

EDUCATIONAL ASSISTANTS ASSOCIATION

Key Members Meeting Minutes

Monday October 27, 2025

Virtual Meeting

7:00 p.m. - 8:30 p.m.

Welcome, Territorial Acknowledgement and Introductions: EAA

President Lisa Weiler Haskins

- Executive all in attendance:
 - Lisa Weiler Haskins President
 - Lynn Wilson Vice President
 - Chris Leitz 2nd Vice President
 - Laura Parker CYW/SSW Representative
 - Sue MacLeod EA Representative
 - Chris Hyland Secretary
 - Andrea Lennie Treasurer

Current Action Items:

1. **The EAA Executive Secretary** will produce an email list of the Executive Members for posting on EAA bulletin Boards at School Sites as requested by member at this meeting.
2. **The 1st Vice President** offered that she will share the slides with the membership this week. For the Safety Documentation Information session that outline the difference between the two types of reports Safe Schools vs Incident Reports
3. **EAA Executive CYW Representative** offered to make these packages available at the PD Day.
4. **EAA Executive EA Representative** suggested a possible bulletin board contest idea - EA/CYW's could submit pics of their own creative boards. Decision needed? Who will take on the announcement and co-ordination?

1. Emergency EAs

The president reminded everyone that Emergency EA's are not to be toileting students, working in ACE Classrooms, and should not be supporting safety that requires BMS training. Please remind support staff at your school to call the EAA office if this is happening.

2. B.A.S.S. Staff in Extended Day

Reminder from the President that B.A.S.S. Workers should not be doing EA or CYW level support with behaviour please let the EAA office know if this is being asked of B.A.S.S. staff at your extended day site.

3. Negotiations

- a) Explanation regarding Negotiations from 2nd Vice President,
Central Negotiations are anything to do with monetary and pay related negotiations. **Local Negotiations** is any collective agreement matters that are related to policy and job description or roles and responsibilities based
- b) The 2nd VP reminds people of the town halls and surveys that are ensuring our negotiation team knows the priorities of our members to support negotiations.
- c) The 2nd Vice President explains the Negotiations process and how important it is we find out what our priority concerns are so that they can be put into our strategy. Which when finalized is confidential to protect from management and the government gaining access before item by item negotiation can take place so that that process maintains its integrity.

2nd VP explains that the negotiating team will work on the top items first that are identified in our townhalls, and surveys. Explains that our bargaining team consists of The EAA President, Vice President, 2nd Vice President, CYW Representative, and EA Representative.

2nd Vice President explains that there could be a strike vote prior to negotiations as a strike mandate is potent bargaining leverage. Strike votes offer bargaining chip, however if we vote to strike this does not mean we will if negotiations go well.

Question from Key Member: In person town hall how much does it cost is it worth it for planning for our negotiations.

2nd Vice President responds that the in person town halls only cost us \$70 for these town-halls. The value of in person options build connection and opportunities for people to feel heard.

Question from Key Member:

Will we find out what is being negotiated?

2nd Vice President responds by reiterating the reasons that the final negotiations plan is confidential which was spoken to earlier in the minutes.

Question from Key Member:

Wouldn't a hybrid meeting be better than online and in person. 2nd VP mentioned this was decided against as they are not easy to run unless we have the location and infrastructure to do this as it needs to be done strategically or it does not work well.

Question from Key Member:

How do we know if someone is an emergency ea? Sometimes the Emerg. EAs don't know if they are an emerg EA.

Clarification given:

- If an EA Supply does not know which they are you can encourage them to reach out to their HR rep.
- Emergency EA's are hired by principals, and do not do physical demands tests nor do they train in BMS.

Question from Key Member: If we voted to accept the current collective agreement contract.

We did not win at the binding arbitration the benefits FTE changes for our members?

President Clarifies that No we just won the right not to have anything taken away from our benefits and to fight for the FTE if we choose in the next bargaining.

4.Site Visits

2nd Vp updates that the WRDSB has approved that sites that the EAA does not yet have Key EAA members that he is able to complete site visits to update the bulletin boards, and / or set one up.

Question from Key Member:

Are the QR codes on the items from the EAA office for bulletin boards still up to date?

2nd Vice-president and CYW Rep, mentioned he would check to ensure that all QR codes are still working.

Question from Key Member:

Can we get an update Exec members and their email addresses list for school boards, and phone numbers?

Clarification was offered that EAA members can call the office if they are hoping to phone the EAA. However the best way to arrange a phone call or to communicate with an executive EAA member would be to email them. An EAA Executive email list is available on the website.

5. Incident Reports and Safe Schools reports

The **EAA** partnered with the teachers and DECE bargaining units of ETFO on Oct 15 2025 to offer information sessions to our members and the members of their Labour Groups on how to document Safety Concerns and the difference between Incident Reports and Safe Schools Reports.

25 EAA Members attended those sessions.

1st Vice President mentioned she will ensure the slide outline of this training will be shared with the membership this week.

Question from Key Member:

Regarding bulletin boards could it be arranged to have Key EAA Members pick up info packages on Nov 17th for their schools at the PD Day? So we all have the same things posted? We know we should not be printing these things at our schools.

Some discussion was had with executive members and this idea was appreciated by the executive and the CYW Representative offered to make these packages available at the PD Day.

EA Rep suggested a possible bulletin board contest idea - EA/CYW's could submit pics of their own creative boards.

5. EAA Member PD funding

EAA Executive Treasurer spoke about the allotment of \$200 for any EAA Member requesting for PD every year from the union. Interested Members can put forward a request on the EAA Website by filling out the website form.

Question from Key Member:

Can you share workshop ideas that we should consider?

The treasurer offered to spend time with members if they would like suggestions for PD they could take. Members can also reach out to the EAA office.

Question from Key Member:

Since it is a requirement of the Extended Day program to have First Aid Training it would be appreciated if the WRDSB offered this training formally instead of members needing to arrange training. It would be appreciated if this could be on PD days.

The EAA President mentioned that she is aware that first aid training is being offered by the board on an upcoming PA day and if members reach out to their extended day supervisor if they work in an extended day program and would like this training on the PD day.

Question from Key Member:

Can BASS be left alone with someone with a safety plan?

The President responded; the answer is likely no but check first with your extended day supervisor and if you are still unsure reach out to the EAA Office

6. Walk In Event on October 29th, 2025 we are participating in with T.I.E

TIE (Together in Education) *Political Action Committee that is a collaboration of all the Labour Unions for the various professions within the WRDSB and The WCDSB*

- Discussion regarding Bill 33
- Removes Trustee's, and many other potentially harmful items to our schools and communities in Ontario

- Walk-In is an action we're encouraging members to participate in. Which asks members to be available 30mins before bell time out front of their school just off school property to greet families if they wish to discuss bill 33 or sign a petition regarding this concern..
- Do your regular job if you work at morning extended day program.

Question from Key Member:

An ETFO rep at their school was unaware of this Walk-in and the member wonders what we and T.I.E. are doing to ensure our own to members know about this and how are we educating the public and everyone so that people show up and know what to do?

EAA President responded mentioned that there is a package being sent out including a petition to our schools.

The CYW representative offered guidance to the members that we also will use our own confidence level to determine what we know and if and how we answer questions from families.

The President said she would appreciate hearing from members that plan to attend, as she is planning on attending. She is picking a site to support and would like to be at one that a Key EAA member is attending.

Question from Key Member:

What food will be offered at the EAA PD day Nov 17 2025:

President says Pizza

7. Recruiting New Keys

EA Rep thanked attendees for their time to be on this call.

Encouraging Keys to reach out to fellow EA/CYW colleagues to encourage them to become Keys if they are at a school without one.

Key's at this virtual meeting will be in a draw for prizes that will be drawn at our PD Day on the 17th

8. Prize Draw was for Key Members that Attended today

To be done at our PD Day Nov 17 2025

Reminder was given that we will have a PD Day Run by the EAA on November 17 2025

Question from Key Member:

If the PD day wraps up early, can we start the general meeting early?

Clarification was offered that No the WRDSB has given us the privilege of offering these days and expect us to use our full paid hours to take advantage of Professional Development.

9. Question and Answer Time:

Question from Key Member:

Can the B.A.S.S. Staff in extended day take attendance?

President clarified that it should be the DECE at each site taking attendance so BASS and EAA Members (EA Level D, B.A.S.S. Staff, & CYWs) should not be taking attendance. First reach out to your extended day supervisor if this is being expected and if nothing changes then reach out to the EAA office.

Question from Key Member:

Taking a medical leave, what is the process needed?

Please fill in the form if you need support call the EAA office. This can also be found on the WRDSB Website on the HR page.

Question from Key Member:

One of the probationary period members at my school celebrates Diwali and wanted to know if asking for an absence from for a work by requesting a Religious Holiday Accommodation would count as a break in the 65 days of probationary member does this add to probationary period if a member takes a sick day or a diwali day?

No this does not count as a break in service.

If an EAA member needs support to request a Religious Holiday Accommodation please reach out to the EAA Office. Make sure not to use a Sick day for this as that is not a sickness absence and HR could issue disciplinary action for that.

Ask for support from the EAA office if you need support we can do a virtual meeting to support accessing these if you need help.

Question from Key Member:

Are emergency EA's able to apply to jobs on "apply to education?"

1st Vice President responded that Emergency EAs can not be booked in advance

Question from Key Member:

Member concerned that New EAA members are not getting an onboarding orientation.

We encourage members to reach out to HR and to the EAA all new hires are emailed by the union and can also reach out to the EAA office with questions.

Suggestion from Key Member:

As a Key EA our team uses a Google Classroom. This way everything is posted in one place.

It also allows for questions and answers in the virtual classroom. All confidential information is done with private conversations as are discussions about concerns regarding staff and students.

Question from Key Member:

Should our EAA BB be reserved for our items?

Does the bulletin board need to be in the staff room? Or can it be in another room used by the EAs? (We share a room with the planning time teachers, could it be there?)

Yes it should be kept in a place available only to staff and not students.

Keeping it in a common area is important due to extended day members who do not have a core day school will need access to the information also.

Question from Key Member:

I did not receive the survey

The President clarified to please check your spam folder in your email.

If you continue to have difficulties reach out to office@wrdsbeaa.com

Question from Key Member:

Do we fill out the survey form on the board website or on our personal website?

This is on the EAA website

please use your personal email address to sign up at <https://wrdsbeaa.com/>

Question from Key Member:

If an EAA Member in extended day is Absent. Can they be replaced by a DECE from the school to cover the position (instead of putting it on the job board for a supply to pick up... also not being offered to other EAs at the school to cover). The principal of the school asked EAs to not post their jobs on the job board and instead allow the principal to fill it with a DECE.

This is a question we'll look into further with HR. Member encouraged to have further private discussion with the President.

Meeting adjourned at 8:20pm

If you are unsure who to contact email office@wrdsbeaa.com and your question will be forwarded to the appropriate person