

January

2006



EDMONTON CATHOLIC SUPPORT STAFF ASSOCIATION

ECSSA News

HAPPY NEW YEAR

On behalf of the Executive and Board of Directors of ECSSA, we wish to extend our best wishes for a healthy, happy, peaceful and prosperous 2006. May you, your families and friends find true joy in the coming months.

At the judgement day you will be called to account for all the good things you might have enjoyed, but did not.

Jewish Proverb

ECSSA Annual Elections

This year the positions of Vice-President and Treasurer will be open for nominations. Although the elections will not be held until late May or early June, it is never too early to start considering whether or not these positions would be of interest to you. Following is a brief outline of the duties of each position.

Duties of the Vice-President

- to assist the President in the performance of his/her duties
- to serve on at least one Board of Directors committee or as a representative; and to represent ECSSA on School District committees as required by the Executive and Board of Directors.
- to act for the President in his/her absence and in the event of a vacancy in the office of the President, shall succeed to the office of the President for the remainder of the unexpired term.

Duties of the Treasurer

- to collect all monies paid to the Local, including membership dues
- to deposit same in the name of the Local in such bank or banks as the Board of Directors may direct
- to countersign all cheques or other authorizations for the removal of funds of the Local
- to keep true and accurate accounts of all transactions
- to make reports thereon to the general members and its Board of Directors
- to keep a record of the names and addresses of all members of the Local, and their status
- to submit a written report of the finances and the membership of the Local in such manner and at such times as the National President or Treasurer require
- to make all of his/her books and records available for examination and audit by a chartered Accountant at the end of the fiscal year. The fiscal year shall be from September 1st to August 31st.
- to work in conjunction with the new treasurer until the completion of the final audit at the end of the fiscal year

If you would like further information on these positions or how to put your name forward for nomination, please contact the ECSSA office. Find out how interesting and rewarding working for the ECSSA membership can be!!!

Professional Development Opportunities for Support Staff

There are a multitude of opportunities for our members to enhance their career related skills and knowledge. If you wish to improve skills for the position you are currently holding, or wish to explore a change in direction for your career, we encourage you to explore the following information—there's bound to be something that you are looking for.

Administrative Support Conference

This conference is designed for school based administrative support staff. It will be held from March 1—3 at the Jasper Park Lodge. Some examples of topics that will be covered are:

- Sasi-J Report Writer
- Troubleshooting for Report Cards
- Advanced Integrate Pro
- Sasi Updates
- Teacherview
- Feeman
- Excel
- Mapnet
- Publisher
- Tactical Communication
- Strengthening our Catholic Office

Information has been sent to the schools—if you require further information please contact Technology Services.



*Learning...should
be a joy and full
of excitement. It
is life's greatest
adventure.*

Taylor Caldwell

But...that's not all...

Besides the above noted conferences there are also many other opportunities for our support staff to pursue professional development. Take a look at the following page and see what else you can do to improve your skills, add to your resume and pursue new career challenges and prospects for your future...no limits!!!

Support Staff Conference

This conference is designed for all support staff and will be held on March 2 with an optional 1/2 day or full day on March 3. After a keynote speaker there will be a wide variety of topics offered such as:

- Displays & Bulletin Boards
- Healthy Eating
- Obsessive Compulsive Disorder
- Tools for Change
- Communicating with Clarity
- Information Overload
- ABC's of Storytelling
- Behavior Management Techniques
- Soul at Work
- Fetal Alcohol Spectrum Disorder
- Dealing with Difficult People
- Autism
- Managing Work/Life Balance
- Yamuna Body Rolling
- 3 Horizons of Your Career Development
- Graphic Novels for Students
- Emergency First Aid
- Personality Types
- Successful Interviews
- Resume Writing

Booklets about this conference have been sent to all support staff. If you have not received one or require additional information please contact Allison Betton in Human Resource Services.

Computer Workshops

Each month Technology Services offers 1/2 days computer workshops at St. Anthony. These workshops are offered free of charge to Edmonton Catholic employees. Some of the topics covered include (but not limited to):

- Webmail
- File Management
- Excel
- Publisher
- Internet



All the information on these workshops is available in Public Folders on your ECSD Mail. Look in Public Folders/Education and Administrative Technology/Workshops. Check this information on a regular basis to see what is being offered.

On-Line Computer Training

Technology Services also offers on-line computer courses. These courses are available to all staff, students, and parents within Edmonton Catholic Schools as well as to the general public. There are 14 courses available and there is a nominal fee of \$40.00 to take all of these courses (or you may choose to just take one or several). The courses that are offered include:

- Computer Literacy
- Internet
- Word (Core and Expert Levels)
- Excel (Core and Expert Levels)
- Powerpoint (Core and Expert Levels)
- Frontpage (core and Expert Levels)
- Outlook (Core and Expert Levels)
- Access



For further information or to register for this on-line training, please contact Technology Services.

ECSSA Professional Development and Wellness Library

The ECSSA Library offers many career development and wellness resources. There are books, audio-tapes and also video resources available. These resources can be booked for a period of three weeks and you can then take advantage of them at home. There is a complete catalogue of these resources available on the ECSSA website. Please visit the website at www.ecssa.ca.

ECSSA Education Bursary Program

In order to assist our members with professional development, ECSSA has a bursary program from which you can access up to \$300.00 (each two year period). All the information, criteria for qualifying for a bursary and application forms can be accessed through the ECSSA website www.ecssa.ca

We strongly encourage all our members to take advantage of these educational opportunities. With so much available, there is something for everyone.

An investment in knowledge always pays the best interest.

Benjamin Franklin

ECSSA Prayer

For the past ten years or so, ECSSA has been opening all its meetings with a prayer that was written specifically for our group. This prayer reflects our roles in the school district and how we, as support staff, demonstrate our commitment to the people that we serve and to our faith. The Executive and Board of Directors feel it is time for a new prayer. We would love to have this prayer written by one of our members, so have decided to have a "competition" to write a new prayer. We would like to ask any interested members to compose a prayer for ECSSA (no more than 25 lines), and submit it to the ECSSA office prior to March 30th. Please submit your entries by e-mail to ecssa@interbaun.com. Once a prayer is chosen, the person who submitted the best prayer will receive two free tickets to our annual banquet. We look forward to reading your submissions. If you have any questions please contact the ECSSA office.

Caring Report



We extend our sympathies and prayers to Rosalie Kraemer of Archbishop O'Leary on the loss of her father-in-law.

Best wishes for a speedy recovery go out to Linda Peterson of St. Dominic and Cecile Dufresne of Father Leo Green.

Important Date

It is time to set aside this important date in your calendars...time to reconnect with old friends and to also celebrate our long service and retirees' accomplishments.

*ECSSA Annual Banquet
Thursday, May 4, 2006*

Meetings and Dates

Monday, February 6.....	Executive Meeting
Wednesday, February 8	Board of Directors Meeting
Thursday, February 9.....	Negotiations
Friday, February 10.....	Negotiations
Wednesday, February 15	Liaison

In our last issue of this newsletter we reported that there would be negotiations on January 12th and 13th. Unfortunately the District had to cancel those dates. At this time there is no update available on the progress of negotiations, and we will not be meeting with the District again until February 9/10.

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Support Staff

The glue that holds it all together!!