bit of a disconnect between the Federation understanding of Covid leaves and that of the school board. We have decided to take these case-by-case if there is a dispute. The most important thing is that members who should not be at work should not be at work. The coding piece can be adjusted any time.

### **New Member Engagement Work Advisory Group**

This is a provincial work advisory group open to those who have been OSSTF members for 8 years or less. If you would like to not only understand our federation better but contribute to the way the union engages members, this is an excellent opportunity. Let me know if you want to apply.

### **District 25 ESP Professional Development Day Committee**

It's that time again to plan for the April 2021 ESP PD Day. If you would like to help prepare for two possible models of PD delivery, please contact ESP Vice-President and Education Services Officer, Judy Soifer at [judy.soifer@d25.osstf.ca](mailto:judy.soifer@d25.osstf.ca) by October 6.

### **District 25 ESP Web Page**

I would like to thank Tracy Ormos cleaning up our [ESP web page](#) on the D25 website. We are slowing moving to a more streamlined way for members to access information.

Vacation time remaining: 15 days for the 2020-2021 school year

**1. Grievance/Arbitration Highlights**

- 1.1. 1 2028 grievance set for January arbitration date.

**2. CBC / Negotiations Updates**

- 2.1. Bargaining Ground Rules meeting with Board scheduled for Thursday, Oct. 8  
i) Goal of Bargaining dates mid to late October

**3. Other Activities and News**

- 3.1. Provincial Protective Services Committee virtual meeting held Sept. 10-11  
3.2. Next Provincial Protective Services Committee meeting scheduled Oct. 22-23 (virtual).  
3.3. Virtual Education Worker forum held Sept. 17<sup>th</sup> to compare experience with school Covid start up across OSSTF  
3.4. Potential violence in the workplace investigation followup and discipline meetings for February 2020 incident scheduled for Thursday Oct .8  
3.5. Many medical and family accommodation meetings held with Wellness and Labour Relations  
3.6. Individual member advice and counselling.

**4. Outstanding Vacation/Extra Hours**

- 4.1. 39 Vacation days remaining. 12 days scheduled over Christmas

<b>ESP Committees 2020-2021</b>		
<b>Committee</b>	<b>Duties</b>	<b>Members</b>
Collective Bargaining OSTA		Leif, Melodie, Erin G., Rob, Carol-Ann
Collective Bargaining Committee - ESP		Leif, Judy, Saul, Melodie, Erin Chris Goodsir - OSSTF Provincial
Grievance		Melodie, Leif, Erin
Grievance Appeals Committee		As needed
ESP Staff Development Bursary Committee		Leif, Melodie, Saul
Post Secondary Bursary		Leif, Melodie, Saul
Labour Management Committee		Leif, Melodie, Erin
Finance Committee		Saul, TBD
PD Day Committee		Judy, TBD
Pay Equity Committee		Leif, Chris Goodsir, TBD
Constitution Committee		Melodie, Erin
ESP Emergency Fund Bursary		Leif, Melodie, Saul
Social Committee		
<b>D25 Committees 2020-2021</b>		
DPAC		Melodie, Judy
HR/SW		TBD
Communications		Melodie, Erin, Judy
ODLC		Melodie/Erin - delegates
JOHSC		Lana Lotan
Regional Stewardship Committee	ON HOLD FOR THIS SCHOOL YEAR	Leif, Saul