



CBE Staff Association
Spring Information & Election Meeting
 Date: April 29th, 2015

Directors In Attendance:	Lois Robb (Chairperson), Charlene Barva, April Byers, Jen Copithorne, Larry Frandle, Jackie Galambos, Nancy Huizinga, Wanda Stevenson, Sherry Vaskovics
In Attendance:	Albert Herscovitch (Manager), Mark Johnson (Manager), Dawn Scott (Recording Secretary)

1. **CALL TO ORDER:** The meeting was called to order at 7:00 pm. The meeting was adjourned for 10 minutes as there was not a quorum present. The meeting reconvened at 7:10 pm.
2. **GREETINGS & INTRODUCTIONS** - Lois Robb
 Lois welcomed everyone to the meeting and thanked everyone for coming out to the meeting and introduced the Board of Directors and office staff.
3. **ADDITIONS TO THE AGENDA**
 - No additions to the agenda.
4. **FINANCIAL REVIEW** - Nancy Huizinga
 - We are looking at our current Budget vs. Actual.
 - We are doing very well as a whole.
 - Numbers should be within our budgeted amounts.
 - You will notice there are several zero's under the actual column for expenses, this is due to expenses that are charged annually and have not been received as of yet.
 - The "miscellaneous" account has an expense of \$229.00 due to a compromised Visa card and this is the interest charged to the account that will be reversed on our May statement.

Member questions with regard to the budget vs. actual were answered.

- A member attempted to introduce a motion to amend Staff Association's Bylaws. The Chair ruled the motion out of order, noting the required procedure, which would have included advance notice for amending the Bylaws of the Association. The Bylaws were last presented in October 2012 at Staff Association's Annual General Meeting and were approved by the membership at that time.
- The member also tried to persuade the membership to push Staff Association to have a forensic audit done on the Association's financial records, to which the Chair responded candidly, and read an e-mail response that she provided to another member who expressed concern over the Treasurer's position changing hands a couple of times over the past couple of years. Support was provided to Staff Association's Chair, Directors and office staff from another member-at-large who stated that Staff Association's books are audited yearly and there is a motion passed at each Annual General Meeting to accept the Auditor's Report as presented.
 - The Chair, Directors and office staff received full support from other members present at the meeting.
- The member expressed displeasure and predicted dire consequences for all present.

5. ELECTION OF DIRECTORS - Larry Frandle

Directors running for re-election 2015: Charlene Barva, April Byers and Wanda Stevenson.

New nominees running for election: Leah Arkley, Tom Brown and Linda Soltesz.

- Call for nominations from the floor. (No nominations from floor).
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 - Jackie Galambos nominated Rae-Ann Royal from Bowcroft.
- Larry asked the nominees if they were willing to stand for election.
 - All nominees were willing to stand for election.
- With no further nominations received from the floor, Larry ceased nominations.
- Larry asked each candidate to address the meeting.
 - Each nominee addressed the membership.
- Larry provided information as to the location of the ballot box and the time allotted for voting.
- Three members at large were asked to assist with the election:
 - Mike Minard
 - Kathryn Van Hearn
 - Laverne Bramall
- Larry requested that the membership vote for only five (5) positions as indicated on the ballots; otherwise, the ballot would be spoiled and the votes would not count.

6. REPORTS:

a) Chairperson's Report - Lois Robb

- Lois discussed the challenges with the provincial budget. There has been no written confirmation from the government that the reserve money (\$18 million) can be used. If that doesn't happen to come through, then CBE will go back and re-do their Resource Allocation Method (RAM) based on the \$29.3 million.
 - That will affect support and services.
- The next thing that comes into play is who wins the election.
 - It's going to be very challenging and the impact on health care and education is tremendous.
 - We have some members that go down this path every year with a cut in hours etc. Many hold more than one or two jobs to make ends meet.
 - With all of the uncertainty and stress that everyone is feeling right now, please remember to be kind to your fellow man.
- If you have any questions or concerns regarding workload, a cut in hours etc., please call us.

b) Managers' Report - Albert Herscovitch / Mark Johnson

- Albert Herscovitch's report attached.
- Mark Johnson discussed personal leave days, retro-active pay and staffing placements (point-form notes attached).

c) Professional Improvement Fellowship (PIF) - Lois Robb

- Lois advised that she was going to provide information around the Professional Improvement Fellowship, the PIF:
 - The applications come out in the early fall.
 - Staff Association Main Body and Professional Support Staff (PSS) members may be granted a PIF for up to 12 continuous months for the pursuit of university or other formal academic studies.
 - An employee granted a PIF shall be paid 65 percent of their earnings.
 - Please refer to Article 18 in our Main Body and PSS Collective Agreements.
 - You can apply for a PIF for as little as an 8 week period if you like. We don't want our members to feel that they have to take something for a full year in order to apply.
 - If you need help filling out the application, please contact the office and we'll be happy to help.
 - This year, we received four (4) Main Body applications and all four applicants were approved for the PIF for September 2015. Congratulations to those members!
 - There were zero applications received from PSS members.

f) Workplace Relationship Committee - Charlene Barva

- This used to be called the Mutual Interest Committee and the name changed about three (3) years ago.
- The committee consists of representatives from both CBE and from Staff Association.
- Meetings are held on the first Wednesday of each month and rotate between locations.
- Matters concerning systemic concerns are discussed.

g) Scholarships - Jackie Galambos

- This is our fourth year that we are offering scholarships.
- Staff Association offers four (4) scholarships at \$1,500 each based on financial need and three (3) additional scholarships at \$1,000 each with no financial restrictions.
- EducationMatters is our fund administrator to ensure that we have a third party managing our scholarships to avoid a potential conflict of interest.
- Every year we have had more applicants apply than the previous year.
- The link for scholarship information is available on the *homepage* of Staff Association's website (www.staffassociation.ca).
- A scholarship award information sheet is available for anyone who would be interested.
- The information has been sent out to all Career Practitioners to pass along to students.

7. INTRODUCTION OF ELECTED DIRECTORS

Welcome to the returning Directors and the newly elected Directors as follows:

- Leah Arkley
- Linda Soltesz
- Charlene Barva
- Wanda Stevenson
- Rae-Ann Royal

Larry advised the membership that a motion is required from the floor to destroy the ballots in seven days of this meeting.

Lynn Robinson motioned to have the ballots destroyed in seven (7) days of the Spring Information & Election Meeting, seconded by Sherry Vaskovics. Motion Carried

Carried

8. ADJOURNMENT

- Lois thanked the membership once again for coming out and advised that there will be an informal question and answer period after the meeting is adjourned.
- Lois adjourned the formal part of the meeting at 8:55 pm.

9. INFORMAL QUESTION & ANSWER PERIOD

- Membership questions and concerns were asked and answered by Staff Association's Chair and Managers.



Recording Secretary



Chair

CBE STAFF ASSOCIATION

Budget vs. Actual

September 2014 – March 2015

Income		
	Actual	Budget
Staff Development Fund – Income	\$ 260,000	\$ 285,000
PSS – Development Fund – Income	\$ 61,000	\$ 66,000
Dues	\$ 559,138	\$ 985,996
Interest Income	\$ 0	\$ 10,000
Convention	\$ 2,500	\$ 0
Insurance Rebates	\$ 2,499	\$ 2,500
Total Income	\$ 885,137	\$1,349,496

Board of Directors' Expenditures		
	Actual	Budget
Meals – Negotiations	\$ 1,982	\$ 3,000
Printing – Negotiations	\$ 0	\$ 3,000
Out of Pocket – Negotiations	<u>\$ 2,625</u>	<u>\$ 4,000</u>
Total – Negotiations	\$ 4,607	\$ 10,000
Out of Pocket	\$ 5,303	\$ 15,000
Honourarium – Annual	\$ 0	\$ 6,450
Meals	\$ 6,036	\$ 10,000
Mileage – Chair	\$ 0	\$ 2,000
Professional Development	<u>\$ 9,722</u>	<u>\$ 13,000</u>
Total – Board of Directors	\$25,668	\$ 56,450

CBE STAFF ASSOCIATION

Budget vs. Actual

September 2014 – March 2015

Condo Expenses		
	Actual	Budget
Condo Fees	\$ 9,078	\$ 20,000
Maintenance	\$ 699	\$ 2,500
Utilities	\$ 2,569	\$ 5,500
Property Taxes	\$ 0	\$ 9,000
Insurance	\$ 0	\$ 1,700
Alarm Service	\$ 0	\$ 500
Janitorial Services	<u>\$ 1,843</u>	<u>\$ 5,500</u>
Total Condo Expenses	\$ 14,189	\$ 44,700
Office Expenses		
	Actual	Budget
Furniture & Equipment	\$ 3,959	\$ 7,500
Advertising	\$ 1,050	\$ 0
Convention Expense	\$152,443	\$165,000
Legal	\$ 1,082	\$ 50,000
Staff Development – PSS	\$ 60,000	\$ 70,000
Staff Development – Main Body	\$250,000	\$285,000
Membership Recognition/Retirement	\$ 0	\$ 11,000
Rentals, SA Meetings	\$ 2,505	\$ 10,000

CBE STAFF ASSOCIATION
Budget vs. Actual
September 2014 - March 2015

Office Expenses Continued		
	Actual	Budget
Retirement Celebration	\$ 0	\$ 5,000
Telephone	\$ 6,409	\$ 17,000
I.T. Services	\$ 31,175	\$ 65,000
Audit / Accounting	\$ 6,205	\$ 8,000
Bank Charges	\$ 392	\$ 500
Office Supplies	\$ 18,247	\$ 23,746
Mileage – Office Staff	\$ 532	\$ 3,500
Scholarships	\$ 9,474	\$ 10,000
Miscellaneous	\$ 229	\$ 0
Sunshine / Social Fund	\$ 208	\$ 3,500
Total Office Expenses	\$543,910	\$734,746

CBE STAFF ASSOCIATION

Budget vs. Actual

September 2014 – March 2015

Salaries & Benefits		
	Actual	Budget
Salaries – Office Staff	\$ 214,520	\$ 405,000
Benefits – Office Staff	\$ 44,241	\$ 60,000
EI – Office Staff	\$ 1,701	\$ 6,600
CPP – Office Staff	\$ 3,434	\$ 10,000
LTD – Office Staff Employee \$	\$ -180	\$ 0
LAPP (Employer Portion)	\$ 8,303	\$ 16,000
Payroll Service Charges	\$ 489	\$ 1,000
Temporaries Salary & Benefits	\$ 65	\$ 15,000
Total Salaries & Benefits	\$ 272,573	\$513,600
Total Expenses	\$ 856,340	\$1,349,496
Net Income	\$ 28,797	

Biographies - Election of Directors for CBE Staff Association

Leah Arkley	Chinook Learning Services	Career Practitioner
<p>I have been with the CBE for over 7 years and until approximately two years ago, didn't fully understand or realize what Staff Association really was or what it did for me and our members. I feel I would love the opportunity to ensure others are informed about Staff Association and to be part of such a wonderful and supportive group of people. Basically, I want to give a little back to this group.</p>		
Charlene Barva	Learning Services / Parkdale Centre	Psychologist
<p>I am a Registered Psychologist employed for 15 years with the CBE in various psychological capacities, with the last 4 years of these also being involved as a Board Director with the CBE Staff Association. I am interested in running for another term because I have immensely enjoyed my role with the Association and want to continue to learn and be an advocate for an organization of members for whom I care greatly about. I have seen a number of changes over the past few years and right now these are especially fiscally difficult economic times in education. In my own role, I have seen an increase in the amount of work and responsibilities that employees are expected to take on, without any compensation for these increased demands. I know that many other Staff Association members are feeling similar to myself with regards to their working conditions and perceived value and recognition within the Board. I believe in the work of the Staff Association and in an increased positive and collaborative relationship with the CBE. I would like the opportunity to remain active and involved as a Board Director in working towards positive and lasting change for our membership.</p>		
Tom Brown	Employee Health Resource Centre	Counsellor
<p>I am a counselling Psychologist at the Employee Health Resource Centre, so I see on a first-hand basis the stress which staff members are facing and the effect it has on their work and personal lives. I believe I can speak with knowledge about staff wellness and health issues and benefits. I have a good insight into how staff are treated at CBE and can help promote overall staff welfare.</p>		
April Byers	Learning Services / Ian Bazalgette	Psychologist
<p>I have been a Director for the CBE Staff Association for the past four years. During that time I have learned quite a bit about the CBE and its operations as well as the issues faced by our members. I have also been involved in committees including the Professional Improvement Fellowships (PIF) for main body support staff and more recently, the Workplace Relationship Committee. I have observed the work and efforts of both the staff and other Directors of the CBE Staff Association and believe there is still much more to contribute and to learn. While like many of us, I too am faced with the prospect of losing my job at the moment. I would still like very much to continue as a Director in order to understand the challenges of our members and to represent them on issues such as job security, negotiations and workplace issues. Thus, I hope you will consider me for a further four year term so I can continue to advocate for, and on behalf of our members.</p>		

Biographies - Election of Directors for CBE Staff Association Continued

Linda Soltesz

**Planning Department /
Education Centre**

Planning Analyst

I am a single mother of two kids and have been working within the CBE for approximately 9 years. I started in the transportation department and have since moved to my role in the planning area. Over the years, I have realized how important it is to have a voice no matter how small it may seem at the time. I also have seen the need for representation of those that may not feel they have a voice.

Wanda Stevenson

Acadia School

Education Assistant

My name is Wanda Stevenson, and I am an Educational Assistant at Acadia Elementary School. I am running for re-election to the Board of Directors of Staff Association. Currently, I am the only Educational Assistant on the Board. I have been with CBE since 1997 and have served on the Board of Directors for Staff Association since 2006. It has been my pleasure to represent members on the Negotiation Committee twice. I have also served on the Workplace Relationship Committee which meets once a month with the CBE management team to discuss issues that arise. I am also a member of your Executive as the Secretary. It has been a wonderful honour to represent support staff and I look forward to another four years as your representative.

Good evening and thank you all for coming tonight. This has been a long and for some a very difficult year. Tonight I will keep my comments brief as I suspect that the question and answer period will be the part that most of you want to get to.

To start with, a few comments about the budget. David Stevenson, our Chief Superintendent, has been very good about keeping us informed about the budget situation as it has and continues to unfold. Two weeks ago, he informed us that although the Board of Trustees had voted to apply \$18 million from the reserves to the school operating budget, the RAM would not include that 18 million because no confirmation of approval to do so had been received from the provincial government. That would have had a significant negative impact on every school's RAM. This information was relayed to Principals at a Principal meeting and that created a lot of angst for both Principals and our members. The Minister of Education then backtracked on his statement that reserves could not be used to offset any budget deficiencies. So, last week at a Principal's meeting, to discuss the RAM, Principals were informed that the RAM would now include that 18\$ million. The end result was that RAMs were not reduced from last year's levels and in fact, the salary increases coming to teachers and support staff would also be provided within those RAMs. We should see very few reductions in staffing levels or reduced hours at the school level unless school projections for next year are below those of the current year.

The situation is somewhat different for service units. As you know, service units will take the brunt of the budget cuts and the leaders of those service units are currently working on those.

We do however know that further changes to the budget may possibly be forthcoming depending on the outcome of the provincial election next week which could result in a modified provincial budget and a modified education budget. It is also possible that the Minister of Education could relax policies around the use of reserves to the extent that trustees may be able to apply more money from the reserves to offset the budget deficit.

I have a few questions for those of you who work in schools that I would like you to respond to with a show of hands.

1. Has this information been relayed to the staff at your schools?
2. In your conversations around the RAM, how many of you have been told that your position has been surplussed or been asked to take a reduction in hours?

I also want to talk briefly about one of the changes arising from the new collective agreement, the Adjustment in Weekly Hours of Work.

Previously, Principals and Supervisors of service units, departments and work units have been able to adjust a support staff hours of work with no limitations, that is, anytime, any amount. The process specifically stated that seniority does not apply. The new collective agreement now has some limitations and a process in place which Principals have to follow:

- Whose hours of work are to be adjusted, whether a decrease or an increase, is based on firstly; Field of Employment, secondly; operational need and, thirdly; seniority. If your hours of work are adjusted based on operational need, you should ask for the rationale and if that rationale is not acceptable to you, give us a call at the office.
- When seniority is the determining factor, all employees in the Field of Employment that is affected will be offered the adjustment and given 48 hours to respond. This can be done through a common E-mail. The reason for doing it this way is that there may be support staff who would welcome a reduction of hours or there may be no one who wants an increase in hours.
 - If more than one employee accepts the adjustment, the most senior employee will receive the adjusted hours.
 - If no employee accepts the adjustment, the employee with the least seniority will receive the adjusted hours. That employee will be given 48 hours to accept or decline the adjustment.
 - Where an employee to whom the adjustment applies declines this adjustment, they will be identified for transfer and the usual processes continue to apply.

Please be aware that an adjustment in hours of work may move you to a different weekly hours of work category.

If you have any questions or concerns about a proposed change to your weekly hours please call our office.

Mark Johnson
General Information & Election
Meeting Notes
Wednesday, April 29, 2015

PERSONAL DAYS

- Flagged urgency to address before spring break
- Meeting April 1 – floated and discussed possible deferment – general enthusiasm for – needed to take back and would get back following week
- Long time nothing so FYI last Thursday. Hours later called – no go. Have to use in current year.
- Only rationale that had money this year – not next, so didn't want to defer any expense to next year.
- Have to take between now and end of June
- No adjustment / reconciliation for anything to date or already planned – still make up time and report or it will be deducted from final pay.
- If \leq to 4 so far – have one more at full pay.
- If 5 already, get extra $\frac{1}{2}$ day at full pay
- Not entered into PeopleSoft – Supervisors being asked to track manually
- Talk re: Notice – mutual if possible - not being dictated – not subject approval
- Next year – 1 at full pay – 4 at $\frac{1}{2}$ pay – no exceptions

RETRO PAY

- Possible but unlikely off cycle pay
- Going forward – May 15 Retro – May 29 or June 12
 - 12 mo. MAIN & PSS and 10 mo. Traditional calendar – Sept. 2
 - 10 mo. Modified Calendar – August 18
 - 10 mo. PSS – August 27, 2014
- Left system – apply – 60 days from signing

STAFFING – PLACEMENTS

Quadrant – Calendar – School Level – relevant training/expertise/coaching – actual school



Education Matters – CBE Staff Association Scholarship Award

Deadline May 29, 2015

4 Awards will be determined by Financial Need – Value \$1500.00 - Each

3 Awards will have no financial need Restrictions – Value \$1000.00 – Each

Student must have a parent or guardian who is a current member in the Calgary Board of Education Staff Association (PSS and Main Body) Parent/guardian must note location of work and position at the end of Section IV, Student Applicant and Parent/Guardian Declaration.

Go To: www.educationmatters.ca

- **Student and Parents**
- **Student Award Information**
- **System Wide Terms of Reference**
- **<http://www.educationmatters.ca/wp-content/uploads/2015/03/CBE-Staff-Association-Award-with-application.pdf>**