

**CBE Staff Association  
Annual General Meeting  
Date: November 7, 2007**

**Directors In Attendance:** Jean Minifie, Cathy Evanochko, Ann Craig, Dorothy Hall, Albert Herscovitch, Wanda Stevenson, Sherry Vaskovics, Alma Rajwani-Rawji, Bill Flookes (Manager)

Absent: Bryan Hicks

		<b>Action Items</b>
	<p><b>1. CALL TO ORDER:</b> Meeting called to order at 7:00 pm. The meeting was adjourned for 10 minutes as there was not a quorum. The meeting was recalled to order at 7:10 pm.</p> <p><b>2. INTRODUCTIONS:</b> Introduction of Head Table and K.I.T. Team</p> <p><b>3. CHAIRPERSON’S COMMENTS:</b> Our Director Lois Robb has resigned due to medical reasons. If you are interested in becoming a Director please contact Jean Minifie or any of the Directors to discuss this position with you.</p> <p>When we had our Information Meeting in March of this year. We shared with you the presentation Bill and I gave to the Operating Budget Steering Committee and also our major Negotiation proposals.</p> <p>I am going to briefly go through the 7 items that we had recommended and give you an explanation of what has happened with each recommendation.</p> <ol style="list-style-type: none"> <li>1. Staff Association is recommending that in order for CBE to allocate resources effectively over the next three years that: <i><b>CBE and Staff Association work together to change the mind set (culture) of CBE from FTE’s to Hours of Work.</b></i> This was done and it was put in the RAM, the change from FTE’s to Hours of Work.</li> <li>2. <i><b>CBE and Staff Association suggest that Staff Association positions not to be less than three hours per day excluding Lunch and Breakfast Supervisor positions which shall not be less than two hours a day.</b></i> The CBE did go along with this recommendation and in the most part has been working well. Most of the lunch and breakfast supervisors have been working approximately 1 ¾ hours per day. We had a good number of members who were working 2 or 3 jobs in order to have a 6 hour day. We were to meet with Labour Relations to work out an agreement about adding small amounts of time to people who had a 4 or 5 hour position bringing them up to a full time position with the extra hours but that was never followed through and not because Staff Association did not push for it but CBE refused to have any more discussion around the issue. We are still pushing for this to happen and have bought it up at several meetings.</li> <li>3. <i><b>CBE to look at one or more school-based positions, as an example, Education Assistants, and mandate that those positions not be less than 3 hours per day with increased hours of work by half hour increments.</b></i> We could never understand how a coded child could only be coded for 2 hours or less per day. We finally got someone to listen to us and the results were hours were increased to at least 3 hours maybe more per day. If there is an EA that is working less than 3 hours per day then you need to see any of us after the meeting tonight.</li> <li>4. <i><b>CBE minimized the unsettling process of the large number of lay-offs and recalls that occur every year that put the CBE at risk of losing employees.</b></i> With the job market in Calgary especially this year the possibility of anyone of our members being laid off during the summer would increase the chances of then not returning to CBE in the fall. It was a matter of retention for the CBE so there was not any lay off notices handed out this pass summer. CBE had everyone placed by mid September with a few accommodations issues still unsettled.</li> <li>5. <i><b>CBE needs to be more innovative at accommodating individual employee’s needs rather than, as an example, eliminating job shares.</b></i> CBE does have something on job share but it is so limiting that there has not been any new job shares that Staff</li> </ol>	

	<p>Association is aware of this year. There needs to be something in the Collective Agreement regarding the variance which is not there now. The issue of job share is one of Staff Association proposals at the bargaining table.</p> <p>6. <b><i>CBE work with Staff Association to simplify the fields of employment, hourly categories and reduce the number of position descriptions.</i></b> CBE made a unilateral interpretation of position descriptions without consultation with Staff Association. The main issue was that the CBE added supervision to all Position Descriptions. As well, a Position Description came out for Administrative Secretary which no longer stated “other related duties” but instead stated “other duties”. The Staff Association considers this broad banding. One change that occurred to the Position Descriptions was that supervision was removed from Administrative Secretary and other related duties were defined. Staff Association’s difficulty with all this has been that a change was made but was not shared with Staff Association or with the Administration themselves. The problem perceived is with process and the difference between consultation and collaboration. At the same time Staff Association recognizes that the CBE has worked hard to address the problems they have created but it does not solve the underlying dilemma for us –the unilateral decision making by CBE. Staff Association either has to address it after the fact or we have to change the Collective Agreement to be part of the process.</p> <p>7. <b><i>CBE and Staff Association work together to clarify for everyone within the CBE the expectations, allocation and deployment around assigned hours and position description duties.</i></b></p> <p><b>4. APPROVAL OF MINUTES</b></p>	
11/07/07	<p><b>Motion by Jan Maclachlan, seconded by Wendy Clarke that the Annual General Meeting Minutes of November 1, 2006 be approved as printed.</b></p>	Carried
	<p><b>5. AUDITOR’S REPORT</b> – presented by Dennis Kisio, CA</p>	
11/07/07	<p><b>Motion by Dorothy Hall, seconded by Carol Binder that the auditor’s report be accepted as presented.</b></p>	Carried
	<p><b>6. PROPOSED BUDGET</b> – presented by Dorothy Hall</p>	
11/07/07	<p><b>Motion by Dorothy Hall, seconded by Laurie Maxwell that the proposed budget for 2007-08 be approved as presented</b></p>	Carried
	<p><b>7. 2007-08 STAFF DEVELOPMENT FUND</b></p>	
11/07/07	<p><b>Motion by Carolyn Freund, seconded by Jan Maclachlan that the Staff Association contribute \$25,000.00 to the Staff Association Staff Development Fund to be matched dollar for dollar by the CBE as per our collective agreement.</b></p>	Carried
11/07/07	<p><b>Motion by Agnes Kooy, seconded by Laurie Maxwell that the Staff Association contribution \$5,000.00 to the Professional support Staff Development Fund to be matched dollar for dollar by the CBE as per our collective agreement.</b></p>	Carried
	<p><b>8. K.I.T.</b> – Carol Freund  We are still in need for liaisons as the following worksites</p> <p>Annie Gale, Cecil Swanson, Chaparral, Chief Justice Milvain, Chris Akkerman, Dr. E.W. Coffin, Dr. G.M. Egbert, Fish Creek, Glendale, J.G. Diefenbaker, Killarney, Queen E. Jr/Sr, Ramsay, Area Office III, CNS Dept, International Bureau, Payroll and Career Pathways SSS. If you wish to volunteer please email or call Hilary Smith at 294-8695 <a href="mailto:hpsmith@cbe.ab.ca">hpsmith@cbe.ab.ca</a>.</p> <p>Two members volunteers from the floor to be liaisons at their worksites:</p> <p>Carol Cameron      Ethel M. Johnson  Gail Wasylyshen      Fish Creek</p>	

11/07/07	<p><b>9. CLOSING REMARKS</b> – Bill Flookes  The manager discussed 1) hours increase to 1 ¾ for Lunchroom Supervisors, 2) Position Descriptions, 3) Maternity Leave, 4) 3 grievances TSS Staff, 5) refund of LTD, ATA were instrumental in the repayment to the members through their work and monetary investment, 6) Dr. Croskery’s meeting with Jean on Nov. 7, 7) Job Postings, 8) Negotiations, which led to the following motion.</p> <p><b>Motion by Ross Emery, seconded by Peggy Ash that the Staff Association Negotiating Committee will apply for mediation after six months of negotiation meetings if a memorandum of agreement has not been agreed upon. If the Staff Association Negotiating Committee feels negotiations are moving in a positive direction within the six months, they will notify the membership of the reasons to continue with the negotiation process. This extension may go up to two months without reporting to membership.</b></p>	Carried
11/07/07	<p><b>Amendment to motion by Pauline Dowell, seconded by Jean Lemon that the six months would begin following the expiry date of the current collective agreement.</b></p> <p><b>10. QUESTIONS AND ANSWERS</b></p> <p><b>Q. Why does my pay stub show different hours works to what I work?</b>  A. <i>It is the FTE’s such as .715 and .858 that were changed by the CBE effective July 1, 2007 however the FTE’s of .714 and .857 etc now under pay those people that working 25 hours or 30 hours. The CBE has promised to fix this problem however to date it has not been fixed. The Staff Association has put in a Policy Grievance and to date we have not heard anything from the CBE.</i></p> <p><b>Q. What are we negotiation for?</b>  <i>Focus on Negotiations – See attached</i></p>	Carried

## FOCUS ON NEGOTIATIONS

### SURVEY RESULTS

Main Body	PSS
Salary	Salary
Drug Card	Pay Winter Spring Break
Benefits over 12 months	Drug Card
100% Benefit	Increase vacation pay/time
10 month over 12 month Pay	100% Benefits
Increase vacation pay/time	

### MAJOR NEGOTIATION PROPOSALS

Main Body	PSS
Salary <ul style="list-style-type: none"> <li>• 12% over 1 year</li> <li>• Eliminate step 1</li> <li>• Add “new” end step</li> </ul>	Salary <ul style="list-style-type: none"> <li>• 12% over 1 year</li> <li>• Eliminate step 1</li> <li>• Add “new” end step</li> </ul>
Minimum hours of work	Winter/Spring Break Holiday
Discretionary Days <ul style="list-style-type: none"> <li>• 2 days to 3 days (19.6 and 19.9)</li> </ul>	Discretionary Days <ul style="list-style-type: none"> <li>• 2 days to 3 days (19.5)</li> </ul>
Group Benefits <ul style="list-style-type: none"> <li>• Increase employer contribution to 100% over 12 months</li> <li>• Drug Card</li> <li>• Retired Employee Benefits Package extend the 50-50 arrangement to August 31, 2012</li> </ul>	Group Benefits <ul style="list-style-type: none"> <li>• Increase employer contribution to 100% over 12 months</li> <li>• Drug Card</li> <li>• Retired Employee Benefits Package extend the 50-50 arrangement to August 31, 2012</li> </ul>
Staff Development Fund <ul style="list-style-type: none"> <li>• Increase from \$150,000 to \$200,000</li> </ul>	Staff Development Fund <ul style="list-style-type: none"> <li>• Increase from \$40,000 to \$60,000</li> </ul>
10 Month Pay Over 12 Months <ul style="list-style-type: none"> <li>• Voluntary</li> <li>• Vacation pay on every pay</li> </ul>	
Vacation Increase (time/vacation pay) <ul style="list-style-type: none"> <li>• First 5 years 20 working days / 8%</li> <li>• After 5 years 30 working days / 12%</li> <li>• After 10 years 35 working days / 14%</li> </ul>	Vacation Increase (time/vacation pay) <ul style="list-style-type: none"> <li>• First 5 years 20 working days / 8%</li> <li>• After 5 years 30 working days / 12%</li> <li>• After 10 years 35 working days / 14%</li> </ul>
Temporary Employees <ul style="list-style-type: none"> <li>• Count Temporary time towards salary increments</li> </ul>	