

CALGARY BOARD OF EDUCATION  
CBE STAFF ASSOCIATION  
CHIEF SUPERINTENDENT'S TASK FORCE

Meeting Notes

October 16, 2008 at 8:00 a.m.

Village Park Inn, Charleswood Room

<b>Present:</b>	Albert Herscovitch	Cliff Hosfield
	Cathy Evanochko	Linda Angelo
	Jenica Lemay	Sydney Smith
	Hilary Smith	Deborah Lewis
	Naomi Johnson	

**1) Welcome and check-in**

**2) Reviewed Agenda**

**3) Report on Action Items**

- a) Cliff has advised Joel Benjamin and Brenda Spilker that the Task Force was sending a question to them for feedback. The question was emailed directly and a response by the end of October was requested.
- b) Albert talked to Bill Flookes and Bill has been in contact with Joel.

**4) Review of October 7, 2008 Meeting Notes**

Discussion was held on what the committee wanted in the way of meeting notes and what was to be posted in the Staff Room and Staff Association websites. It was decided that a summary of each agenda item as well as any action items and results would be posted. Each member would keep their own notes.

**5) Statement of Purpose**

Using a process called “card storming” similar to “brain storming, the Task Force members considered the Chief Superintendent’s letter and mediator’s recommendations. Participants provided input and developed the following agreed statement of Purpose:

*“To develop strategic recommendations that will enhance a working relationship characterized by mutual respect, trust and commitment and respond to the identified outstanding bargaining issues”*

**6) Terms of Reference**

a) Membership – all members have been identified as follows:

Chair: Naomi Johnson, Director Area IV  
Linda Angelo  
Cathy Evanochko  
Albert Herscovitch  
Cliff Hosfield  
Jenica Lemay  
Deborah Lewis  
Hilary Smith  
Sydney Smith

b) Meeting times and dates – It was decided by the Task Force members that they would meet every Thursday morning or afternoon. There will be no meeting on October 23, 2008. Next meeting is scheduled for October 29 from 12:00 noon to 4:00 p.m. Meeting invitations will be sent shortly. The following schedule was approved:

Date	Time	Location
October 29, 2008	12:00 noon – 4:00 p.m.	Sheraton Cavalier – Cavalier Room
November 6, 2008	7:30 a.m. – 12:00 noon	Olympic Volunteer Centre – Lillehammer Room
November 13, 2008	12:00 noon – 4:00 p.m.	Sheraton Cavalier – Deerfoot Room
November 20, 2008	7:30 a.m. – 12:00 noon	Glenmore Inn – Deerfoot Room
November 27, 2008	12:00 noon – 4:00 p.m.	Fort Calgary – Sir Denny Room
December 4, 2008	7:30 a.m. – 4:00 p.m.	Olympic Volunteer Centre - Lillehammer
December 11, 2008 (tentative)	7:30 a.m. – 12:00 noon	Greenwood Inn

December 4 will be a full day session and at that time, a researcher from ILS will talk to individuals and the group about the process and the questions we will work together to develop. The researcher will prepare the report to be submitted to Dr. Croskery on December 15. Those absent, will be interviewed earlier.

- 7) **Statements of Principles and Values (1, 2, 3, 5)**
- 8) **Statements on Introduction and Problem-Solving (4)**

Working Relationship Document

Members were paired up and assigned one of the statements 1, 2, 3, or 5 of the Working Relationship Document. The task was to rewrite a section in 2008 language, keeping in mind the Ends and Executive Limitations as the final filter. Once the four statements were considered, revised as required and confirmed, the group worked as a whole on statement 4 along with the introduction statement. Following is the Task Force Working Relationship Commitment:

**Task Force Working Relationship Commitment**

Positive working relationships are essential for personal well-being, a healthy and productive organizational structure, high morale and success for all learners.

*We are committed to*

**1) Recognizing and Respecting Each Other**

*Together we will*

- Value our diversity, dignity and worth
- Build common understandings
- Frame issues and recommendations to others in a respectful ways.
- Clarify, understand and value each other's roles and responsibilities

**2) Earning and Sustain Trust**

*Together we will*

- Follow agreed upon processes
- Make commitments and act upon them
- Match our actions to agreements
- Respect confidentiality

**3) Communicating with Each Other with Openness, Honesty and Transparency**

*Together we will*

- Speak freely without judgement and listen actively with an open mind
- Demonstrate integrity by talking straight, being honest and sincere and telling the truth
- Be real and genuine by not having hidden agendas or hiding information

**4) Seeking Solutions to Address Common Interests**

*Together we will*

- Acknowledge the past and move to the future
- Focus on the issues
- Develop processes to make recommendations
- Build consensus
- Engage the right people
- Speak with one voice

**5) Taking Responsibility for Our Actions**

*Together we will*

- Be open to discussion and feedback
- Give each other an opportunity to explain our ideas and actions
- Engage in strategies for improvement

Meeting adjourned at 2:30 p.m.