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**EXECUTIVE COMMITTEE REPORT**  
**Presented At**  
**REGULAR GENERAL MEETING -- SATURDAY, MAY 14, 2011**

The Executive Committee met via tele-conference March 22<sup>nd</sup> , April 12<sup>th</sup> and in person May 9<sup>th</sup>

***From March 22, 2011***

- Thank you's received from: retiree Pat Currie; Brittany Clark, CUPE 997 Student Bursary winner and Local 1167 re Personal Appeal Donation
- David Saunders Weeklong School – Fiona Williams to attend – “Social Media and the Union”
- CUPE 997 PD Fund Committee and PD Enhancement Fund Committee met – a proposed “CUPE 997 Worksite Computer Initiative” will be included as an Agenda item at the April 8<sup>th</sup> Labour – Management Meeting
- Confirmed purchase of “Membership Management & Grievance System” software from LabourWare.Net
- Confirmed increase of Storage and Space budget line from \$600.00 to \$750.00 per month
- Continue to have dialogue with the HR Department regarding attendance management procedure and issues
- A Committee comprised of representation from the Board and Educational Assistants will meet on May 17<sup>th</sup> to review and discuss the EA Placement process including posting meetings, layoff-recall processes. Attending from the Board will be Wilma Lynch, Shelley Woon, Larry Corry, Kim Williams from our CUPE Local - Lynn Raback, Debbie Gillan and 2 Educational Assistants – one “senior” EA and one EA who has been impacted by the layoff – recall process.
- Our hearts and prayers go out to the family of Don Rae, retired Lead Custodian from Bobcaygeon P.S.

***From April 12, 2011***

- CUPE PD Fund Committee – the updated CUPE 997 Fact Sheet and forms will be forwarded to the Board for posting on the CUPE 997 Conference Site on First Class and will be posted on our web site
- Bill Campbell will be attending the OSBCC Area 7 Committee scheduled for April 20<sup>th</sup> at the CUPE Peterborough Offices. Paul O'Donnell, CUPE Research will be attending this meeting.
- Lynn Raback and Debbie Gillan attended the Health Support Procedure review meeting. The Procedure will be updated to include confirmation Principals are responsible for the documentation and verification of all training.
- Highlights from the April 8<sup>th</sup> Labour Management Meeting:
  - Relating to both bargaining units: Attendance Management (Support) information regarding “A” absence code to be re-issued; requested information regarding the Board's Insurance Policy to update our Information – Fact Sheet; remaining funds from the CUPE PD - PDT Funds be issued to the Local; presented the CUPE PD Fund Enhancement Committee Computer Initiative – Wilma Lynch to follow up with Dianna Scates
  - Custodial/Maintenance: requested information and will be following up regarding deployment of casual staff and custodial auditing; discussed issues and concerns relating to outside lighting
  - OCTEA: HR to forward Memo regarding the end and start dates for school secretarial staff; the Board to provide an update regarding the “student admin system”; Memo will be forwarded to Principals regarding process for request from EA's regarding possible assignments and confirmation Principals are to advise EA'S re their “in all likelihood

assignment” prior to Posting – Placement meetings; Shelley Woon provided drafts of Memos which will be forwarded re EA’s work year will include 6 PA Days; information regarding the EA 7 hour day and EA “look fors” to be incorporated into Performance Appraisals of EA’s.

**From May 9, 2011**

- Thank you from CUPE 5100 and Member re Personal Appeal donation
- Donations to Deb Vanderzwet, EA, I.E. Weldon re Big Bike for Heart & Stroke and Wayne Blanchard, Custodian, Macaulay P.S. re the Muskoka SPCA Mutt Strutt.
- We will not be sending delegates to the CUPE Ontario Convention in May
- CUPE PD Fund – the updated information regarding the PD Fund processes and forms are now posted on the CUPE 997 Conference Site on First Class and our web site – [www.cupe997.ca](http://www.cupe997.ca) – Member Resources – CUPE – TLDSB PD Fund.
- With thanks Karen Eastman, Head Custodian, Central Senior P.S. has volunteered to be the Custodial-Maintenance Representative on the CUPE PD Fund Committee.
- Bill Campbell reviewed the results of our Survey re Blue Cross – Bill we be providing a PowerPoint presentation at the May 14<sup>th</sup> Regular General Meeting.
- We have received information regarding TLDSB’s Auto Insurance. We will be updating, and posting on our web site over the summer, our Fact – Information Sheet regarding personal vehicle usage and transportation of students.
- Lynn, Bill and Herb attended the Staff Orientation Day on April 27<sup>th</sup> at the Lindsay Board Office. There were 8 “new employees” in attendance.
- Educational Assistants Marleah Malcolm and Andrea Bartusevicius will attend the May 17<sup>th</sup> meeting regarding the processes relating to EA posting – placement – lay off – recall, with Lynn Raback and Deb Gillan on May 17<sup>th</sup>.
- Dianna Scates, TLDSB Superintendent and Karen Fraser, Senior Manager, ICT Department will be touching base regarding the CUPE Computer Initiative.
- May 5<sup>th</sup> Trustees Mary McKelvey, Devon Rylksi and Chris Winspear confirmed the applications for the draw re CUPE 997 Student Bursaries and also the Attendance Sheets of our Regular General Meetings for the Nominations for Executive Committee and Officers at the May 14<sup>th</sup> Regular General Meeting.
- Training with LabourWare on our “Membership Management & Grievance System” is scheduled for May 18<sup>th</sup> – Lynn, Tracey, Fiona, Wendy and Bill to attend.
- CUPE 997 web site statistics report confirms we have excellent usage. There is a decided increase of hits and visits on the PA Days.
- We will be undertaking a review of the CUPE 997 By-Laws with proposed changes posted on our web site during the month of June. We will note in the May E-Bulletin issues – concerns – items to be reviewed should be forwarded to the Chief Stewards or the 997 office. Our present By-Laws are posted on our web site – [www.cupe997.ca](http://www.cupe997.ca) – Member Resources – CUPE 997 By-Laws.

Information - assistance – representation with the following has been provided to 997 Members:

- assistance–clarification regarding TLDSB Attendance Management–Disability Management Procedures
- assistance – clarification regarding TLDSB Performance Appraisal Procedure
- assistance – clarification regarding TLDSB Progressive Discipline Procedure
- assistance - clarification regarding “leaves” – Special, Short Term, Maternity, Parental
- Benefits clarification and assistance
- Workplace difficulties – Principal/Supervisor to Employee; Employee to Employee
- clarification regarding our collective agreement and past practices
- Health & Safety Concerns
- WSIB Return to Work, processes and difficulties with Claims
- Accommodated work assignments (non workplace injuries)
- LTD

“Be it resolved the Executive Committee Report be adopted.”