

## 1. Call to Order

## 2. Chairperson's Remarks

- ### 3. Adoption of the Agenda

4. **Approval of the Minutes from June 13, 2017**

- ## Approval of Minutes from June 26, 2017

## 5. Business Arising from the Minutes/Review of Action Items

### **6. a) Appointment of District Officers and Committee Members-Executive Session**

- i. DEC 10/17-1

Moved by P. Rawlinson                      Seconded by C. Lampkin

## BIRT DEC move into executive session

Motion Carried.

- ii. DEC 10/17-2

## BIRT that DEC rise and report from Executive Session

Motion Carried.

- iii. DEC rose and reported from Executive Session that vacant positions and committee memberships were discussed with motions to follow.

- iii. DEC 10/17-3

Moved by C. Lampkin                      Seconded by S. Brighton

**BIRT DEC appoint Dianna Wallace to the position of Acting District Status of Women Officer.**

**Motion Carried.**

- v. DEC 10/17-4

Moved by P. Rawlinson                      Seconded by S. Brighton

**BIRT DEC appoint the following members to the District AMPA**

**Review Committee: Janice Scott, Teresa Katerberg, Mary Gardner, Paul Rawlinson, Cindy Scholten, Susan Brighton, John Potoscka, and Mason Reid.**

Motion Carried.

vi. DEC 10/17-5

Moved by S. Brighton

Seconded by T. Mackie

Vlietstra

**BIRT DEC appoint the following members to the District Charitable Donations Review Committee: Susan Brighton, Cindy Scholten, Janice Scott, and Mason Reid.**

Motion Carried.

vii. DEC 10/17-6

Moved by L. Mischczak

Seconded by S. Brighton

**BIRT DEC appoint the following members to the District Violence in Schools/Workplace Workgroup: Cheryl Lampkin, Mary Gardner, Tracey Mackie Vlietstra, and Susan Brighton.**

Motion Carried.

viii. DEC 10/17-7

Moved by C. Lampkin

Seconded by T. Mackie Vlietstra

**BIRT DEC appoint the following members to the District President Review Committee: Clare Richards, Susan Brighton, John Potoscka, Mason Reid, and Paul Rawlinson.**

Motion Carried.

ix. The District Political Action Officer position is not an acting one and will be appointed. It is a vacant position.

6. **b) Officer Management Employment Contract**

i. DEC 10/17-8

Moved by P. Rawlinson

Seconded by S. Brighton

**BIRT DEC move into executive session with the chairperson in the chair and a voting member of DEC.**

Motion Carried.

ii. DEC 10/17-9

**BIRT that DEC rise and report from Executive Session**

Motion Carried.

iii. DEC rose and reported from Executive Session that the following motion was carried: DEC 10/17-10 **BIRT DEC approve the Office Manager's revised employment contract for the period of time September 5<sup>th</sup>, 2017 to June 30<sup>th</sup>, 2018 as presented by the District # 18 Employee Management Committee.**

7. **Review of Office Manager's Report: Danella Smith**

Printed copies of the office manager's report were distributed and the following was highlighted:

a) Office Manager will be updating anti-virus program

8. **Report from Provincial Office**

No report.

9. **Discussion Items**

No discussion items.

10. **Reports of Executive and Related Motions**

a) President: Paul Rawlinson

Printed copies of report distributed.

i. DEC 10/17-11

Moved By P. Rawlinson

Seconded by C. Scholten

Moved by P. Rawlinson

Seconded by C. Scholten

**BIRT DEC purchase up to 14 tickets at a cost of \$35.00 each for Waterloo Regional Guelph and District Labour Councils annual Health and Safety Awards dinner. The cost of the tickets would be assigned to the District Political Action budget line 5350.**

Motion Carried.

ii. DEC 10/17-12

Moved by P. Rawlinson

Seconded by C. Scholten

**BIRT DEC purchase up to one table (8) tickets for the Orangeville and District Labour Council's Health and Safety Volunteer Activists Appreciation Dinner Friday November 3, 2017. The cost of the tickets would be assigned to the District Political Action budget line 5350.**

Motion Carried.

iii. DEC 10/17-13

Moved by P. Rawlinson

Seconded by C. Lampkin

**BIRT DEC participates in the OSSTF Environmental Initiatives Program by applying for funds in Provincial Account #2065 for green initiatives in the District Office.**

Motion Carried

iiii. DEC 10/17-14

Moved by P. Rawlinson

Seconded by S. Brighton

**BIRT DEC approve installation of stencils (2) on the front wall in Room 109 stating the OSSTF Pledge and Anti-Harassment Policy at a cost of \$1570.70. Costs would be assigned to District budget line 5450 Equipment by the District Treasurer.**

Motion Carried.

v. DEC 10/17-15

Moved by P. Rawlinson

Seconded by S. Brighton

**BIRT DEC renew District 18's annual membership in both the Guelph and District Labour Council and the Orangeville District Labour Council for 2017-2018. The funds for the membership (\$2, 902.14 each) would be paid by the district Treasurer from the District Political Action budget line and reimbursed by the Provincial Office to the District.**

Motion Carried.

vi. DEC 10-17/16

Moved by P. Rawlinson

Seconded by S. Brighton

**BIRT DEC approve installation of a stencil on the rear wall in Room 109 depicting the OSSTF Lamp of Learning logo at a cost of \$1463.35. Costs would be assigned to the District budget line 5450 Equipment by the Treasurer.**

Motion Carried.

b) Vice President: L. Miszczak

Oral report given highlighting the following:

- i. Marion Drysdale information will be sent out later.

c) Treasurer: Cindy Scholten

No report.

i. DEC 10/17-17

Moved by: C. Scholten

Seconded by: P. Rawlinson

**BIRT DEC direct the District Treasurer to make a payment of \$200, 000 from District Retained Earnings to Provincial Office to reduce the outstanding loan and HST obtained to complete the purchase of the new District Office.**

Motion Carried.

d) Secretary: Meghan Lambertus

No report.

## 11. Reports of District Officers

a) Educational Service Officer: Janice Scott

Oral report was given highlighting the following:

- i. Upcoming workshops and developing a shared binder on workshops.
- ii. DEC 10/17-18

Moved by J. Scott

Seconded by C. Scholten

**BIRT DEC provide funds in the amount of \$1, 000.00 to the District Educational Services Committee to assist with 2 workshops scheduled for the 2017-18 school year. The finds are to be assigned to the District budget line 5300 Educational Services Committee by the District Treasurer with reimbursement from the Provincial 2045 Account.**

Motion Carried.

b) Communications Officer: Jose Martinez

No report but a request for all to review the website and send him any requests.

c) Health and Safety Officer:

- i. Tracey Mackie Vlietstra (Upper Grand)

Oral report given highlighting the following:

1. All incident accident reporting forms are online. If there are eight reports in any school in any month someone from health and safety will investigate.

- ii. Greg Dickinson (WC)

Oral report given highlighting the following:

1. Terms of reference have been decided on but not signed on.

d) Status of Women Officer: Vacant

e) Human Rights Officer: Laura Tremble

- i. Printed report distributed highlighting the following:

1. Labour Day picnic and Jenny Marino

f) Political Action Officer: Vacant

## 12. Reports of Bargaining Unit Presidents and Related Motions

a) ESS/WCDSB: Sharon Stuckless

Oral report given highlighting the following:

- i. Currently busy as grievance and termination ongoing.

b) UG OTBU: Mary Gardner

Oral report given highlighting the following:

- i. Currently busy as communication and benefit question taking up time.
- ii. Excited about addition of Ed Services and Health and Safety Officers.
- iii. The anti-harassment officer at provincial events does not address harassment from secretariat members only the general secretary can. The provincial executive is under no obligation to publicly uphold the anti-harassment policy.

- iiii. DEC 10/17-19

Moved by: M. Gardner

Seconded by: M. Lambertus

**BIRT DEC invite Stephanie Noel from Queen's University to our next DEC meeting for a presentation on a customized course in negotiations and arbitration, as a follow up to the proposal introduced and presented at DEC during the last 2 meetings of the 2016-17 school year, respectively.**

Motion Carried.

c) UG PSSP: Janice Scott

Written report given highlighting the following:

- i. Workload committee
- ii. Executive has an upcoming retreat
- iii. Increase in membership in each class but changes in assignments

d) UG TBU: Paul Rawlinson

Oral report given highlighting the following:

- i. Currently busy
- ii. Awaiting online violence reporting system

