

*The Phones are ringing, the students are asking for band aids and ice, attendance needs to be completed so that all students are accounted for, parents are needing to get an urgent message to their children.....*

Hello, my name is Kim Plumridge and I am the head secretary of Laity View Elementary, the largest Elementary School in our district with a current population of 663 students, and approximately 60 staff.

I am here speaking on behalf of the 6 large elementary schools to ask you to please increase the general clerk (C2) hours in all large elementary schools by a minimum 5 hours per week and more would be appreciated. The current clerical formula and hourly allotment of 55 hours per week (35 hours for the head secretary and 20 hours for the general clerk), is insufficient in providing support to get our jobs done and I am afraid that this may result in the compromising of student safety.

I have compared the ratio of the number of students and clerical times at all the elementary schools and the 2 smaller secondary schools, you can easily see that the current formula is not at all fair or consistent. Please Refer to the document in front of you:

### Small Elementary Schools

|                  |     |                     |
|------------------|-----|---------------------|
| Websters Corners | 199 | (30 clerical hours) |
| Blue Mountain    | 241 | (35 clerical hours) |
| Fairview         | 292 | (35 clerical hours) |
| Whonnock         | 297 | (35 clerical hours) |
| Highland Park    | 307 | (35 clerical hours) |
| Glenwood         | 321 | (35 clerical hours) |
| Edith McDermott  | 321 | (35 clerical hours) |

### Large Elementary Schools

|                    |     |                     |
|--------------------|-----|---------------------|
| Laity View Elem    | 663 | (55 clerical hours) |
| Kanaka Creek Elem  | 612 | (55 clerical hours) |
| Pitt Meadows Elem  | 597 | (55 clerical hours) |
| Albion Elem        | 576 | (55 clerical hours) |
| Yennadon Elem      | 574 | (55 clerical hours) |
| Alexander Robinson | 552 | (55 clerical hours) |

### Small Secondary Schools

**Garibaldi Secondary 761 students** (135 clerical hours)

(Admin Secretary (35 hours) + Records Clerk (35 hours) + Accountant (35 hours) + Library Clerk (20 hours) and a temp General Clerk (10hrs) = 135 clerical hours / week

**Westview Secondary 790 students** (135 clerical hours)

(Admin Secretary (35 hours) + Records Clerk (35 hours) + Accountant (35 hours) + Library Clerk (20 hours) = and a temp General Clerk (10hrs) = 135 clerical hours / week

Please note the smaller elementary schools have full time clerical but approximately half the number of students. By the same ratio and to be consistent and fair, the large elementary schools should be entitled to 2 or more full time clerical.

As a further example, please note the 2 smaller secondary schools, GSS and WVSS, both have approximately 90 - 130 more students than Laity View and have more than twice the clerical hours to support their students and staff.

In addition to the inconsistent ratio of clerical hours allotted, all elementary schools, regardless of size, were given a bank of 35 hours to use for those especially busy times. To give you an example of my workload, I had 86 K registrations to enter for this September. Some schools only had 25. I also had 26 transfers to do for September, all of which needed to be at the board Office by April 15<sup>th</sup>.

When you define jobs; for example, entering your Kindergarten registrations for next year, this job is not the same at all schools, because the volume and

work load is significantly higher at the large elementary schools than at the smaller ones. This is true for most of my duties.

At my school there are days when the number of absence and late can be over 100 this along with all of the interruptions for ice, band aids, parents picking up their students early or dropping off lunches or parents phoning to change their children's after school pickup arrangements. I spend over an hour in the morning helping my clerk make sure all of our students are safe at school by making phone calls home, as well as an hour in the afternoon completing afternoon attendance. This is a very important job that needs to be done in a timely manner and we are constantly dealing with interruptions.

This year, the student verification forms were not finished until March, a job that we strive to have done in early fall. Having the student verification forms not updated in MyEdBC means that when staff run reports with contact information to bring on fieldtrips the information is not accurate, which compromises student safety. *(I am behind in my accounting, I have not done a bank reconciliation in 3 months, Phone calls will go to the answering machine in the afternoon if I am busy with another call/student/parent/ or staff*

member) Without a general clerk to help out it is impossible to get any work done because of the continual interruptions.

The pressure to meet deadlines and get our job done is increasing and has been a constant, causing many things to fall through the cracks or just not get done.

An increase of a minimum of one hour a day in clerical time would make a huge difference to large elementary schools.

There are a number of ways that this could be done:

- 1) Increase the clerk time from 20 to 25+ hours per week
- 2) Increase the bank of extra hours from 35 hours to 200 hours and we can apply them as needed to our schedule.
- 3) Not create the following 3 positions of Data Analyst/Helpdesk/MyEdBC, HR assistant, Accounting Clerk
- 4) Not fund the IT Project manager position for the next two years
- 5) Not fund the Admin Positions/Admin Excluded Unfunded Pay Raise
- 6) Re-Instate the Cuts that you took away 2 years ago and use the old clerical formula.

Lastly, it should be pointed out that in fact, 2 years ago, clerical were permitted to work and bank the time for one week at spring break which alone amounts to 70 hours of clerical time that was taken from us.

Please give my request for 5 hours clerical time serious consideration.

Thank you,