

# W.A.N.T.E. Liaison Minutes

## Wednesday, February 3, 2016

### 4:45pm – Administration Building – Room 106

**Present:**

Shelley Gregoire	<i>Admin. Bldg. #1 – Sec-Treas</i>	Debra Glennie	<i>PC-ERC – Clinical Support Services</i>
Dawn Bronk	<i>Admin. Bldg. #1 – Sec-Treas</i>	Debra Kozeluh	<i>Rockwood</i>
Geri Dondo	<i>Admin. Bldg. #1 – Sec-Treas</i>	Jessica Meurrens	<i>Sacre Coeur</i>
Gail Barker	<i>Ashland DLC/Council</i>	Carol Seburn	<i>Sargent Park</i>
Rosa Loconte	<i>Carpathia</i>	Randy McMurray	<i>St. John's</i>
Rosina Gordon	<i>CTP – Isaac Newton</i>	Amanda Ferbraché	<i>Stanley Knowles</i>
Leslee Strauman	<i>Elmwood</i>	Nelson Arevalo	<i>Tec-Voc</i>
Marion Kathwaroon	<i>Fort Rouge</i>	Martha Brule	<i>Tec-Voc</i>
Lenore Carriere	<i>Grant Park</i>	Kathi McCall	<i>Wolseley</i>
Renée Griffith	<i>Hugh John Macdonald/Council</i>		
An Nguyen	<i>Hugh John Macdonald</i>	<b>Executive/Council:</b>	
Corrine MacGregor	<i>Kelvin</i>	Cesaria D'Achille	<i>Council</i>
Laurelee Hurd	<i>Kent Road</i>	Michelle Short	<i>Council</i>
Venus Sta. Brigida	<i>Laura Secord</i>	Tricia Wiebe	<i>Council</i>
Frances Held	<i>Lord Roberts</i>	Kelly Bowen	<i>Council</i>
Jackie Jefkins	<i>Lord Roberts</i>	Maria Carreira	<i>Executive</i>
Erika Kupchak	<i>Lord Roberts</i>	Irene Costa	<i>Council</i>
Carrie Brown	<i>Montrose</i>	Carrie Logan	<i>Council</i>
Tami Forbister	<i>Mulvey</i>	Barb Morrison	<i>President</i>
Bruce Zilkowsky	<i>PC-ERC – A/V Dept./Executive</i>	Luis Tome	<i>Vice-President</i>

**1. Call to Order – Luis Tome**

- Meeting called to order at 4:45 p.m.

**2. Approval of December 3<sup>rd</sup>, 2015 Meeting Minutes**

- Minutes were approved and placed on file.

**3. Updating # of Members in Work Locations**

- Remember CSS, PC-ERC members that are working at your location.
- Special Ed. Department will be moving to Lord Roberts.
- Clinical Support Services does have members working at different locations.
- Please introduce yourself if they are new to your work location.
- If numbers have changed in your work location, please E-mail the W.A.N.T.E. Office ([wantesec@wante.org](mailto:wantesec@wante.org)) so you receive the proper amount of handouts and newsletters for the members.

**4. Permanent Employees who accept positions / extra duties at a different level (pay rate)**

- A question has come up a couple of times.... If you're an EA C at year 5, don't assume that you're going to an EA D year 5 - that's not how it works. If you are EA C at year 5 then you would go to an EA D year 4 (you go up to the next pay scale).
- Find out the rates of pay prior to accepting any position.

- Moving up in a classification is beneficial for future positions (get great experience).

#### **5. Overpayments / underpayments**

- Please check your pay every payday.
- Some individuals have been overpaid and did not realize it. Once payroll noticed the error they've notified the individuals saying that they would deduct the overpayment from your paycheck.
- Article 46 in Collective Bargaining explains overpayment/underpayment.
- Payroll will take the money back if an overpayment has occurred - if you're permanent they may take it off gradually till June; if you're on a term they will take it off your cheque a lot quicker.
- Encourage members to cheque their paystub regularly... good to be in the know on sick time balance, payment etc.

#### **6. Certificates: NVCI / First Aid**

- HR will not shortlist you (even if you're a permanent member) if your certificates aren't up to date.
- It is the member's responsibility to make sure their certificates are up-to-date.
- This information is uploaded on Employee Connect.
- NVCI expires after 2 years, First Aid expires after 3 years.
- If NVCI is expired more than 6 months then you have to take the 2-day training instead of the half day refresher.
- Criteria for EA C's and EA D's is to have First Aid and NVCI.
- A list of upcoming workshops is posted on Employee Connect.
- If there are a group of members in one work location that require NVCI refreshers or full 2-day training, they could always ask their Administrator to have a facilitator come out to their work location on a No-Class day.
- Elmwood will be having NVCI training on March 18<sup>th</sup>.

#### **7. Technical Tuesdays: Elmwood**

- Hosted by Mike Langtry, Computer Tech Representative on Council.
- There will a session once a month at Elmwood High School.
- Tech Tuesdays will help members with web browser, files, email, Aesop, Employee Connect, screen view changes, keyboard shortcuts etc.
- Dates are on WANTE's website; times are from 5:00 – 7:00 p.m.
- If anyone has questions you can email him at [mlangtry@wsd1.org](mailto:mlangtry@wsd1.org)
- Maximum of 25 members at each session.

#### **8. Collective Bargaining – Contract Expires July 2017**

- We would like to start discussing goals prior to the expiration of the current contract.
- WANTE doesn't want to be going to the bargaining table a year after the fact.
- There may be some changes to the Collective Bargaining Committee.
- Any suggestions, recommendations please E-mail them to [cbchair@wante.org](mailto:cbchair@wante.org)
- WSD has asked for proposals by December 2016.

#### **9. Open Session – 15 minutes**

**Q – Bussing issue – there's a 9-year-old student with Down Syndrome and mom lets him cross the street by himself. Bus driver expected EA to go and get the student onto the bus safely.**

*A – Go see the Administrator and bring him / her up to speed on what’s happening. Driver needs to be told to turn around and pick up student at the proper corner.*

**Q – Bussing times have been changed a few times... in the past there was a set time, what’s happened for such changes this year?**

*A – If you have been assigned bus duty then you’re assigned until the end of the school year unless the student leaves. HR would have sent a letter stating what one’s extra duties and hours are until the end of the school year. Time changes could be that there’s a change in route or students. President will look into situation.*

**Q – In-service on Friday, February 5<sup>th</sup>, 2016 – teachers & EA’s have been given a value survey which could take up to 2 hours to complete. Names are to be included. Is it a valued survey?**

*A – Doing a survey is not something that should be done as a Professional Development Day. Not mandatory as attendance is not mandated. No need to put name.*

**Q – CATEP? Is there any similar program for non-Aboriginals?**

*A – No, this program is funded by the province and supported by WSD. Previously there was Weekend College Program but it is no longer available.*

**Q – If retiring, do you have to apply to be on the sub list?**

*A – Include your intentions in your retirement letter.*

**10. Reminder of Next Meeting: Thursday, April 7<sup>th</sup>, 2016**

**11. Meeting Adjourned - 5:58pm**