



CBE Staff Association
Spring Information & Election Meeting
 Date: April 24, 2019

Directors In Attendance:	Lois Robb (Chairperson), Charlene Barva, Jen Copithorne, Nancy Huizinga, Julia Kim, Donna Porter, Rae-Ann Royal, Jane Waldron
Office Staff In Attendance:	Albert Herscovitch (Manager), Mark Johnson (Manager), Dawn Scott (Recording Secretary), Sue Wenaas (Staff Development & Convention Coordinator)

1. CALL TO ORDER: The meeting was called to order at 7:02pm. The meeting was adjourned for 10 minutes as there was not a quorum present. The meeting reconvened at 7:12pm.

2. GREETINGS & INTRODUCTIONS - Lois Robb
 Lois welcomed and thanked the membership for coming out and attending the meeting. Lois then introduced the Board of Directors and office staff. Lois announced that Staff Association's Treasurer, Jackie Galambos, has moved on to another position outside of CBE and Director, Mike Minard, had to resign his position from Staff Association's Board.

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 at approximately 66% of our budget and are doing quite well as a whole.
- A few accounts to note:
 - **Under Income (budget line numbers 415 and 420):**
 - The Convention & Insurance Rebates will be applied to Convention Expenses.
 - **Under Board of Directors:**
 - Negotiations - You will notice that we have no expenses, although we had a couple of Mediation dates after this report was processed.
 - **Line 560 Professional Development** is over budget due to the increase of events that fall under this account.
 - **Under Condo Expenses:**
 - **Line 600 Condo fees** - we have received a budget credit adjustment from Acclaim Condominium Managers in the amount of \$1,543.57 as a result of a clerical error in their original budget that was distributed at the beginning of the year.
 - **Under Office Expenses**
 - **Line 710 - Convention Expense** will be over budget this year due to an increase in member registrations as well as adding additional venues due to Viscount Bennett Centre closing.
 - **Under Salaries & Benefits:**
 - **Line 816 - Salary offset (SD Fund)** - As per Article 29.6 of the Main Body Collective Agreement, Staff Association can allocate up to 20% from the 2017/18 Main Body Staff Development Fund to offset administrative costs of that fund for the 2018/19 year.

5. SPECIAL RESOLUTION & PROPOSED BYLAW CHANGES – Jen Copithorne

- Jen introduced a special resolution submitted by Staff Association Directors, proposing that the Bylaws of the Association be amended as follows:

Article 3 – Management of the Association

The Board governs and manages the affairs of the Association. The Board may employ such staff as it deems necessary to transact the business of the Association, including a Senior Manager. A Senior Manager will directly supervise staff and is responsible for day to day operations of the Association. The Senior Manager is hired by, reports to, and is accountable to the Board.

Article 6 – Board of Directors

6.3.2 The Chairperson

6.3.2(a) Oversee membership affairs of the Association.

6.3.2(j) – remove completely (supervise employees of the Association).

- Jen reviewed and discussed the proposed amendments to the Bylaws, including the Staff Association Board of Directors rationale for them (special resolution attached). Various other members also addressed the proposed amendments.
- Rae-Ann provided additional information. We thought about giving you some background as to why we are proposing these changes.
- Members asked questions pertaining to the proposed changes and they were answered by board members.

Jen Copithorne moves that the members present approve changes to Article 3 (Management of the Association) and Article 6 (Board of Directors), Clause 6.3.2 (The Chairperson) as presented, seconded by Mike Minard.

**Motion
Defeated**

- The question was asked to vote via secret ballot. The Board agreed.
- Members were directed to use the backside of their election ballots as there were more remaining for the election vote.
- Lois adjourned the meeting for a 10-minute break. Meeting was called back to order at 8:29pm.
 - Jen provided the results from the vote. Sixty-three (63) votes were cast and the resolution was defeated.

6. ELECTION OF DIRECTORS - Charlene Barva

Directors running for re-election 2019: Nancy Huizinga, Donna Porter and Rae-Ann Royal.

We have one new nominee running for election: Christine Exell.

- There were no nominations received from the floor, and with no further nominations, Charlene ceased nominations.
- All nominees indicated that they were willing to stand for election.
- As there were six (6) spots available and only four (4) nominees, there was no vote and the nominees were elected by acclamation.
 - Congratulations and welcome to the returning Directors and the newly elected Director as follows: Christine Exell, Nancy Huizinga, Donna Porter and Rae-Ann Royal.

7. REPORTS:

a) Chairperson's Report - Lois Robb

- Lois announced that as this is her last term as Chair she has put in her letter for retirement with CBE effective June 28th.
- It has been her pleasure to represent the membership. You never stop learning. You can never think that you know it all because you don't. It's challenging work when you're trying to assist almost 5,000 members,

a) Chairperson's Report Continued

which includes our casual support staff. Support staff are integral to CBE's success! Lois wished everyone the best of luck in their path, whatever they may choose.

b) Managers' Report - Albert Herscovitch / Mark Johnson

- Albert Herscovitch provided information on CBE's Joint Worksite Health and Safety Committee (report attached).
- Mark Johnson provided an update on negotiations.

c) Professional Improvement Fellowship (PIF) – Jane Waldron

- Jane provided 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.
 - PSS members may also be granted a PIF to enable them to obtain specific skills, training or to carry out an approved research project.
 - This year, 18 Main Body members applied for Professional Improvement Fellowships, with 17 recommended, and 1 was denied. The recommendations are now in the hands of the Superintendent's Council for final acceptance. There were 2 applications received from PSS members, which were both accepted by the committee. The committee has the final say in PSS applications.
 - Please refer to Article 18 in our Main Body and PSS Collective Agreements.
 - An employee granted a PIF shall be paid 65 percent of their earnings.
 - The PIF has a maximum of 12 months but no minimum duration. We have had members obtain a PIF for as little as a few weeks.
 - If you need help filling out the application, please contact Staff Association's Management Team at the office as they have been involved in this process for many years and can provide you with assistance in how to write an application that will enhance your chances of being successful in your application.

f) Workplace Relationship Committee – Donna Porter

- The committee consists of representatives from both CBE and Staff Association, with monthly meetings rotating between Staff Association's office and Parkdale.
- Matters concerning systemic concerns to promote healthy workplace relationships are discussed. This is an extension of matters that are dealt with at Staff Association on a daily basis.
- There has been a great deal of discussion this year around:
 - employees that are identified for transfer;
 - time-out rooms; and
 - there has been word that there may be first response kits for opioids and the concerns related to having them in schools.
- This is very diligent work and the work is being done on your behalf all the time.

g) Scholarships – Julia Kim

- This is our eighth year that we are offering scholarships.
- Staff Association offers eleven (11) scholarships in total: six (6) at \$1,500 each based on financial need and five (5) 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.

g) Scholarships Continued

- 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.

8. INTRODUCTION OF ELECTED DIRECTORS

Members were voted in by acclamation as indicated in the Election of Directors information above.

9. ADJOURNMENT

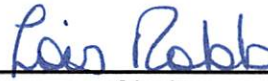
- Lois thanked the membership once again for coming out and advised that there will be an informal question and answer period after the meeting is adjourned.
- Lois adjourned the formal part of the meeting at 9:04pm.

10. 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 1, 2018 – April 3, 2019

Income		
	Actual	Budget
405 - Staff Development Fund (Income)	\$ 300,000	\$ 325,000
408 - PSS Development Fund (Income)	\$ 146,000	\$ 151,000
410 - Dues	\$ 637,768	\$1,175,000
411 - Interest Income	\$ 0	\$ 5,000
415 - Convention	\$ 5,035	\$ 4,000
420 - Insurance Rebates	\$ 5,642	\$ 7,000
Total Income	\$1,094,445	\$1,667,000
Board of Directors' Expenditures		
	Actual	Budget
520.1 - Meals – Negotiations	\$ 0	\$ 3,000
520.2 - Printing – Negotiations	\$ 0	\$ 1,000
520.4 - Out of Pocket – Negotiations	<u>\$ 0</u>	<u>\$ 4,000</u>
Total – Negotiations	\$ 0	\$ 8,000
520 - Out of Pocket	\$ 8,349	\$ 15,000
530 - Honourarium – Annual	\$ 0	\$ 7,600
540 - Meals	\$ 2,777	\$ 8,000
550 - Mileage – Chair	\$ 0	\$ 2,000
555 - Directors Liability Insurance	\$ 1,000	\$ 1,500
560 - Professional Development	<u>\$ 16,131</u>	<u>\$ 15,000</u>
Total – Board of Directors	\$ 28,257	\$ 57,100

CBE STAFF ASSOCIATION

Budget vs. Actual

September 1, 2018 – April 3, 2019

Condo Expenses		
	Actual	Budget
600 - Condo Fees	\$ 8,166	\$ 20,000
610 - Maintenance	\$ 750	\$ 2,500
620 - Utilities	\$ 2,375	\$ 5,500
630 - Property Taxes	\$ 0	\$ 12,500
640 - Insurance	\$ 1,950	\$ 2,000
650 - Alarm Service	\$ 335	\$ 500
660 - Janitorial Services	<u>\$ 4,788</u>	<u>\$ 9,000</u>
Total Condo Expenses	\$ 18,364	\$ 52,000
Office Expenses		
	Actual	Budget
700 - Furniture & Equipment	\$ 5,267	\$ 25,000
705 - Advertising / Donations	\$ 1,475	\$ 3,500
710 - Convention Expense	\$236,300	\$250,000
715 - Legal & Professional Services	\$ 9,147	\$ 25,000
718 - Prof. Development (Staff)	\$ 298	\$ 15,000
720 - Staff Development – PSS	\$150,000	\$150,000
720.1 Staff Dvlp. – PSS (Matching)	\$ 5,000	\$ 5,000
725 - Staff Development (Main Body)	\$315,000	\$315,000
725.1 Staff Dvlp. – Main (Matching)	\$ 25,000	\$ 25,000

CBE STAFF ASSOCIATION

Budget vs. Actual

September 1, 2018 – April 3, 2019

Office Expenses Continued		
	Actual	Budget
730 - Recognition / Retirement	\$ 125	\$ 10,000
731 - Rentals, SA Meetings	\$ 6,814	\$ 10,000
745 - Telephone	\$ 9,336	\$ 25,000
750 - I.T. Services	\$ 37,590	\$ 90,000
760 - Audit/Accounting	\$ 7,357	\$ 8,000
770 - Bank Charges	\$ 594	\$ 900
775 - Office Supplies	\$ 10,483	\$ 44,395
780 - Mileage – Office Staff	\$ 919	\$ 3,500
785 - Scholarships	\$ 14,740	\$ 15,000
795 - Sunshine / Social Fund	\$ <u>1,714</u>	\$ <u>3,500</u>
Total Office Expenses	\$ 837,159	\$1,023,795

CBE STAFF ASSOCIATION

Budget vs. Actual

September 1, 2018 – April 3, 2019

Salaries & Benefits		
	Actual	Budget
815 - Salaries – Office Staff	\$ 224,539	\$ 445,000
816 - Salary Offset (SD Fund)	\$ (55,000)	\$ (55,000)
820 - Benefits – Office Staff	\$ 41,460	\$ 76,922
825 - EI – Office Staff	\$ 1,710	\$ 6,128
830 - CPP – Office Staff	\$ 3,850	\$ 13,228
870 - LAPP (Employer Portion)	\$ 5,279	\$ 16,627
875 - Payroll Service Charges	\$ 543	\$ 1,200
880 - Temporaries Salary & Benefits	\$ <u>364</u>	\$ <u>30,000</u>
Total Salaries & Benefits	\$ 222,745	\$ 534,105
860 - Member Assistance	\$ <u>3,248</u>	\$ <u>0</u>
Total Member Assistance	\$ 3,248	\$ 0
Total Expenses	\$1,109,773	\$1,667,000
Net Income	\$ (15,328)	

SPECIAL RESOLUTION

That the Bylaws of the Association be amended as follows:

Article 3 – Management of the Association

The Board governs and manages the affairs of the Association. The Board may employ such staff as it deems necessary to transact the business of the Association, including a Senior Manager. A Senior Manager will directly supervise staff and is responsible for day to day operations of the Association. Association staff shall be under the direct supervision of the Chairperson and through the Chairperson, under the general direction of the Board. The Senior Manager is hired by, reports to, and is accountable to the Board.

Article 6 – Board of Directors

6.3.2 The Chairperson

In addition to fulfilling the duties of a Director, the Chairperson shall, either personally or by delegate:

- a) ~~Exercise supervision over the business and membership affairs of the Association.~~ Oversee membership affairs of the Association.
- b) Attend or appoint a delegate to attend any meeting or function requiring the presence of the Chair or other representative of the Association.
- c) Call and chair meetings of the Board and Executive Committee.
- d) Report to the membership at membership meetings on the activities of the Association.
- e) Act as official spokesperson for the Association.
- f) Sign all official documents and be one (1) of the signing authorities on the Association bank accounts.
- g) Attend and report on CBE Public Trustee meetings.
- h) Be ex-officio member of all Association committees.
- i) Appoint all committee Chairs.
- j) ~~Supervise employees of the Association.~~
- k) Report to the Board.

Rationale:

The Board of Directors is committed to having the best possible person to lead Staff Association. The chair currently has restricted authority to supervise or manage the office, forcing the Board to become involved. The Board would like to stay out of operations and focus on strategic direction, policy, oversight and evaluation.

The membership has grown substantially, and the number of office personnel has not increased. These proposed changes will allow for improved services for the members.

Manager's Report
Spring Information / Election Meeting
April 24, 2019
Submitted by: Albert Herscovitch

The NDP government in 2017 passed legislation requiring any employer with more than 20 employees to create a Joint Worksite Health and Safety Committee. The committees were to have been operational as of June 2018. However, the CBE has approximately 240 worksites which under the legislation would require 240 committees. All unions representing CBE employees were asked if they would support one large committee to represent all CBE employees and with that conformation, the government was approached with the concept. Approval has been provided and a committee has now been finalized. The committee will be made up of 22 members, 13 of which are employee representatives. Five of those employee representatives are Staff Association members, including the Chair of the Association, and one elected member from each of the following groups:

- Education Assistants
- IT
- Science Techs
- Admin Secretary

The role of the Health and Safety Committee is to advise on ongoing safety issues and concerns, to develop and promote measures to protect the safety of employees, to develop and promote safety education programs, to receive and address health and safety concerns and to participate in worksite inspections and incident investigations.

The committee is now set and the first meeting should occur prior to the end of the school year.

In addition to this committee, the government recently added the following requirements:

H&S Ambassador – an employee selected by peers to provide direction to colleagues regarding workplace health and safety. This person will act as a conduit between employees and their representatives on the committee as needed.

Safety Contact – The Safety Contact is a Principal appointed role for each school site. The Safety Contact is typically a school leader who is conversant with internal protocol and able to provide administrative support for the initiatives of the Safety Advisory Services department.