

MINUTES OF THE GENERAL MEETING

Wednesday, January 22, 2020

Winslow Centre – Gallery Room, 4:10 p.m.

The meeting was called to order at 4:05 p.m. S. Cowan/C. Wong occupied the chair.

Recorder: K. Roberts

Item	
	S. Cowan occupied the chair.
1. Call to Order	Duncan (Kwayhquitlum)/Palines (Cedar Drive) That the agenda be adopted as printed. CARRIED
	Duncan (Kwayhquitlum)/Palines (Cedar Drive) That the minutes of the General Meeting held November 13, 2019 be adopted as printed. CARRIED
2. TIMED ITEM: 4:15 pm – ELECTION CTA Delegates to the 2020 BCTF AGM	Vicki Duncan occupied the chair. Drysdale (Castle Park)/Cowan (Seaview) That the balloting committee by Kay Jasinski (Port Moody Secondary) and Amanda Roberts (Port Moody Secondary). CARRIED <u>CTA Delegates to the 2020 BCTF AGM:</u>
	<ol style="list-style-type: none">1. Ken Christensen (CTA Office) – as per CTA By-Law 4 & Policy 202. Ryan Cho (Terry Fox Secondary)3. Stephanie Duncan (Kwayhquillum Middle)4. Chung Ip (Port Moody Secondary)5. Karen Jogha (Continuing Education)6. Christi Livingstone (Scott Creek Middle)7. Diether Malakoff (CTA Office)8. Morgan McKee (TTOC)9. Kara Obojski (CTA Office)10. Kate Russell (Summit Middle)11. Christine Wong (Continuing Education)12. Thais Cabral (TTOC)13. Travis Mendgen (Scott creek)14. Lisa Wilkman (Seaview)15. Erlinda Palines (Cedar Drive)16. Ben Whipps (Coquitlam River)17. Catherine Hodges (Leigh Element)18. Lorna Wou (Rochester)19. Frankie Brovold (Aspenwood)20. Cheryl Noon (Meadowbrook)

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3. President's Report	<p>The president's report was given by K. Christensen.</p> <ol style="list-style-type: none">1. <u>Snow Day Feedback</u> – handled better this year. That can be attributed to a clear simple message delivered early and universally. The CTA always welcomes any feedback on it went or could be done differently.2. <u>Board Policy #7</u> – proposed. CTA has concerns approaching budget season and the layering levels of bureaucracy. <i>Policy 7.10 – Delegations to Board Meetings – adding in –</i> <i>10.1.1. – Requests to present shall be made in writing to the Superintendent or designate on or before 12:00 noon on the Tuesday preceding two weeks prior to the regular Board meeting.</i> <i>10.1.2 The Chair, or in the absence of the Chair, the Vice Chair, after consultation with the Superintendent and/or the Secretary-Treasurer, shall decide whether the request will be granted. In the case of a refusal, the applicant may appeal to the Board in writing.</i> <i>10.1.3 – Delegations may be asked to meet with the appropriate School District official(s) prior to a meeting with the Board.</i>3. Loss of Service Survey<ul style="list-style-type: none">• Sent to all CTA members nonSD43 email addresses that we have in our database.• Email sent on January 14, 2020• We have been receiving responses daily.4. 2020-2021 SD43 Budget Process meeting with Board of Education – January 21, 2020 – still a main concern is the funding review. Starting budget process early and have a meeting scheduled for Wednesday, February 11, 2020 to begin.
4. Policy & Procedures Motions	<p>Obojski/Christensen</p> <p>That the Wednesday, January 22, 2020 CTA General Meeting adopt the following By-law changes:</p> <p>BY-LAW NO. 4 – EXECUTIVE COMMITTEE (GM Jan 2020)</p> <ol style="list-style-type: none">4.1. a. The board of directors of the Association shall be known as the Executive Committee which shall consist of a:<ul style="list-style-type: none">• President• Immediate Past-President• First Vice-President• Second Vice-President• Local Representatives to the B.C.T.F. who are Association members• One (1) Member-at-Large position shall be held by a member who identifies as racialized

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- One (1) Member-at-Large position shall be held by a member who identifies as Aboriginal
- Five additional Members-at-Large (AGM 1990)

AMENDED

Amendment:

Christensen/Malakoff

- One (1) Member-at-Large position shall be held by a member who identifies as ~~racialized~~ a person of colour

CARRIED

Amendment:

Crawford/Roberts

- One (1) Member-at-Large position shall be held by a member who identifies as ~~Aboriginal~~ Indigenous

CARRIED

4.1. a. The board of directors of the Association shall be known as the Executive Committee which shall consist of a:

- President
- Immediate Past-President
- First Vice-President
- Second Vice-President
- Local Representatives to the B.C.T.F. who are Association members
- One (1) Member-at-Large position shall be held by a member who identifies as a person of colour
- One (1) Member-at-Large position shall be held by a member who identifies as Indigenous
- Five additional Members-at-Large (AGM 1990)

CARRIED AS AMENDED

Obojski/Malakoff

That the Wednesday, January 22, 2020 CTA General Meeting adopt the following new policy:

60. COMPANY CREDIT CARDS (New GM Jan 2020)

a. CTA Credit Cards

1. Three (3) company credit cards will be issued to the following individuals within the CTA:
 - President
 - 1st Vice-President
 - Executive Coordinator

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2. Limits for these cards will be set by the Executive Committee.
3. No purchases in excess of five hundred (\$500) Canadian dollars will be made without the prior joint approval of the President and 1st Vice-President. Itemized receipts for all purchases must be submitted to the CTA.
4. Online purchases will only be made from CTA-created online accounts. No personal account use is permitted. The Executive Coordinator is responsible for creating these accounts.
5. All outgoing officers, whether through election results, resignation, retirement, medical, or any other reason for non-fulfillment of duties, shall immediately surrender their company card to the Executive Coordinator. If the Executive Coordinator is unable to continue their duties, they will surrender their card to the President.

CARRIED

Obojski/Crawford

That the Wednesday, January 22, 2020 CTA General Meeting adopt the following new policy:

61. PRIVACY (New GM Jan 2020)

a. Policy

1. The Coquitlam Teachers' Association (CTA) is committed to protecting the privacy and confidentiality of members' personal information.
2. The CTA is committed to complying with the British Columbia *Personal Information Protection Act*, S.B.C. 2003, c. 63 (PIPA). This includes managing the collection, use, disclosure, storage, and ultimate disposition of its members' personal information in ways that safeguard the privacy of its members.

b. Privacy Officer

Privacy officer(s) are designated with the responsibility for ensuring that the CTA complies with this policy and PIPA.

c. Personal Information

Personal Information refers to information about an individual. It does not include aggregate information which cannot be associated with a specific individual, and it does not include the name, title, business address, business email address, or business telephone number of an individual. Examples of personal information include home address and phone number, social insurance number, and medical information of an individual.

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Additional information may be collected to administer the collective agreement, to fulfill the CTA's duty of representation to a member, or to provide a member with specific services.

d. Purposes for collection, use, and disclosure

The CTA collects, uses, and discloses personal information for the purposes of fulfilling our obligations to CTA members, to provide specific services as required, and to fulfill its role as the bargaining agent representing members.

The purposes for which the CTA collects, uses, and discloses personal information include, for example:

- to identify a member
- to communicate with a member
- to confirm a member's eligibility for services from the CTA
- to assist in accessing services from the BCTF
- to comply with various professional legal and regulatory requirements.

e. Protection of personal information

The CTA is committed to protecting a member's personal information from unauthorized use or disclosure. Its commitment means that:

- it will use a member's personal information only for the purposes it has identified
- it will not disclose a member's personal information without a member's permission unless it is required or authorized by law to do so
- it will employ appropriate security measures to ensure only authorized individuals have access to a member's personal information
- it will keep a member's personal information only as long as is reasonably necessary
- it will destroy a member's information using a confidential and secure method when a member's personal information is no longer required.

f. Individual access

1. Individuals have the right to request access to their personal information under the control of the CTA. Privacy Officers will assist them with their access requests. Access requests must be submitted by completing the Personal Information Access Request Form.
2. In certain situations, further to privacy legislation, the CTA may not be able to provide access to certain personal information that it holds about an individual.

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Examples of where it may not provide access include, but are not limited to, situations where:

- the provision may reveal personal information about another individual
- the information is subject to solicitor-client privilege
- the information was collected in relation to an investigation or a contravention of a federal or provincial law
- the provision could reasonably be expected to threaten the health or safety of an individual.

3. If access cannot be provided, the CTA will notify the individual making the request, in writing, of the reasons for the refusal. Where access has been provided and where the information is demonstrated to be inaccurate or incomplete, the CTA will amend the information as required.

g. Questions or concerns regarding CTA's privacy procedures

An individual may direct their general questions regarding privacy at the CTA, as well as any questions or concerns regarding CTA's compliance with this policy, by mail to the CTA at #208 – 2502 St. Johns St. V3H 2B4, Attention Privacy Officer.

The CTA will investigate any complaints received in writing. If a complaint is found to be justified, the CTA will take appropriate measures to resolve the complaint including, if necessary, amending its policies and procedures. An individual will be informed in writing of the outcome of the investigation regarding their complaint.

CARRIED

Pronoun changes – Bylaws & Policies

Obojski/Christensen

That the Wednesday, January 22, 2020 CTA General Meeting adopt the following By-law changes:

BY-LAW NO. 3 – FEES AND LEVIES

3.3. Fees and Levies shall be due and payable in accordance with Sections 2 and 4 of the B.C.T.F. By-Law No. 4.

“The membership year shall be from July 1 and shall end on June 30 next following. The annual fee of each member is due and payable on July 1 of each membership year.

Each teacher shall be deemed to be an active member in good standing when **they** ~~he/she have has~~ paid or committed 10% of the set annual fee by September 30 or within 60 days of commencement of duties as a teacher.

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3.4. If a member shall be deemed not to be in good standing as a result of the non-payment of ~~their his or her~~ fees, ~~he or she they~~ shall be advised by registered letter to ~~his or her their~~ last address as provided by the member to the Association, that in default of payment of such arrears within ten (10) days of receipt of the letter, the Executive Committee of the Association will recommend to the Executive Committee of the B.C.T.F. that ~~he or she they~~ be expelled.

BY-LAW NO. 4 – EXECUTIVE COMMITTEE

4.1 b. i) The immediate past president will be a member of the Executive Committee for a maximum of one year following the end of ~~his/her their~~ term of office. (GM Oct/12)

BY-LAW NO. 16 – IDEMNIFICATION AND INSURANCE

16.3 The Association must not indemnify an Eligible Party against any costs, charges and expenses, including legal and other fees, incurred in connection with any legal proceeding or investigative action, is such Eligible Party:

- a) has already been reimbursed for such expenses;
- b) has been judged by a court, in Canada or elsewhere, or by another competent authority to have committed any fault or to have omitted to do anything that ~~he or she they~~ ought to have done;
- c) in relation to the subject matter of the legal proceeding or investigative action, did not act honestly and in good faith with a view to the best interests of the Society or any subsidiary of the Association; or
- d) in the case of a legal proceeding other than a civil proceeding, did not have reasonable grounds for believing that ~~his or her their~~ conduct, in respect of which the legal proceeding or investigative action was brought, was lawful.

16.4 The failure of an Eligible Party to comply with the provisions of the Societies Act or of the Constitution or these Bylaws, will not invalidate any indemnity to which ~~he or she is they are~~ entitled under this bylaw. CARRIED

Obojski/Malakoff

That the Wednesday, January 22, 2020 CTA General Meeting adopt the following Policy changes:

4. EXECUTIVE COMMITTEE (GM Apr/99)

j. BCTF Representative Assembly

- 3. These Executive meetings shall be publicized as open meetings for any member to express ~~his/her their~~ opinions regarding items on the Representative Assembly agenda.

5. TABLE OFFICERS (AGM 2002) (GM Apr/04)

d. Duties

6. The President shall take steps early in the year to ensure that each Officer, Chairperson and Staff Rep knows ~~his/her~~ **their** role in the Coquitlam Teachers' Association.

e. Remuneration (AGM 2002)

1. The President's remuneration shall be the salary ~~he/she~~ **they** would have received in ~~his/her~~ **their** professional assignment, exclusive of allowances, plus an allowance of 15% of Category 5 (Max.). (AGM 90)
2. The First Vice-President's remuneration shall be the salary ~~he/she~~ **they** would have received in ~~his/her~~ **their** professional assignment, exclusive of allowances, plus an allowance of 10% of Category 5 (Max.). (AGM 90) (AGM 1997)
3. The Second Vice-President's remuneration shall be the salary ~~he/she~~ **they** would have received in ~~his/her~~ **their** professional assignment, exclusive of allowances. (AGM 2002)

**9. PROFESSIONAL DEVELOPMENT (PD COMMITTEE) (GM Jan/94)
(AGM 1997) (GM Jan/02)(GM Apr/15)(GM Jan/16)**

d. Procedure of Applying for PD. Assistance

b. Application by an Individual (AGM 1997)

- 1.4. It is the responsibility of the teacher to complete ~~his/her~~ **their** own registration with the organizers of the professional development activity. It is recommended that no prepayment is made until Professional Development Assistance approval is received.

11. SCHOLARSHIP, AWARDS & BURSARY COMMITTEE (GM Jan 23/19)

c. Roy Krutow Scholarship

2. The Roy Krutow Scholarship will be awarded to the ~~son/daughter~~ **child** of a teacher employed by School District No. 43 or to the ~~son/daughter~~ **child** of a deceased or retired teacher employed in School District No. 43 at the time of death or retirement.

15. NOMINATING AND BALLOTING COMMITTEE (GM Nov. 2013)

c. Duties (GM Nov. 2013)

6. Appoint members to the Nominating and Balloting Committee as ~~he/she~~ **they** deems necessary.

d. Election Procedures

e. Each candidate shall be given the opportunity to state ~~his/her~~ **their** position (maximum of three minutes per candidate). Candidates will have an opportunity to respond to questions from the floor of the A.G.M. This does not apply for delegate elections to the BCTF AGM. (GM Nov. 2013)

f. A candidate will be declared elected if ~~he/she~~ **they** receives more than 50% of the valid ballots cast in which case the ballot is considered decisive. (GM Apr./09)

g. Any candidate who is not elected shall have the opportunity to automatically “drop” to any other position (of ~~his/her~~ **their** choice) to be elected.

18. STAFF REPRESENTATIVES (AGM 1992) (GM Nov/01)

g. The Staff Representative or ~~his/her~~ **their** designate shall: (GM Apr./99) (GM Nov./01)

20. BCTF ANNUAL GENERAL MEETING (GM 1984) (GM Oct/92)

e. Voting Procedure

5. The President shall prepare a form based on the poll of staff opinion for each delegate to record ~~his/her~~ **their** voting. The form, when completed, shall be returned to the President or Senior Local Representative.

29. POLICY ON INTEGRATION (Revised AGM 1991)

i. b. Policy Rationale

That the CTA adopt the following definition of Integration/Mainstreaming. “Mainstreaming is a belief which involves an educational placement procedure and process for exceptional children based on the conviction that each child should be educated in the least restrictive environment in which ~~his/her~~ **their** educational and related needs can be satisfactorily provided. This concept recognizes exceptional children have a wide range of special educational needs, varying greatly in intensity and duration; that there is a recognized continuum of educational settings which may, at a given time, be appropriate for an individual child’s needs that to the maximum extent appropriate, exceptional children should be educated with non-exceptional children and that special classes, separate schooling, or other removal of an exceptional child from education with non-exceptional children should occur only when the intensity of the child’s special education and related needs is such that they cannot be

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satisfied in an environment including non-exceptional children, even with the provision of supplementary aids and services.”

Council for Exceptional Children
International Conference,
Chicago April 1976

42. ALTERED SCHOOL DAY (AGM 1991)

b. Procedure

The following conditions should be met before CTA members agree to a proposal to alter school days:

- 1. It is expressly recognized that any time resulting from the altering of the school day is teacher time to be used by each teacher as ~~he/she~~ **they** sees fit.

51. PRO D. REPRESENTATIVES (New GM Apr./00)

- a. The Pro D. Representative or ~~his/her~~ **their** designate shall:

55. CONFLICT OF INTEREST POLICY FOR CTA EC MEMBERS (New GM Apr/11)

- d. When a conflict of interest arises, the CTA executive committee shall determine what steps are necessary in the circumstances. Examples of steps that may be taken include:
 - i. the officer exempts ~~her/himself~~ **themselves** from the discussion and vote on any matter that gives rise to the conflict
 - ii. the officer no longer represents the members vis a vis the board of education (i.e. delegates the function of representing the members to another officer)
 - iii. the officer removes ~~her/himself~~ **themselves** from the decision making of the local

CARRIED

5. Bargaining [In-Committee]

Lundin (Roy Stibbs)/Brovold (Aspenwood)
That we move into a committee of the whole.

CARRIED

The committee rose and reported that bargaining was discussed.

Item	
6. School Concerns	<ul style="list-style-type: none">● Citadel Middle – direct all calls and questions to Administrators in your buildings.● Snow day – volunteer emergency committees at schools – AP 132● Committee for Action on Social Justice Committee sponsoring Coquitlam teachers to see the movie Just Mercy at Coquitlam Silvercity 6:55 pm showing. See newsletter for more information.
7. Prize Draw	<ul style="list-style-type: none">● Bottle of white wine – Travis Mendgen (Scott Creek)● Bottle of red wine – Justin Van Hove (Hillcrest)
8. Adjournment	Jasinski (PMSS)/Roberts (PMSS) That the meeting be adjourned. (5:15 pm) CARRIED

Ken Christensen, President