

Clerical Meeting April 15, 2021

Via Zoom

The meeting was called to order at 4:33 and was attended by 50 clerical members.

Sparkrock: Shelley Yost gave information from the meeting that CUPE had with SD23 in regards to Sparkrock and the changes that will be made to school bookkeeping routines. Here is a summary of information:

- SD23 Apologized for the tile about school books changes being on the website. That information tile was uploaded to the power point in error.
- The PDF that was issued in regards to Sparkrock and school books was reactive. Information was not meant to go out when it did and SD23 reacted with the PDF (Centralization of School Books (School Generated Funds – SGF)
- The Union asked for clarification on the sentence in the PDF that said “We do not anticipate any changes to staffing levels, for the upcoming school year as a result of implementing SparkEd” SD23 put that in the PDF to alleviate the worry of employees who think this system may reduce positions. I was not intended to mean no staff changes this year, but yes next year. It means SparkEd will not cause staffing levels to change. Vernon school district has a centralized accounting system and the staff was not reduced and no changes to paygrade. SD23 Secretary Treasurer has worked with two school districts that brought in centralized systems and there were no changes to staffing levels or paygrades.
- The Union asked for clarification on the Challenges mentioned in the PDF. The Union said that the district has more qualified school bookkeepers and head secretaries than ever, due in part to the in house bookkeeping course.
- The Union asked for clarification on the Challenge of “time constraints, volunteers, lack of segregation of duties and the increase in fraud risk”. What does all that mean? SD23 explained at times PAC and parents hold events that involve the collection of money. Those types of situations. The district said there hasn’t been a concern with the handling of school books, however, from a business practice perspective more eyes on money transactions is better than always one set of eyes on the accounts.
- Qualifications for head secretaries/bookkeepers may change in the future. There will always be a financial component to the position. There may be more journal entry procedures.
- School bookkeepers may have an increase of duties, the district is still working on the new system and how that looks.
- There will not be an increase to accounting positions at the school board office due to the centralized system.
- Training on the new system will not be in September. It might be later in the fall. Stay tuned.

CUPE expressed how much the PDF caused worry, stress and concern to clerical members. The Distirct apologized.

Clerical Assessment:

- CUPE and SD23 have been discussing the bullet on postings that says “must pass clerical assessment” CUPE feels the assessment can’t be held as a qualification because members can’t prepare for it in advance. Members who don’t pass cannot obtain the posting. This hinders members from advancement. There is a 60 day trial period that determines suitability for the position. Contact the union if you are asked to complete the assessment or if you have not passed and not been able to post to a new position.

CUPE Local 3523 President spoke about clerical and working 8-hour shifts.

- CUPE and SD23 negotiates 8-hour work day for clerical members. There are many members and managers who request an 8-hour day for their clerical staff. SD23 turns these requests down. CUPE supports an 8-hour day for clerical members. The district has made a few agreements for an 8-hour day, however with a 60 day cancellation clause. CUPE or the District can enact this clause. CUPE feels more clerical should be approved to work an 8 hour day. CUPE is frustrated when the District does not approve clerical 8 hour day requests.

The meeting ajourned at 5:30.