

Calgary Board of Education Staff Association

**Annual General Meeting
Date: October 26, 2005**

Directors in attendance: Dorothy Galanov, Cathy Evanochko, Shelly Walper, Jean Minifie, Dorothy Hall, Laurie de Mille, Albert Herscovitch, Bryan Hicks, Bill Flookes (Manager)

Directors Absent: Lois Robb, Ann Craig

<p>Motion 06-10</p>	<p>1.0 CALL TO ORDER: Meeting called to order at 7:10 p.m. Quorum of 215 members present</p> <p>2.0 INTRODUCTIONS: Introduction of Head Table and K.I.T. Team & KIT Team greetings</p> <p>3.0 CHAIRPERSON’S COMMENTS: In most of our jobs we work with others: Management, supervisors and co-workers. In most situations we work with others as a part of a team- sharing knowledge, skills and experience. No matter how good our work, if we cannot cooperate or communicate with each other, our effectiveness will be reduced; which can affect others. Working well with people is a very important part of our jobs. It is important to try to understand those we work with. Sometimes it may be difficult to know why people act in certain ways, but each person is unique in views, ideas and personalities. Some people may be difficult to work with but if we do our best to work with them in a positive way, we can feel satisfied that we are doing as much as we can! Our feelings about the people we deal with and the job we do will determine how we communicate with them. Anger and frustration or confidence and cooperation are reflected in the way we communicate and work with other. Those attitudes show in the way we give and receive information. If we are willing to openly exchange and share ideas and information, we’ll be going a long way toward creating a healthy working environment. I feel this is a two-way street and both parties need to work this way with both management and Staff Association so that there can be positive changes for our members. I feel that the members of the Board of Directors are holding up their side of the street, so to speak. To ensure that the membership is NOT only hearing my frustrations and roadblocks, I have asked different Directors to report on the different issues and concerns that are currently affecting our members. Before that happens I have some housekeeping items that I would like to bring to your attention:</p> <ul style="list-style-type: none"> - There will be door prizes drawn through out the meeting. I hope everyone has a ticket. - When questions and answers come up at the end of the meeting, we would like you to go to the mike, identify yourself and your work place. This should make it easier for everyone to hear the question and therefore there will be no duplication of questions. The Director is most involved with the issue, or who has given the report you are questioning, will answer your question. <p>4.0 AUDITOR’S REPORT – presented by Dennis Kisio, C.A.</p> <p>Motion by Dorothy Hall, Secretary Treasurer, seconded by Larry Frandle, that the auditor’s report be accepted as presented.</p> <p>5.0 PROPOSED BUDGET – Dorothy Hall Budgets are prepared using past history and upcoming trends in order to come to an amount that is a “best guess” for the use in the upcoming budget year. When the salary portion of the budget is compiled, increments and a negotiated salary increase are part of the calculations. For the past 2 years Staff Association has been in negotiations, and a new contract is anticipated, so a salary increase and retroactive pay have been calculated into the salaries. The staff has NOT received any pay increases except increment increases, where applicable, and will not receive any raise until such time as a negotiated agreement has been ratified. A 4% proposed increase has been used, as this is an average increase that has occurred in the industry. The salary entry in the budget is broken down in this manner: approximately \$260,000 is allocated for 5 office staff (2 “J” positions – the</p>	<p>Carried</p>
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	<p>Manager and Chairperson, one “E” position – the Administrative Secretary, one “C” position – the Professional Development Clerk, and the proposed addition of a part time “D” position – a new payroll/book-keeper. Approximately \$14,000 is targeted to cover possible salary increases for 4 staff members including retroactive pay and an estimated 4% increase in salaries if negotiated settlement is reached in this budget year. The balance of the proposed salary budget goes to pay for the accountant who is currently compiling our payroll and for subs required if an office staff member is ill and a sub is required. As per Bylaws 5.1.1 Management of the Association: “The board governs and manages the affairs of the Association” and 5.1.2 (h) Duties of the Board, “The Board of Directors shall establish and maintain the staff compliment of the Staff Association”. The Board of Directors have discussed and are proposing a possible solution to meet the continued increase in workload of the Association office. The change that may be forth-coming in the future is the addition of a part-time bookkeeper in our office. This would take some of the extensive workload off the Administrative Secretary, if that person finds the office workload too extensive. Salaries of the office staff are private and confidential; the Board of Directors are not trying to hide what is paid in salaries; we are protecting the privacy of our employees. This is covered under the Freedom of Information Protection (FOIP) act under both Federal and Provincial law; therefore the Directors cannot divulge this information - we can only give you a range that the salary falls into.</p>	
<p>Motion 06-11</p>	<p>Motion by Dorothy Hall, seconded by Judith Snell that the proposed budget for the 2005/06 year be accepted as presented.</p>	<p>Carried</p>
	<p>6.0 ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS:</p>	
<p>Motion 06-12</p>	<p>Motion by Wendy Clarke, seconded by Hilary Smith, that the minutes of the March 23 Information Meeting be accepted as distributed.</p>	<p>Carried</p>
<p>Motion 06-13</p>	<p>Motion by Glenda Beckley, seconded by Emily Lukacik that the minutes of the June 16, 2005 special members meeting be accepted as distributed.</p>	<p>Carried</p>
	<p>7.0 BY-LAW CHANGES (Cathy Evanochko): The following bylaw changes are being presented for the approval of the membership.</p> <p style="text-align: center;">Previous</p> <p>4.1.1 Annual General Meeting:</p> <p>(a) The Association shall hold an Annual General Meeting on or before the 31 day of October in each year. Due written notice of twenty-one (21) days shall be given.</p> <p style="text-align: center;">New</p> <p>4.1.1 Annual General Meeting:</p> <p>(a) The Association shall hold an Annual General Meeting on or before November 15th each year. Due written notice of twenty-one (21) days shall be given.</p> <p>Rationale: This would give more time to have the audit done, budget drawn up that coin signs with the audit and still give 21 days notice. Right now it is very rushed to meet all the requirements.</p> <p style="text-align: center;">Previous</p> <p>5.1.2 Duties of the Board</p> <p>(a) Maintain and protect the Associations assets and property</p> <p>(b) Approve an annual budget for the Association</p>	

- (c) Pay all expenses for operating and managing the Association
- (d) Invest extra monies
- (e) Appoint legal counsel as necessary
- (f) Appoint auditors to examine and report to the Board on the financial statement of the Association
- (g) Make policies, rules and regulations for operating the Association and its assets
- (h) The Board of Directors shall establish *and maintain* the staff compliment of the Staff Association
- (i) Without limiting the general responsibility of the Board, delegating its power and duties to the Executive Committee or a paid administrator of the Association

New

5.1.2 Duties of the Board

- (a) Maintain and protect the Associations assets and property
- (b) Approve an annual budget for the Association
- (c) Pay all expenses for operating and managing the Association
- (d) Invest extra monies
- (e) Appoint legal counsel as necessary
- (f) Appoint auditors to examine and report to the Board on the financial statement of the Association
- (g) Make policies, rules and regulations for operating the Association and its assets
- (h) The Board of Directors shall establish *and maintain* the staff compliment of the Staff Association by approving the hiring and release of staff based on the recommendations of appointed ad hoc committees.
- (i) Communicate with the membership through newsletters, bulletins, reports, etc.
- (j) Without limiting the general responsibility of the Board, delegating its power and duties to the Executive Committee or a paid administrator of the Association.

Previous

5.1.4 Terms of Directors and Chairperson

- (a) The term of office for a Director is four (4) years, with the exception of the Director voted in as Chairperson by the Board. The term of office for the Chairperson is three (3) years.

New

5.1.4 Terms of Directors

The term of office for a Director is four (4) years.

Previous

(b) At The first meeting after the Information Meeting, the Board elects from among the Directors the Vice-Chairperson, and the Secretary-Treasurer and every third year, the Chairperson

New

(b) At the first meeting after the election meeting, the Board elects from among the Directors the Chairperson, Vice-Chairperson and Secretary-Treasurer.

Previous

Nothing

New

5.2.1 Terms of Executive Officers

The term of office for the executive officers is two (2) years.

Previous

5.3 Duties of the Executive Officers of the Association

New

5.3 Duties of the Executive Officers and Directors of the Association

Previous

5.3.1 Chairperson

Previous

Duties of the Executive Officers of the Association

5.3.1 The Chairperson:

- (a) The office of Chairperson will be a three (3) year term
- (b) Exercise supervision over affairs of the Association
- (c) Attend all meetings of the Board of Directors
- (d) Attend, or appoint a delegate, to any other Association meeting or special function
- (e) Call meetings of the Board of Directors
- (f) Report to the Annual General Meeting on the activities of the Association
- (g) Act as chief spokesperson for the Association on policy matters or major issues
- (h) Sign all official documents and be one (1) of the four (4) signing authorities of the Association
- (i) Be ex-officio member of all committees

	<p style="text-align: center;">New</p> <p>5.3.1 Chairperson</p> <p>In addition to fulfilling the duties of a Director, the Chairperson shall, either personally or by delegate:</p> <ul style="list-style-type: none"> (a) Exercise supervision over the business and membership affairs of the Association (a) Attend, or appoint a delegate, to attend any meeting or function requiring the presence of the Chair or another representative of the Staff Association. (a) Call meetings of the Board of Directors. (a) Report to the membership at the Annual General Meeting on the activities of the Association. (a) Act as official spokesperson for the Association. (a) Sign all official documents and be one (1) of the four (4) signing authorities of the Association. (a) Be ex-officio member of all Staff Association committees. (a) Supervise employees of the Staff Association. (a) Respond to the directions of the Board of Directors. <p style="text-align: center;">Previous</p> <p>Nothing</p> <p style="text-align: center;">New</p> <p>5.3.5 Directors</p> <p><i>A director is fully informed on organizational matters, and participates in the Staff Associations' deliberations and decisions in matters of policy, communication, labour relations, finance and advocacy. A Director:</i></p> <ul style="list-style-type: none"> (a) Demonstrates a commitment to achieving the purpose of the Association (b) Is willing to acquire and develop the knowledge and skills to fulfill the purpose of the Board of Directors (c) Attends all Board of Directors meetings, membership meetings and assigned committee meetings (d) Sits on at least one committee (e) Contributes regularly to the newsletter (f) Actively supports the <i>Keeping in Touch</i> (KIT) team (g) Responds to Staff Association-related questions, concerns and issues (h) Attends and reports on CBE Public Trustee meetings on a rotating basis (i) Declares a conflict of interest if one arises (j) Submits a written report on conferences and workshops attended (k) Submits a detailed record of expenses and meeting declaration monthly (l) Monitors the policies, communications, bylaws and structure of the Staff Association (m) Participates in the Staff Association organizational plan and annual review (n) Actively participates in decision-making required for the Board of Directors <p>Motion by Kathy Kelm, seconded by Carole Lucas that the By-law changes be accepted as proposed.</p> <p>8.0 MANAGER'S REPORT: Verbal report on contracting out of benefits and payroll personnel to Telus Sourcing Solutions (T.S.S.).</p> <p>9.0 OFFICE ADMINISTRATION CERTIFICATE PROGRAM – Laurie de Mille</p> <p>For several years, members of the Board of Directors have been working closely with CBE personnel to create the new Office Administration Certificate Program, which has been introduced as of September of this year. This program was designed so that CBE-specific</p>	
Motion 06-14		Carried

courses were available to any of our members who wished to pursue a career in school or Board offices in a secretarial capacity. The courses are being offered through Chinook College at a reduced rate to current Staff Association members and will be recognized by staffing personnel when they are recruiting new staff for school offices. Unfortunately, due to some communication problems from Human Resources, the program, which should have been greeted with great enthusiasm by our members, received much less applause than it deserved. To clarify the issues that have arisen:

- The program is being offered to ANY Staff Association member who wishes to pursue a career as an Administrative Secretary, and funding is available through the Staff Development fund in order to do so.
- Current Administrative Secretaries are not required to participate in the program – participation is strictly voluntary.
- If current office staff members wish to obtain the certificate and feel they have the necessary training through their work experience, they may “challenge” any course or section of the program for a reduced fee.
- The certificate will distinguish one job candidate over another only if all required qualifications are met and are equal.
- Members who complete the certificate program will be credited with a number of additional months of experience (as stated on the job posting). This does not affect Board seniority.

The program is a good one and will benefit our members who wish obtain training for an administrative support staff position.

10.0 WORKLOAD UPDATE – Laurie de Mille

Approximately 4 years ago, the CBE finally agreed to meet with Staff Association on a formal basis to try to come up with ways to address the horrendous workload our members faced each day – at all levels and in all jobs. The issue of overwhelming workload was the primary issue that had been identified in our members’ survey. After a number of meetings to discuss the issue, the CBE requested that we work together with them to address workload at one particular level at a time – and chose the workload of school office staff as the first one to tackle, with other positions to be addressed at a later date. Since that time, we have worked closely with CBE in the hope that some resolution could be arrived at in order to decrease school office workloads. Unfortunately, we have not been successful in that mission. CBE has, to date, come up with two new procedures that they consider as solutions to some of our problems. The first was an Administrative Secretary calendar that was introduced last Spring. This calendar listed critical dates that school secretaries had to have specific jobs completed by in order to meet deadlines imposed by various departments at the Education Centre. It had been hoped that by listing these dates, department managers would consult the calendar to ensure that the date for their own department’s deadline was a “free” time, and not one that another department had already “booked” for their own needs. This has not proven successful, as the calendar is being circumvented on a daily basis by requests for information that are year-long needs, and as such do not have a specific one-time critical date. The second solution was the new Office Administration Certificate that CBE and Staff Association had been working on jointly for several years. CBE considered this to be a partial solution to the workload issue. Staff Association had been working on the certificate for an entirely different reason. Our reason for working hard to ensure that this program came to life was that it would allow our members to garner CBE-specific training to obtain an administrative support staff position in a CBE office, if that is the route they wished to follow (similar to the Education Assistant certificate program that was developed several years earlier). This difference in opinions between CBE and Staff Association has been brought forward on many occasions at the Workload meetings, with Staff Association insisting that the program would have little or no impact on current workload issues. It was clearly identified by us that the problem was not that our office staff were not trained, but rather that there was just too much work for the amount of time (and staff) we are allocated. Our belief was, and continues to be, that only an infusion of funding from CBE so that either more office staff can be hired or hours of existing staff can be increased will make any difference to school office workload. CBE continues to ignore our input in this regard and has flatly advised us that there will be no increase of funding for the hiring of extra staff or purchase of more hours. Workload continues to increase in school offices, as more and more items are downloaded onto the shoulders of our members. We

will continue to protest on your behalf – not only on behalf of school office staff but for ALL our members, as we recognize that this is not an issue that is affecting only one area of the CBE.

Door prize Draw

11.0 NEGOTIATIONS UPDATE: Bryan Hicks – Verbal report

12.0 QUESTIONS AND ANSWERS:

Q: I want to acknowledge all the hard work that the Board of Directors put in on our behalf and would like to propose a standing ovation for you.

Q: What will it take to go to mediation? What is our next step? A lot of people present are no longer willing to accept “No” answers.

A: *We’re just not sure how long it will take to get an agreement. A lot of conversations have taken place, and so far we have had two “No” answers on major items, as well as many others on more minor items. We’re not quite ready to go to mediation yet.*

Q: What were reasons for not giving us 10-month pay over 12 months?

A: *We keep getting told it would be an “Administrative nightmare”, and “It is difficult and time-consuming.” We also asked for vacation pay on every pay cheque as well (making it pensionable \$\$) – also would not disqualify you for extra time when you apply for E.I. All 10-month people would benefit. We intend to keep asking.*

Q: Regarding the above question, can this go into mediation?

A: *We are proposing that the choice of pay option is voluntary so people can remain on 10 month if they chose, or go to 12-month. If you get paid over 12 months, it would disqualify you. We wanted to make sure it is not detrimental for one group over another. We have proposed this for over 10 years – twice CBE has said they would do it. Some departments have started work on it in the past – only to have the work shut down when they got into it. It would cost CBE a small amount of money (which they should be paying for pension anyway), but they continue to say, “it is too hard”. We will not drop the issue – it will continue to be on the negotiations table. Our members need to talk to others in their school, trustees, etc. so that there is a “buzz” in the system – make sure that if you are putting your concerns in writing, that the Staff Association receives a copy, so we know what is going on.*

Q: Would it be the Telus group that would take over this?

A: *Initially, it would be payroll (so TSS), but then would become Compensation, which has not yet been contracted out.*

Q: We came out to hear about negotiations, and I believe we need to make a stand to get this settled. (Applause from members)

A: *Good to get the feeling of the members – we will be sure to pass this on at the table to see if this can make a difference.*

Q: Teachers negotiated benefits at 100% Board-paid, plus a raise – I think we deserve the same. Are we asking for the same?

A: *The benefits option is still part of our proposal. We have 20 outstanding issues that they have already said, “No” to, but they are still on the table – we are not accepting a no answer.*

Q: Several years ago, we were asking for our classification to be considered from a D to an E at Emily Follensby – Jean, you indicated that this was a good time to ask, as CBE was looking at this. What happened to us, we’re still at the “D” rate?

A: *BAT Support Workers were re-classified to “E” as they are system programs they work in (severe behaviour). Behaviour Support Workers (working with older children) were reclassified as “F” level at the same time. All other Ed. Assistants are at the “D” scale, except for the above two groups. Human Resources (Glenn Swanson) had approached both principals (at Follensby and Christine Miekle), and both principals have refused to consider the classification changes (as per Glen Swanson). Reasoning according to the*

two principals was that the Ed. Assistants at Miekle are rotated, so they are not working with behaviour students all the time, and Ed. Assistants at Follensby are not working with severe behaviour children. The last two reclassifications took Jean 10 years of hard work to accomplish, and she is still pursuing the other reclassifications. She has even suggested that Glenn Swanson go out to these locations and take a tour (hopefully with the students present), but that has not happened.

Q: Anything happening in negotiations about support staff being surplus year after year after year and not being given a choice of locations, so forcing us to drive great distances?

A: *We have made some progress on this issue from the contract before our current one, when contract wording indicated that if you turned down a position staffing offered you, you were dismissed from the Board. The language in the contract was changed to indicate that you can turn down one position, and then go onto layoff and recall, but you would have to watch the competitions to find your own position – staffing would not be obligated to find you a job. We realize that this is still an issue, and we are attempting to have the “reasonable distance” option looked at. Staffing attempts to make as much accommodation as possible, but as they have to start with the senior people first, often the people and positions left at the end do not match. We know it gets worse and worse – especially for those with low FTE’s. The issue is still on the table but the part-time complexity of the CBE makes the situation much less than perfect.*

Q: There is no job rotation at Christine Miekle – who investigates statements given by the Principals?

A: *Jean has been told by the Principal at Miekle that the Ed. Assistants are generally assigned to one teacher and then are rotated regularly. Ed assistants working on a one-on-one basis with a particular student are not rotated.*

Q: Status of post-retirement benefits packages – are they being negotiated, or are they a dead issue?

A: *Although ATA got their 10% raise over 4 years, they negotiated out the retirement benefits – by 2009, employees of CBE who want them will have to pay them for themselves. ATA’s acceptance of this issue means that this has been lost for everyone. It is still in our proposals, but reality is that if ATA had to give it up, there is no hope for us to get them after 2007 (all benefits for retired staff will be phased out starting in 2007 – gone completely by 2009).*

Q: HR has been contracted out now – are other departments being considered for this same fate?

A: *One comment we were given by an HR employee, “If you’re not in a classroom, watch your back!”, seems to answer that question for us.*

Q: Interesting that we’re all surprised by Telus’ attitude, considering their last strike. Re the Ed. Assistant query previously: Christine Miekle employees are moved around every three years – whether we want to be moved or not.

A: *The Board and Telus were more interested in saving money, rather than you getting paid for what you do.*

Q: What percentage of salary increase are we negotiating for?

A: *Around 3% per year is what has been happening in current negotiations – 3.4% is the cost of living increase around the country, although Calgary is more expensive than a lot of cities to live in. Depends on where you’re looking as to what is “fair”. Average settlement in our area was slightly less than 3% per year. When negotiating, though, you don’t ask for where you want to end up – you start high and negotiate the best agreement you can get. So perhaps, going rate plus 2%.*

Q: With regard to the CBE and referring to a small group of people as “they” – who are “they”? I’ve got a good idea who, and I wonder how do people who don’t understand the word “respect” when it comes to professional work ever get hired into their positions?

A: *"They" are all those in management positions who want to do their jobs without seeing or considering the children who are the reason the CBE exists. These people see the CBE as just a professional organization and dollar signs – not a group of people all working together for the same purpose. Unfortunately, our Board is more concerned and driven by test results and the \$\$ generated from those results than they are about the students or the staff who make those results possible.*

Q: If, as indicated by your "I'm not going to talk about ..." speech, these people are not obeying the law, then they are criminals – and what are we doing working for criminals? Do we need the media to find out this information before changes happen?

A: *Perhaps – our problem is that the staff in the schools are dedicated to the children, and will continue to do our jobs to the best of our ability regardless of how we're treated – we just keep taking it because of the kids. We need to remember that the Board of Trustees are the ones who employ the Chief Superintendent – remember the chain of command and make sure the right people know what is going on. Again – if you are writing to register your concerns with any of these people, please copy the Staff Association so we know what you are doing (and can be prepared to "back" you, if need be).*

Q: I am an Education Assistant that was surplused from my school last week, and now a School Assistant will be taking over my position and working with coded kids. What do I do?

A: *We need to talk to you about this situation. Please see us after the meeting.*

Q: Can or should we still be working for the CBE without a contract?

A: *Yes, we continue to work under our old contract, and work "backward" for retro pay.*

Q: What can we, as Staff Association members, do to help the Board of Directors get some of these problems resolved?

A: *Make sure the right people in the CBE (chain of command) know what is going on in your location...*

Meeting adjourned.

CBE Staff Association
PROPOSED BUDGET 2005 – 2006

Income

Dues	\$621000
Interest	\$ 1000
CBE Staff Development Fund	\$125000
PSS Development Fund	\$ 35000
Administration Fees	<u>\$ 11000</u>
Total	\$793000

Grand total of Income **\$793000**

Expenditure

Salary (Office staff)	\$277000	– this includes a 4% increase and retro for 4 staff
Benefits	\$ 22000	
EI & CPP	\$ 12000	
Revenue Canada	\$ 1000	
Temps	\$ 50000	
Post Retirement	\$ 13000	
Stationary	\$ 10000	
Printing	\$ 12000	
Insurance	\$ 3000	
Equipment	\$ 3000	
Mortgage	\$ 36000	
Utilities (phones, lights, cells, alarm)	\$ 10000	
Courier	\$ 600	
Maintenance	\$ 12000	
Staff Development	<u>\$ 30000</u>	– motion from membership to add to the Staff and PSS
Total	\$491600	Development Fund

Membership Services

Staff Development Fund	\$125000
PSS Development Fund	\$ 35000
Administration Fees	\$ 11000
Convention	\$ 35000
Long Term	\$ 500
Retirement	\$ 1000
Recognition	<u>\$ 5500</u>
Total	\$213000

Executive Committee

Professional Development	\$ 18000
Honoraria	\$ 6000
Meals	\$ 7000
Negotiations	\$ 10000
Per Diem/Mileage	<u>\$ 18000</u>
Total	\$ 59000

Other

Audit	\$ 4200
Bank Charges	\$ 500
Legal	\$ 20000
Miscellaneous	<u>\$ 4700</u>
Total	\$ 29400

Grand Total of Expenses **\$793000**