

**ANNUAL GENERAL MEETING  
MINUTES  
OCTOBER 23, 2002  
SHERWOOD COMMUNITY SCHOOL**

**MEMBERS PRESENT:** 97 members

**DIRECTORS PRESENT:** Jean Minifie (Chairperson), Dorothy Hall, (Secretary Treasurer), Laurie de Mille (Recording Secretary), Ann Craig, Cathy Evanochko, Albert Herscovitch (Directors)

**ALSO PRESENT:** Bill Flookes (Manager), Linda Norstrom (Administrative Assistant)

**ABSENT:** Lois Robb (Vice Chairperson), Dorothy Galanov, Bryan Hicks (Directors)

1. **CHAIRPERSON'S CALL TO ORDER:** The meeting was called to order at 7:00 p.m. by Jean Minifie, Chairperson of the CBE Staff Association and adjourned for 15 minutes as a quorum was not present, as per Staff Association By-law 8.3.1.
2. **GREETING AND INTRODUCTIONS**
3. **APPROVAL OF OCTOBER 24, 2001 ANNUAL GENERAL MEETING MINUTES**
4. **REPORTS:**
  - 4.1 **Chairperson's Report - submitted by Jean Minifie, Chairperson:**

With my report this AGM I am just going to expand on some of the things that I have mentioned at the last AGM and Info meeting. I need to tell you what has happened with some situations and also tell you what we hope the outcome of these will be.

**Lunchroom Program:** As you know the program ended up in a real mess last year financially wise. The Trustees came up with Option 5 and all the work was handed back to the schools. SA sent out a survey for the Lunch Programs with the average results being: Most of the elementary schools have a Lunch Program, all the schools that reported back said Yes they had a Lead for the lunchroom and the ratio for the Lunch Program runs approximately 30 to 1 in the majority of the schools. The only problem there seems to be or that SA has heard about is the extra work load on the office staff and how their time is spent on the paper work. This should not be, as this should be the responsibility of the Lead, this is why they were given the extra hour. If you have concerns about the Lunch Program contact our office and we will be happy to discuss it with you and direct you to the appropriate people.

**ESL Assistants:** All have been taken care of one way or another. We had 12 people who had lost hours. They were all offered their hours back. Some took them, some did not. The ones who took the extra hours are back up to their original hours or more, some took Education Assistant positions.

**Education Assistants:** For the past number of years there has been growth in this area and there is again this year. We have been working closely with Michelle Murray on a policy of Violence at the Workplace. This is an area of concern for SA as it is not only an Education Assistant's problem but it is also affecting other members within the Association. Changes in the Occupational Health & Safety Act now encompass some of this policy. This will eventually be a direct tie-in. The Sub Desk is working well for Education Assistants, but unfortunately, the kinks have not yet been straightened out to allow the rest of the support staff access to the substitute system.

**'C' Secretaries:** Within the next couple of months SA will be making arrangements for meetings with the C-Secretaries. These meeting will be about their Position Descriptions – we need the PD's to reflect exactly the work that they are doing. Watch for an e-mail message with the meeting times and dates. The Teacher Aides that are doing secretarial work should now be changed to a "C" rate of pay. It is the responsibility of the principal to do that from his Support Staff Allocation funding.

At our last AGM I brought to your attention that the Board of Directors of the SA may, at their discretion, second from the Board of Directors a position up to and including full time, providing that a) there is sufficient work, and b) that there are sufficient funds available from the present dues. The Board of Directors have made a decision that, at this time, the work load of Staff Association is being handled efficiently and the need to second another person is not pressing.

There will be updates and reports from the other Directors about the areas that they have been working on. There will be questions and answers at the end of the meeting and we will do the best that we can to address all your concerns.

I would like to share this little bit of insight with you before we continue with our meeting. What happens if there is too much work, too much pressure, or too much responsibility in our jobs? We may be managing our time effectively as possible, getting all kinds of work done and working up to snuff – yet that's not enough. For some, no problem – for others, STRESS! We may have once considered ourselves ambitious, creative, dedicated, highly talented, and energetic self-starters, but now find ourselves feeling helpless, trapped, worthless, alienated from others and uncaring toward our work. No pizzazz, no sparks. Our coping abilities have fizzled out. If managed properly, stress can be an energizing force that gets us going. A certain amount of stress is normal. It often helps us to concentrate on the tasks at hand and get the job done.

Some people have developed successful ways of coping with high levels of stress. They view unexpected events, difficulties, and problems as challenges rather than threats. They believe these events have a purpose and that they are in control of their lives and work. They use stressful situations to their advantage, which is a plus for these people. We realize the workload is sometimes over powering and we believe that you should get paid for the work that you do so once again we would like to stress to you that you only work your FTE, don't take work home with you, and be sure to take your breaks.

#### **4.2 Manager's Report - submitted by Bill Flookes, Manager:**

This is my 7<sup>th</sup> AGM and during that time we have been faced with many situations and have come through well for the most part. We have more than a thousand additional members compared to 1996, many more have eligibility for benefits and more then 250 have 2<sup>nd</sup> profiles. Positions that were threatened with contracting out were not and have actually increased in numbers and have been reclassified. We have 10-month employees who work short periods in the summer now getting pay and benefits. We are working with 100 fewer temporaries which means 100 new permanent positions, but we still have 1000 members who don't have access to benefits and 80% of all members don't make more than the annual poverty wage for Calgary.

Budget decisions did not give us severance for our members. The \$17 million shortfall may cause future problems for Staff Association. The Provincial Government is saying that no money will be forthcoming to the CBE unless the Board looks at changes to programs like Bus limits, Lunchroom Program, CLC's, Chinook College,

Retirement Benefits etc. There is reason to hope as you look at this year's Board budget - Staff Association positions were not devastated and the Board stayed strong on not changing their budget and saying to the Province they could not cut any more within the System.

Staff Association has made great advances in speaking up and, as an example, have been included in the hiring process of Directors and Superintendents but we still have a long way to go.

We are working on many issues within negotiations, workload, benefits, etc. The Negotiation Team feels there is a need to finalize our Collective Agreement as soon as possible and everyone should look closely at what we bring back from negotiations as an indication of where the Staff Associations relationship with the CBE is going.

We have more continuity, more knowledge within the Board of Directors and our membership. We have more people speaking up, more asking good questions on the Collective Agreement because they have actually read it. Our members are now insisting to their supervisors that the Collective Agreement be followed. There has been more understanding of others within the Staff Association and generally more support

This is a very rewarding position and one I greatly enjoy, however, I had hoped to see it either become redundant or filled by an internal candidate. At this moment I don't see either possibility as we have many issues arising and depending on what happens in the next few years the Staff Association might need to reevaluate itself and look at a relationship with another Union. We need to look hard at what we are able to accomplish and then ask if it is "good enough".

#### **4.3 Director & Committee Reports:**

##### **Director Report - Submitted by Cathy Evanochko (CLC 1):**

In April of 2002, I volunteered to fill in for the Director who represented the members of CLC 1 when she needed to resign for personal reasons before the end of her term of office. The work of the Staff Association and the needs of the members is very challenging and interesting work, so I decided to stay on and run as a Director.

I joined the Calgary Board of Education as a Lunchroom Supervisor in 1989. I worked in lunchroom for 4 years. Since then, I have been a School Assistant, Child Care Aide, Library Assistant, Circulation Clerk, Administrative Secretary, and I am currently the Administrative Assistant to the Director of CLC 7. I feel the variety of experiences in the schools will help bring an understanding of the demands of the many positions the Staff Association represents.

While this is my first venture into Staff Association, I did work part-time for the Teamster's Union office for 4 years while I attended high school and university. So far, I have participated on the Code of Ethics Committee, and I look forward to becoming more involved in the Staff Association and working with the membership. I am proud of our new Code of Ethics, and the inroads the Staff Association has made in improving job descriptions and classifications. I know more progress will be made in this area in the future.

##### **Director/Committee Report - Submitted by Dorothy Galanov (CLC 7)**

As a Director of the Staff Association I have served on several committees over the last year and wish to report on the following:

**The Staff Development Fund:** The monies for the Staff Development Fund are made available through funding provided by the CBE and Staff Association and enable our members to take courses to enhance their positions within the CBE. A total of 441 members, including both Support Staff and Professional Support Staff, applied for funding during the 2001-02 year. There were also four group applications. Total funds paid out to cover these applicants were \$106,463.72.

**Retirement Banquet:** The CBE Support Staff Retirement Banquet was held this year on March 15 at the ATCO Centre, Canada Olympic Park. Staff Association retirees and Facility retirees shared the occasion. Thirty-three retirees attended the banquet, of the sixty-four who were acknowledged. Each retiree received a gift from the CBE - either a watch or a clock, depending on their years of service. Staff Association retirees also received a crystal ornament with the Staff Association logo embedded in it. Many door prizes were given out, some of which included Stage West Brunch tickets and tickets to the Stampede Grandstand show. All the prizes were donated, which added to the overall feeling of celebration! Each retiree had their photo taken to commemorate this time in their lives, and enjoyed an excellent meal.

My suggestions for the future direction of the Staff Association are: Greater awareness – Directors need to continue to train in order to gain more insight as to what is involved in the various committees that they are currently not engaged in. A better understanding of the Chairperson, Administrative Assistant and Business Managers' duties would be of great benefit also. More in-services, retreats, etc could help us to

attain this. I'd also like to see an in-service on public speaking offered to all S.A. Directors. I also feel that we still need to have even more connection with our members. As Directors, we could be more involved in CLC Admin. Sec. Meetings, Support Staff PD Days at work sites, a Convention session on how to read and understand the Collective Agreement, as well as a question and answer period. I think that by using these tools, we would reach and educate more of our members.

#### **Director/Committee Report - Submitted by Ann Craig (CLC 6):**

Convention Committee: Our convention plans are all but complete ... the programs will be in the schools earlier this year – you should be getting them around the first week in December with the registration completed by December 20 – just before holidays. We have changed the format slightly by having a keynote speaker on Friday morning to allow all our members the opportunity to attend ...and then following this keynote address we will have some large sessions to accommodate everyone. Once again the program committee has come up with a great variety of speakers – we hope you will come. The next Staff Association newsletter will contain an article about the convention, which will be of some interest to everyone as it will discuss, among other things - parking... the ever-present problem.

As to what I would like to see in Staff Association...Before I say what that is, I would like to say something else. I am personally not involved in the meeting with administration downtown – the meetings that determine the guidelines of how we operate as a group within the CBE. The way we are represented at these meeting makes me very aware of the work our executive and other Board members do on our behalf... I believe our presence in the system has been enhanced by the hard work, diligence and totally professional caring attitude displayed by all those that represent us..

What I would like to see happen is impossible because of time and money...the two things that can make or break things. I would like to see someone from Staff Association to go to every work site at least twice a year, just to speak to each member. So we have to find another way....our convention is one way but not everyone attends and even if they do many just come for the session and then go...which is fine Anyway....some day something may happen that will allow us to really work on getting to know each other.

#### **Director/Committee Report - Submitted by Bryan Hicks (CLC 3):**

In 1996 I became involved in an alternative process that deals with problem solving, decision making and negotiations. I use this process every day at work as a Facility Specialist. I have facilitated issues and presented workshops at:

- Schools
- Highfield
- Education Centre
- St. Albert School District

Since becoming elected as a Director for the Staff Association I have been given the opportunity to use my skills even more in dealing with conflict and even in our Staff Association negotiations.

I am currently working closely with Michelle Murray the Respectful Workplace Coordinator who has also given me some facilitating opportunities. With Michelle as the Coordinator I am one of five members of *Creating a Respectful Environment in the Workplace* (C.R.E.W.). The members of C.R.E.W. will be going out to different C.B.E.sites to promote a respectful environment in the workplace. The element that I bring is how to problem solve, make decisions and negotiate in a respectful way. So that is my background and my future goals are to help and support Staff Association Members who may be working in a difficult workplace environment. I can accomplish this by presenting to individuals, groups (i.e. CLC Secretaries meetings), on P. D. days and at actual facilitated meetings.

I would like to say that I have worked with other union groups over the years but never have I seen such dedication that this group of Directors, Manager, Secretary and Professional Development Coordinator put into their work. I am proud to be a Staff Association Director.

#### **Director/Committee Report - Submitted by Sheri Vaskovics (CLC 5):**

Web Page report: Our Staff Association web site is almost ready to go and will probably be up and running by the end of the week. Our URL or internet address is [Error! Bookmark not defined.](#) We have started small, but we promise, we will become bigger 'as time goes by! On our site we have:

- Names and phone numbers of the Executive
- Staff Association Collective Agreement

- Staff Association Code of Ethics
- The most current Staff Association newsletter
- The most current Questions and Answers page

Ann Craig will be taking over the responsibilities of keeping our web up to date. If you have any suggestions about what you would like to see on the web site please call Ann at Colonel MacLeod 777-7500 x2228 or home 252-6795

**Director/Committee Report - Submitted by Laurie de Mille (CLC 4):**

My name is Laurie de Mille, and I am the Director responsible to our members in CLC 4, as well as being the recording Secretary for the S.A. and the Chair of the Public Relations Committee, and the editor of the Staff Association Newsletter. Thank you all for coming tonight - it is heartening to all of us on the Executive to see that a number of our members have a definite interest in what is happening within their Association.

The main focus of the Public Relations committee continues to be *Communication*. We are faced with the unusual and unenviable task of attempting to speak to, listen to and educate the almost 2900 members within our Association who work at almost 300 different locations within the Board. On top of that task, we've taken on the job of attempting to educate the Administration at all those sites, as well as keeping our approximately 250 members currently on leave up-to-date as well. Even given these daunting numbers, we're extremely pleased to be able to say that our attempts seem to be paying off. More and more of our people seem to be aware of their rights and responsibilities as a Staff Association member, and seem to feel much more at ease about contacting their elected representatives to clarify an issue or ask for assistance. Just recently, we've seen a great increase in the number of Administrators and CLC personnel who are taking a more proactive role by calling to get points of our Collective Agreement verified or explained. This is in great part because of a turn-over in Administrators and CLC personnel. We're making definite headway!

In our dealings with the CBE as well, we seem to be making some headway, although at times it is a slow and painful process. At times, it doesn't seem as though we're taking one step forward and fifteen steps back. We have almost achieved one step forward and only two steps back when we deal with issues that concern both sides! When we achieve no steps back, we'll know we've arrived at our goal and have received full recognition as a major stakeholder of the CBE.

I hope in the future to see the Staff Association receive even more recognition. It may be that in order to gain this type of strength, we may have to step into some treacherous, unfamiliar territory - that of media coverage, in order to get some of our issues addressed. This has been an area we've avoided in the past due to the unreliability of media coverage, but after the unfair accusations made toward our Association over the lunchroom issue, it is perhaps time to stand up and say our piece on such issues. As well, perhaps the public deserves to be made aware that there are many, many more employees within the Calgary Board of Education other than just teachers affected when the Government withholds education funding. The move toward media coverage is a very controversial one - one that will take much more discussion among the Executive before a decision is reached, as we are not all in agreement on this issue. However, we all firmly believe that, *Through Communication Comes Understanding*, whether it is with our members, with each other, with the CBE, or with the public. Thank you.

**Committee Report - submitted by Lois Robb, (CLC 2):**

The Mutual Interest Committee meets monthly with an equal number of Staff Association Executive and senior Administration of the CBE represented. The CBE representatives include a Trustee. The purpose of this monthly meeting is to enable our Executive to present items that are of concern to our membership, in the hopes of getting those issues resolved in a timely manner. Members of the CBE's "team" are generally those in some position of authority, so the decision-making process is often shortened. Both sides gain insight into S.A. issues - CBE hears our concerns and we hear theirs - all minds are focused on resolution of each issue.

Some of the concerns dealt with successfully in the past year were: Payment or lieu time for Remembrance Day, ESL Assistant's loss of hours & jobs, payment of Professional fees, staff development fund usage, clarification of ATA's arbitration decision & how it affects S.A., SEMS for Education Assistants, the Teacher's strike and how it affects S.A. members

Other concerns still on the table are: the ongoing Lunchroom issue, Workplace violence toward our members (i.e. Special education children/Education Assistants, Overwork of office and library staffs, SIRS concerns, member participation in Administrative Evaluations, Severance packages, Sick Day accumulation on pay cheques

All in all, this Committee works well. Our concerns are heard and given careful consideration, and while all are not resolved immediately, they are kept in front of Senior Administration in the hopes of future resolution.

## **5. BUDGET - submitted by Dorothy Hall, Secretary-Treasurer:**

### **Audit:**

Motion by Dorothy Hall, seconded by Jeannie Bont that the Auditor's Report be accepted as presented.

We collected \$412,976.00 in Dues, with expenses totaling \$366,044.00. We have a total of \$52,582.00 excess revenue which brings us under budget. An adjustment had to be made to Interest Income because our estimate was higher than the interest received. As per a motion from the membership we deposited \$12,500. In the Staff Development fund for member's use, the Board will match this amount. We placed \$25,780.00 in our membership GIC's this year and have negotiated with the bank a \_ percentage over prime. Our Current account as of today is 19,055.29, \$10,000.00 of this will be placed in another GIC at the end of the month.

The following expenses had an increase of spending from the 2001 year:

- Professional Development - we send 4 directors to the Capsle conference each year and this year it was in PEI. The Staff Association Directors and Staff attended 2 retreats. We had small price increases for updates to our Professional books, like Canadian Labour Arbitration, Labour Code etc. Directors may access this fund to attend any program or course that will give them information and help in working in the Association. The Chair, Directors and Manager also attended the Labour Conference (Arbitration & Policy) that is held each year in Calgary.
- Meals – We cut costs this last year by using Sherwood School to do most of the catering for Negotiations and Board Meetings but with the increase of outside meetings with support staff and the Calgary Board of Education the cost of meals has increased.
- Honoraria – There was an increase from, \$200.00 to \$500.00 for Directors and \$250.00 to \$550.00 for line officers as per a motion last October and passed at the Information meeting in March.
- Salaries/Benefits - there was a wage increase "the same % that was negotiated for all support staff". A further explanation on Salaries will be brought up under the 2002/2003 Budget discussions.
- Stationery/Supplies – We revamped our filing system this year – color coding the files. Paper costs have also risen.
- Postage and printing – Printing more copies of the Newsletter and mailing a copy to those on leaves. We send all the large print jobs out so depending on the year this amount will fluctuate.
- Post retirement benefits – the CBE must now record the liability of the retirement benefit package for all CBE employees. This amount is based on/assessed in the working year of the employee. An external firm was engaged to provide actual estimates of the C.B.E. liability and these rates are passed on to Staff Association as the Boards portion for the seconded employee. Charges started December 1/01 and is paid on a monthly basis as billed to Staff Association by the Calgary Board of Education.

Discussion/questions relating to the Audit:

### **Q. "We always seem to have an increase in legal fees each year - this year we haven't - what happened?"**

A. *We didn't have to deal with too many arbitrations last year - however, this year looks like it will be very different, so we are anticipating a large increase in that number this year, so our expenses could be much higher!*

Call for the question to accept the Audit report as presented. Motion Carried.

### **5.2 Proposed Budget - Approval:**

Motion by Dorothy Hall, seconded by Sherri Kendrick that the Proposed Budget for the term of September 1, 2002 until August 31, 2003, be accepted as presented.

The total of this Budget is 1.1- % higher than last year – we have estimated an 8% salary increase for the Staff Association Salaries but this may be less or more depending on what is negotiated with the Board for our Staff

Association members. Raises for Staff Association Staff will be the same as our members and only when negotiated.

Post Retirement Benefits have been added as explained in the Audit portion of this report.

We may have an increase in the following and have tried to budgeted for this increase: Rent, Telephone, Maintenance, Bank charges.

Stationary/Supplies - increased costs of supplies and paper and this is the year we print the Collective Agreement.

Retirement – This is a direct cost for our retiree's – we present door prizes at the retirement function and a gift to each retiree.

Negotiations - costs are higher because of supplies, meals, printing collective agreements, etc.

Per-diem/Mileage – this year any Staff Association member sitting on a committee will be paid \$15.00 per meeting.

Legal Fee - Last year we were on the edge of a few arbitrations, this money will be used for problems that have to be handled in a legal situation.

Miscellaneous – This covers, any non-categorized items, this can change from year to year, such as pins, shirts, mugs, painting, flowers, Christmas cards. This amount varies from year to year depending on the items purchased.

#### Discussion/Questions

**Q: The proposed Budget estimates an expense of \$4,000.00 for telephone. Could you please tell us the breakdown between the telephone lines and the 2 cell phones? I do not understand the need for the Association Staff office to have cell phones. In my experience they are very expensive and can only be justified for emergency travelling or such, and in a profession where people are on the move all day and do not quickly have access to a phone. This office, with its administrative duties, doesn't seem to fill these criteria. Thank you – Veronica Torregonson**

**A: In answer to your question – Telephone expense – We have 3 lines and a fax line. We also pay for a Web site and two Cell phones. Staff Development – pays for one line \$43.91. Staff Association – pays for two lines, the main line is \$119.00 – we do have long distance charges added sometimes but not that often and they are minimal. The second line is \$36.41. The fax line is \$36.58. Yearly Web fee \$212.93 Cell phones – Rogers AT&T fee \$62.58 per month for both phones. Cell phones are used as a business tool only and are not used as a personal phone for our Chair and Manager. It is our belief that it is a tool that is used to fend off problems quickly as the office can get a hold of the Chair and/or Manager at any given time. We are in line with ATA who have a budget of \$4,500.00.**

**Q: After reviewing the financial statement for the past year, it is worth noting that almost 50% of collected dues are spent on 3 salaried individuals. Besides other "honoraria, mileage and meal allowances, leaving a paltry amount to run the Association. It is fair of the group at large to request a more specific breakdown, i.e., who is paid what etc.? As well, it is fair to mention that new leadership stimulates new energy and creative ideas in all of life's areas? With this in mind, the question arises whether a clause can be added in the administration section of the Association**

limiting the number of consecutive terms the chairperson can hold. My suggestion is that 2 - three year terms should be the maximum. I put forth these questions without prejudice. Suzanne Sherry

A: Thank you for your written questions. The Association in the past ran on a volunteer system, a small honorarium and mileage was presented to each Director at the end of each year. Directors were not seconded to the office and the office staff was left to try to fulfil the needs of the Association members when they came up. The office staff did not have any political power to handle situations as they arose and dealing through the telephone during the day to the Chair and Directors was difficult for them and the staff. Important information was not always dealt with in a timely manner and our membership suffered. As we evolved and more concerns and problems arose, there had to be changes made. The Directors felt it was time to place a Chairperson within the office so that the Chair could be directly involved with the membership and their concerns. After much discussion with the Directors, this information was brought to the membership and the membership voted to have a Chairperson seconded. A Chairperson is elected by the Directors at the first meeting held after the Annual General meeting and runs for a three-year term. A new Director must have a one-year term as a Director before letting their name stand for Chair. This is the continuance issue, to deal effectively with the Board and our membership we must have people in place with knowledge and experience. Not everyone wants to run for Chair because of the work commitment involved. Our problem at the moment is that we can not bring in new directors. Every year at our Annual General meeting we ask for members to let their name stand and each year past directors running are elected by acclamation. We want our members to run and appreciate new ideas.

Salary for the Chair was discussed in length with the Directors and the outcome was that both the Chair and the Manager should be at the same level which is now at Step 9 of the J Salary Grid in Appendix A of the Current Collective Agreement, \$2,635.18 biweekly. The Administrative Assistant in the office is at Step 9 of the F Salary Grid in Appendix A of the Current Collective Agreement, \$1,722.40 biweekly.

The Honoraria is only paid to the Directors at the end of June of each year. Mileage is paid to the Chair and Administrative Assistant at .37 cents a km for using their vehicle for Staff Association Business. A Per-diem of \$15.00 is paid to the Directors and committee members for meetings attended. This payment is over and above their official honoraria in place of mileage but is recorded under mileage. Meals are supplied at all lunch and supper meeting for the Directors. The Calgary Board of Education repays the Staff Association their share of meal costs for meetings attended. We have on occasion set up Supper meetings with the Trustees and the Calgary Board of Education to lobby for our membership.

Your Staff Association, Chair, Directors, Manager and Administrative Assistant, are the caretakers of the Association and work consistently on the members behalf. This is the service that provides for the needs of the Staff Association and its members.

In comparison with our budget, the ATA Budget for 2003 expenses which includes salaries, car allowances, honorarium, meals, travel is approx. 90% of their total budget.

We hope that this explanation helps, but please feel free to let us know if you require further explanation.

If you wish to put any idea in the form of a motion it will be presented to the membership at our March meeting. Any member can put forth a proposed change to the By-laws giving 21 days notice and a member vote is required.

Q: What is P.S.S.?

A: Professional Support Staff (includes psychologists, speech therapists, etc. employed by the Calgary Board of Education ) who are all part of our Association.

Call the question to accept the Budget as presented. Motion Carried.

### 5.3 By-law Changes (Special Resolution):

Motion by Cathy Evanochko, seconded by Shelly Walpert that the Special Resolution to change the Staff Association Elections from the Fall to the Spring be accepted as presented.

Amended motion to say "March" instead of "Spring".

Motion Carried.

## 6. ELECTION OF DIRECTORS:

Three calls for nominations from the floor. Motion by Ann Craig, seconded by Carolyn Freund that nominations cease. Carried. **All Directors running for office were elected by Acclamation.**

### 6.1 **Special Resolution:**

Motion by Cathy Evanochko, seconded by Jan McLaughlin, that the CBE Staff Association By-laws be amended as per the attachment.

Motion amended: New 6.1.2 should read, "Shall review any revisions to Association By-Laws ..."

Motion Carried.

## 7. NEW BUSINESS:

### 7.1 Introduction of the new Code of Ethics - Presented by Laurie de Mille, Chair, Code of Ethics Committee

It gives me very great pleasure to unveil the new Staff Association Code of Ethics document this evening. This is a project that has been under revision for some time. The Staff Association had a Code of Ethics in place, but it was a virtually unknown document, and one which the Executive did not feel met the needs of its members. In the Spring of 2001, the Executive spent considerable time revising the document, finally bringing forward the "new and improved" Code of Ethics. This was presented to our members in the February 2002 newsletter. It was quickly evident that we still had missed the mark and were not addressing all issues that needed to be addressed. Several members stepped forward and volunteered their time, and we requested the assistance of several more members who also felt that this document deserved recognition, and the Code of Ethics committee was formed. Our group of 14 came from widely-varied backgrounds and experiences, and proved to be one of the most dynamic and enthusiastic groups I've ever had the pleasure to work with. We started out in confusion - all of us coming to the table with very different ideas of what a Code of Ethics should look like, but soon settled into a team - all pulling toward the same goal - that of creating a document that our members could follow, could understand, and could be proud of. We all worked hard, had a lot of ups and downs, and a lot of laughs along the way, but finally produced a document we think meets the needs of our membership. Please let me introduce the members of the Code of Ethics committee, whom I was fortunate enough to be able to work alongside through this growing process:

Ann Craig  
Angi Lobos-Taylor (Absent)  
Sheila Roy-Hankinson  
Lynne Van der Linden  
Lois Robb (Absent)

Carolyn Freund  
Jean Minifie  
Hillary Smith  
Rosemary Warren

Gladys Heidebrecht  
Michelle Murray  
Darlene Surkon  
Cathy Evanochko

Thank you also to Linda Weir and Dianne Trew for their assistance at the beginning of this process.

Our committee members will now each read a section of the final document, and give a brief outline of why we felt each section was important to us all, as Staff Association members.

## Calgary Board of Education Staff Association

### CODE OF ETHICS

**Preamble: The Code of Ethics for Calgary Board of Education Staff Association gives guidance for decision-making, self-evaluation and reflection regarding ethical practice.** *The preamble explains why the Code of Ethics was developed. The intent is not that it be used by others to judge our performance, rather, that we use it ourselves as a filter through which to make decisions and guide our own behaviour. (Cathy Evanochko)*

**Declaration:** Being mindful that all positions within the Calgary Board of Education are integral to furthering individual student development through effective education ... *We have a wide range of positions within the Calgary Board of Education and All of them are equally as important! Each position within Staff Association, whether you are working directly with the children or not! We are all part of the same organization and the most important part of the organization is the support staff who help the organization stand on its feet - proudly!*

- **I will act in a conscientious, diligent and efficient manner.** *As members of the educational community, it is important that we conduct ourselves in a professional manner and fulfill our duties in a way that is productive and useful. To provide support and assistance for all members of the TEAM of the Calgary Board of Education is our goal. A responsible and committed attitude is one we see projected by all staff members within the CBE, therefore it is one that we strive to attain and maintain. As a valuable member of the educational team, Staff Association members fulfill their roles and responsibilities both sensibly and with sensitivity.*
- **I will protect the confidentiality of all professionally-acquired information.** *Whatever your employee role in the CBE, wherever your workplace, the classroom or an office, the lunchroom or the boardroom, you will encounter information of a confidential nature. It could be family information relevant to a student, or health related information of another CBE employee, or perhaps a sensitive report still under study in your department. Each of us has the responsibility to respect the confidentiality of the information revealed to us and especially to act within the context of FOIP (the Freedom of Information and Protection of Privacy Act).*
- **I will fulfill my obligations and responsibilities with integrity.** *This means that I will do my job to the best of my ability and know I am part of a team. I will also have a great sense of pride in fulfilling my responsibilities.*
- **I will work to establish an atmosphere in which each person feels safe, valued and respected.** *When we speak of 'each person', we include not only administrators, teachers, support staff and students, but also parents, volunteers, guest speakers, and anyone who has business within our school. We can create a respectful environment simply by treating each person with the same level of respect that each of us would like to have.*
- **I will strive to achieve personal and professional excellence in the workplace.** *The sum of all our personal best generates the excellence of our work place, and striving to be well-prepared for our job description in attitude and with updated skills makes us professionals. According to the Oxford Dictionary, being professional means "Having and sharing skills and competency for our specific activity that is ones main-paid occupation and being an expert player of the game".*
- **I will address conflict as quickly and as close to the source as possible.** *Sometimes things that are just not right happen at the work site. For example, if someone you work with is not pulling their weight and this is affecting your workload ... or as another example, you find yourself misrepresented by what others say about you, the situation needs to be dealt with promptly. Don't make the mistake of discussing the problem with another colleague at your work site who is not involved - that can (and will) be construed as gossip. In order to be rectified, the problem needs to be discussed with those involved, but if facing the person causing the problem is not feasible, or too uncomfortable for you to handle alone, you should discuss the issue with either an uninvolved supervisor or someone at Staff Association. Contact either the Staff Association representative responsible to your CLC (as indicated on the back of each newsletter), or call the office at 242-7555.*
- **I will, by example, promote harmonious relationships.** *So often, the way we deal with interpersonal relationships with our colleagues, our students, or indeed, anyone we come into contact with, is noticed by those around us. If we all attempt to do our very best at handling issues in a calm, competent manner, it will promote that same way of dealing with issues to others around us - and it will spread!*
- **I will respect and value the knowledge and skills others bring to the team.** *Everyone is important in what they contribute, whether they work within or outside the work location, are a student, a parent, a volunteer, or a colleague. We all have skills, knowledge and insights that we can learn and share with each other, and we need to be open to those of others. As we respect others, we become a stronger team!*
- **I will work toward the academic, physical and emotional well-being of the student and all others within the educational community.** *Every student should feel very much a part of his/her country, community, school and classroom. Treating others as kin forges powerful social bonds of community that draw all into relationships of respect generating caring, confident, respectful and generous children who become responsible citizens.*
- **I will recognize and celebrate diversity and act without discrimination.** *We are a part of an extremely diverse group and wish to celebrate this diversity. We experience diversity in work location, whether it's downtown or at Highfield, in one of our other satellite locations, or one of our over 200 schools. We recognize and experience cultural diversity in our work locations and hear other languages spoken. We experience various ideas and points of view with those we are in contact with during our workday. We want to celebrate our differences and enjoy the myriad of talent each of us brings to the workplace. The key to being successful at what we do, no matter how diverse we are, is to be respectful to each other. We will act without discrimination!*

Motion by Sheri Vaskovics, seconded by Jan McLaughlin that the Staff Association transfer funds up to \$25,000.00 to the Staff Development fund from the regular fund for the 2002, 2003 year.

**Q: Is this the \$25,000.00 mentioned in the budget from last year?**

**A:** *This is the \$25,000.00 mentioned in the proposed budget from this year.*

**Q: Perhaps it is time to look at the amount eligible per Staff Association employee. There are more members accessing the fund - can the amount be higher?**

*A: We will have to negotiate with the CBE in order to increase the amount we are putting into the fund, as they match what we contribute (this is a negotiated part of our Collective Agreement). In order to increase the funds, we have to take this item to the negotiations table. As the entire fund is currently being utilized, this is an item our negotiations team is attempting to change.*

## **8. QUESTIONS/ANSWERS:**

**Comment: I just wanted to congratulate all of you on the Executive for a job well done!**

**Comment: This year I have finally decided to stop working extra hours for no pay, and have advised my administration that I would no longer be donating my afternoon coffee break. I explained that I would, instead, be banking over 5 \_ hours per month. My administration cringed, but after discussion, are now allowing me to take some upcoming conferences during the work day as payment. These types of issues can be worked out!**

**Comment: It appears to me that the Staff Association has always been “the little mouse that Roared”, and the Calgary Board of Education is now saying - BAD MOUSE!! Now is not the time to pull back - now is the time for us to be stronger, more aggressive and show some strength! We need backing from our own members - I’m tired of being told to sit down and shut up, and I just won’t do it any more!**

**Comment: The turnout tonight shows just how apathetic our members are - there are only 92 of us here, out of a total membership of almost 3,500 people. APATHY IS DEFINITELY OUR WORST ENEMY!!**

**Question: Will we be getting retroactive pay when we have a negotiated settlement?**

*Answer: Retro pay is one strategy of “rear-end loading”. This year, we will probably not be able to “rear-end load”, but will have to “front-end load” (i.e. ask for more \$\$ up front). Negotiations are going to be extremely tough this year.*

**Question: Can you give us a ballpark figure as to how much we are asking for in our negotiations?**

*Answer: The teachers got 14% - the CBE Executive got 8% - that gives us a ballpark to play in - however, reality is that the CBE is currently \$17 million dollars in the hole, so nothing is going to come easy to us. we are trying to get as much as we can in all areas and that includes getting as many dollars in our pockets as we can. Benefits is one area we’re trying for (even though we’re aware it doesn’t benefit all our members, but we have to go for every item we can). Severance is another issue we’re trying to enhance - it affects everyone. **Our #1 negotiated item is to try to increase our salaries across the board.***

**Question: What kind of \$\$ would it take to give all our S.A. members a raise?**

*Answer: In 1996, the cost to the Board for the S.A. members was \$42 million in wages and benefits. We currently cost them \$65 million (and that’s with an increase in numbers and an increase in wages). A wage increase for all our members would cost the Board very little in the overall picture.*

**Question: What happened to the benefits surplus you told us about?**

*Answer: After much discussion, we were supposed to receive a “benefits holiday” starting this September (i.e. we would not pay for our benefits for a specified length of time, until the surplus was used up). However, some retired employees of the Board complained that the surplus was in part made up of their money, and wanted part of it. The Retired Employees Association has now threatened legal action, so we now may not see any of it - it may all be eaten up in legal fees.*

**Question: What is being done for Library Assistants?**

*Answer: We’ve almost had this item nailed down twice - CBE has renegeed both times. Now we have Library Tech. Positions - which has helped some people who have had their positions split. A policy grievance launched by us had ensured that no Library Assistant is less than .429 FTE - it took a policy grievance to protect this. Rest assured - we’re still frustrated (and still working on it).*

9. Presentation of Door prizes:

Two Staff Association Mugs	James Petelski
Two Staff Association Mugs	Millie Fen
Staff Association Denim Shirt	Heather Wiens
Staff Association Denim Shirt	Shelly Walper

9. **ADJOURNMENT:** 9:34 p.m.