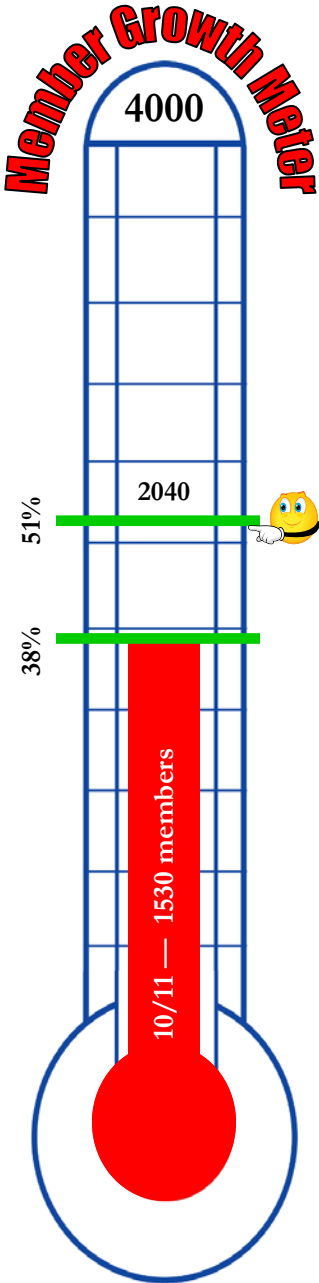


# CLASSIFIED VIEWPOINT

Volume II, Issue 3

October 2011

Inside this issue:



## DO BETTER CONCERNS EXPLAINED

Bob Brown, CSEA Executive Director

I have learned in the last few weeks that sometimes my history and experience leads me to provide information that fails to get the reaction I am trying to produce. In the August Viewpoint, I identified as one of CSEA's two major challenges our minority membership. I did not intend to create a sense of "It's hopeless so why even try to improve our membership percentage to a majority." The concerns I wrote about in August are real but far from being justification to consider CSEA's position as hopeless.

- CSEA is a strong, viable bargain-

ing unit with dedicated and committed leadership. CSEA cannot just suddenly fail and disappear.

- CSEA is a registered Colorado non-profit corporation. The CSEA Executive Board is, under the corporation charter, The Board of Directors.
- Even if CSEA failed to negotiate successor agreements and the Negotiated Agreements expired, CSEA would continue to exist and function with the same responsibilities we have today.

Continued on Page 2

## VOTE FOR PROPOSITION 103

I will vote to approve 103 and I believe you will do the same because when it passes:

- Jeffco will gain an additional **35 to 40 MILLION DOLLARS**.
- Jeffco will recover some, but not all, of the money the state reduced from our funding the last few years.
- Jeffco will not need to cut **35 to 40 MILLION DOLLARS** from our 2012/13 budget.
- Jeffco will not need to reduce jobs, cut salaries or eliminate programs.
- The additional tax paid is around \$75 dollars per year for \$30,000 of income.
- It returns sales tax and income tax to the same amounts Colorado residents have paid in the past.
- Jeffco gains time to develop, along with the rest of Colorado, a long-term solution to the inadequate funding for K-12 education in our state.
- **YOUR JOB WILL BE MORE SECURE.**

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You can go online at [www.yeson103.com](http://www.yeson103.com) and calculate what proposition 103 will cost you and your family. Paying an additional \$75, \$100 or even \$200 in taxes is cheap insurance to protect your **JOB!**



## DO BETTER CONCERNS EXPLAINED (continued)

- This possibility of losing a Negotiated Agreement is real, but we have provisions in the agreement to handle a lack of progress at the bargaining table.
- The affiliation with CEA/NEA would allow them to step up and help out even in dire circumstances.

I understand that for many of you the concept of certifying and de-certifying a bargaining unit is not something you have ever had a reason to think about. As a bus driver for Jeffco working towards a certificate to become a teacher, I experienced firsthand an attempt to de-certify CSEA.

- There was an attempt in the late 70's to certify another union to represent bus drivers and custodians.
- Bus drivers and custodians approved by a large majority vote to hold an election to de-certify CSEA and certify this other union.
- Jeffco School District refused to con-

duct this election and a lawsuit was filed.

- The judge in the lawsuit ruled that the vote by bus drivers and custodians to hold an election was invalid because all the other employees covered by CSEA should have voted on whether to hold this election and were not given the opportunity.
- The bus drivers, in particular, returned to the CSEA family and worked with the rest of CSEA to resolve differences and improve the entire organization.
- This was the event that caused me to get involved in CSEA that a few years later led me to go to work for all of our classified and parapro employees.

We need to grow our membership. We entered into a contractual agreement with CEA/NEA to do just that. To affiliate with an organization that requires employees to pay dues for their membership usually requires those employees to pay the dues themselves. CSEA's leadership came up with a plan that

allows you to enjoy the full rights of membership basically for free. To make this plan work, we need your help.

Explore the NEA membership benefits webpage ([www.neamb.com](http://www.neamb.com)). Your membership in NEA is free. Give yourself a raise by taking advantage of these benefits and trying to find a way to save some money. We intended over the next few months to develop step by step directions that you can use to find substantial savings on services, insurance and durable goods that you are spending money on today.

Check out the extensive list of discounts and programs available from NEA and start becoming a part of the campaign to grow our membership as we strengthen and improve the Classified School Employees Association.

**TOGETHER WE WILL MEET THE CHALLENGE.**

### 2011 Membership Recruitment Reward Program



For each new member you recruit in 2011, you will receive:

A payment equal to 10% of your total 2010 CSEA dues or \$20.00, whichever is greater

Top Recruiter Bonuses:

1st place—\$300.00 2nd place—\$200.00 3rd place—\$100.00

Please visit the CSEA website for complete rules and details.

**WELCOME!**



## NEW MEMBERS

Gray, Christopher	North Area Stadium
Sandoval, Rachel	Central Trans
Gest, Ruthann	Shelton Elem.

Fouts, Gretchen	Food Services
Lodico, Joanie	Meiklejohn Elem.
Rumin, Mardi	Marshdale Elem.

# THE CSEA CONTRACT . . . PRICELESS

Debbie Harman, JCSSA Vice President

There has been an awful lot of talk around the District lately about CSEA members dropping their membership. Before you make a decision, I would like everyone to consider the facts:

The Negotiated Agreement is a binding contract between CSEA and the District. It outlines the benefits and rules that both sides have agreed upon over many years of bargaining. The following is a portion of those benefits:

Let's pretend that you are a custodian with two years of service. (These figures are approximate)

10 paid days of vacation per year	\$130.40
6 paid holidays per year	\$78.24
5 paid days between Christmas and New Years Day	\$65.20
2 paid days of personal leave per year	\$26.08
12 paid sick days per year	\$156.48
Benefit allocation per year	\$6,180.00
<b>Total</b>	<b>\$6,610.32</b>



Your gross yearly salary \$27,128.00

Without the contract you would not have any paid time off and no medical benefit allocation, so if you took the time off, your gross salary would be: \$20,517.72

(If you didn't get fired for taking so much time off!) You get all of this and more for the bargain price of: \$22.00 per month

Without the contract you would not have these benefits and would have received a 10% salary reduction this year instead of 3% because you would be an at-will employee and your position would be no different than a substitute custodian that is not protected by a contract.

In times of financial crisis everyone must make compromises, but we will not have to worry about losing the CSEA contract if it represents 50% of the workforce. We will also have a much stronger voice when it comes time to making those compromises. I would like to thank those that are helping to pay for the cost of maintaining our benefits and encourage you to share this information with those that are not contributing.

## CURRENT GRIEVANCES

<u>Grievance #</u>	<u>Association</u>	<u>Violation</u>	<u>Level</u>	<u>Status</u>
785	Transportation	Termination	IV	Waiting for decision.
787	Maintenance	Suspension	II	In process.
788	Office Professionals	Termination	III	Step III scheduled.
789	Office Professionals	Termination	III	Step III scheduled.
790	Support Services	Termination	III	Step III scheduled.
793	Maintenance	Suspension	II	Waiting for decision.



## MARK YOUR CALENDAR

- Nov. 2 CSEA Executive Board — 1:00 p.m.
- Nov. 9 CSEA Grievance Committee—3:00 p.m.
- Nov. 16 CSEA Joint E-Board Meeting—3:00 p.m.
- Nov. 21—25 CSEA Closed for Thanksgiving Break
- Nov. 28 CSEA Membership Committee—3:00 p.m.



## A MESSAGE FROM THE PRESIDENT!

Nancy McCanless, CSEA President



Hello. I would like to take a minute to introduce myself. My name is Nancy McCanless and I am the new president of CSEA. I was elected to the position a month ago. I have worked for Jeffco School District since February of 1997. I was the principal's secretary at Pennington Elementary School in Wheat Ridge. I stayed there for over 9 years. I then moved to the IT department as a Business Operations Technician (secretary/accounting tech). I then had the good fortune to move to the Service Desk. If you have ever heard "Service Desk this is Nancy" then I've talked with you.

I have been active with JCAEOP (Jefferson County Association of Educational and Office Professionals) and CSEA for most of my career in Jeffco. I have filled numerous roles on boards and committees over the years. I'm not really good at saying no, so I end up doing more than I planned.

I have two grown children. I like to read and watch science fiction. I'm almost always in the middle of

a book and often have one with me. I am proud to represent all of you and I will do my best to be a good leader for you. Please stop by the CSEA office anytime to say hello. I hope to meet many of you over the next year.

Now on to the real business. On November 1<sup>st</sup> all ballots are due from the voters. You may have recently received a call from someone at CSEA to tell you that you are listed as an inactive voter. Hopefully, you have called 303/271-8111 or gone to [www.co.jefferson.co.us/elections](http://www.co.jefferson.co.us/elections) to request your ballot. You will still be able to vote at any Motor Vehicle office where you can get license plates. You will need to show appropriate identification.

We here at CSEA have been telling you for a couple of months that this is an important election. Our very future as Jeffco employees may rest on the outcomes of the School Board elections. I have had the opportunity to attend 3 candidate forums over the last month or so. I also had the opportunity to interview 2 of the candidates with questions particularly around classified employee

issues. All four of the School Board candidates were invited in for the interview process but two candidates chose not to speak with us. I personally recommend that you vote for Lesley Dahlkemper and Jill Fellman for Jeffco School Board. The two gentlemen running appear to have no interest in working with us at all. I feel sure that outsourcing many of our employee groups, would be imminent should they be elected. One of these candidates does not even have his kids in our schools; they are homeschooled. How could he possibly understand how to run the largest school district in the state?

Lesley and Jill have been on committees with Jeffco schools and participated in the 6 week Citizen Budget Academy. Neither of their male counterparts made that commitment. Please do your homework. There are a few more candidate forums. Please attend one and get the information yourself.

**Thursday, Oct. 13th @ 7:30 pm -**

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# CONTRIBUTE, CAMPAIGN AND VOTE FOR LESLEY DAHLKEMPER AND JILL FELLMAN

Bob Brown, CSEA Executive Director

- Lesley and Jill understand the positive role that Classified and Parapro employees provide in the education of our community's children.
- Their opponents, who are campaigning as "The Dads", have not put any effort into getting to know about Jeffco and our employees.
- Neither Jim Powers or Preston Branaugh has any experience in participation or oversight at Jeffco's leadership level. Jim has four children and home schools. Preston has two children in Jeffco Schools and has been involved only in his local PTA.
- Lesley and Jill regularly attend school board meetings. "The

Dads" never attend school board meetings. Note: Jim Powers came to one to defend Laura Boggs.

- Both Jim and Preston agree with Laura Boggs that Jeffco already has too much money.
- Lesley and Jill have spend their professional careers involved in or closely aligned with public education.
- Lesley and Jill interviewed with CSEA leadership. "The Dads" did not.
- "The Dads" consider any school board candidate supported by CSEA and the Teachers Association (JCEA) to be in the "UNIION'S POCKET". That is another example of how little "The Dads" know about the school district and our

employees.

- The CSEA Executive Board has officially endorsed Jill Fellman and Lesley Dahlkemper for the Jeffco School Board.

I am telling everyone not to only vote for Jill and Lesley, but to also visit their websites ([www.jillfellman.com](http://www.jillfellman.com) and [www.dahlkemperforjeffcoschools.com](http://www.dahlkemperforjeffcoschools.com)) and contribute, get yard signs and volunteer to help them anyway you are able.

I believe that if Laura Boggs and "The Dads" gain control of the School Board, every job that CSEA represents will be at risk in the near future!

## A MESSAGE FROM THE PRESIDENT (continued)

Holy Shepherd Church, 920 Kipling St.  
Hosted by American Assoc of University Women (Lakewood branch)

**Saturday, Oct. 15th @ 10:30 am -**  
Arvada Community Food Bank, 8555 W. 57th Ave. Hosted by American Assoc of University Women (Foothills branch)

**Tuesday, Oct. 18th @ 7:00 pm -** Evergreen Fire/Rescue Auditorium, 1082 Bergen Pkwy Hosted by Jeffco League of Women Voters (Evergreen)  
**In my opinion, you should vote for the chicks!**

There is another item you need to be aware of on the ballot – **Prop 103.**

As I'm sure you've heard Jeffco needs to cut an additional \$70 million over the next 2 years. We've already lost pay. Things could get a lot worse. Proposition 103 is the only statewide issue on the ballot this fall. It will be a tax increase. It will increase state sales tax and state income tax back to the 1999 levels. State income tax would go from 4.63% to 5%. State sales tax would go from 2.9% to 3%. This is not a significant impact on your personal budget. I urge you to go to <http://voteyeson103.com>. There is a lot of good information on the website. It can tell you how much will go to our school district and how much will come out of your pocket. And if you agree that Prop 103 is important to Jeffco Schools, you can mail letters

or make phone calls right from the website. Prop 103 will not fix all our problems, but it will help. It may be able to save jobs and additional salary cuts. I will be voting yes on Prop 103. I've told my family, my friends and neighbors. Heck I even told my eye doctor on Friday when I went in to have my eyes checked. I hope you will agree that Prop 103 may help us. Please go to the website and then share the information with anyone you can think of. Remember Prop 103 is a statewide issue and all voters in Colorado can vote on it.

Again, I am honored to have the job of representing all of you. I will work hard and do my best.



**CLASSIFIED SCHOOL EMPLOYEES ASSOCIATION**

**AUTHORIZATION FOR SALARY DEDUCTION AND ASSIGNMENT**

Effective Date \_\_\_\_\_

NAME \_\_\_\_\_  
(Last) (First) (MI)

JOB TITLE \_\_\_\_\_

SCHOOL/DEPT. \_\_\_\_\_

EMPLOYEE ID # \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_

\_\_\_\_\_

PHONE \_\_\_\_\_

US CITIZEN YES NO (voluntary)

DUES: CSEA Deduction = .01 X gross income = \$ (varies) per month  
Individual Organizational Dues = \$ \_\_\_\_\_ per month

In consideration of acceptance of my application for membership by CSEA, I hereby assign to CSEA my interest and rights with respect to salary or wages for services that may hereafter become payable to me by the Jefferson County School District R-1 (hereinafter the District) to the extent of the amounts set forth above.

I hereby designate CSEA my agent to collect said monthly amounts from the District and to apply said monthly amounts to satisfy my annual dues obligations to CSEA and \_\_\_\_\_ (Organization).

I authorize the District to deduct the above monthly amount from my salary or wages and transmit the same to CSEA. In the event of my termination or retirement as a (Classified Employee) (Paraprofessional), I further understand that said dues will only be collected up to the month that I leave the District's employment.

This authorization and assignment is irrevocable for the calendar year in which it is signed, and shall remain in continuous effect without the need for renewal for each subsequent calendar year thereafter unless and until revoked by me. I understand that revocation can only be made by my personal appearance at the CSEA office and my execution of a CSEA Withdrawal of Authorization for Salary Deduction and Assignment between November 15 and November 30 of any calendar year after my initial calendar year.

In the event the amount of annual dues set forth above is changed, the amount to be transmitted to CSEA by the District and the amount to be collected by CSEA from the District shall be correspondingly changed.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Recruited By)

*Completed form may be sent to 910 Loveland Street, Golden CO 80401, or in the Pony addressed to "CSEA". If you have questions, please feel free to contact the CSEA office at 303-279-3232.*

**JCAEOP** - \$1.00  
OFFICE PROFESSIONALS  
(includes School Secretaries, Financial Secretaries, Principal's Secretaries, Technicians, ESL Tutors, and Paraeducators)

**JCAP** - \$ .50  
PARAPROFESSIONALS (includes Paraprofessionals and Clinic Aides)

**JCMA** - \$3.00  
MAINTENANCE  
(includes Maintenance Employees, Landscape, and Equipment Repair)

**JCTA** - \$5.00  
TRANSPORTATION  
(includes Bus Drivers, Bus Assistants, Trainers, and Service Specialists)

**R-1 MECHANICS** - \$2.00

**JCSSA** - \$2.00  
SUPPORT SERVICES  
(includes Custodians, Facility Managers, Warehouse Workers, Food Service Warehouse, Small Motors, WOTC Technicians, and Campus Supervisors)

**JCSFSA** - \$1.00  
FOOD SERVICE  
(includes Managers and Hourly Workers)

# URGENT—PLEASE READ IMMEDIATELY!!!

Tom Ordish, JCMA President

As I talked about in the last edition of the Viewpoint, the Nov. 1<sup>st</sup> general election is coming up very quickly. By the time you are reading this, you will have received your ballots in the mail. If you have filled out your ballot and mailed it back already, well good for you. Regardless of how you voted, at least you have fulfilled your obligation as a citizen of our great country. Too all of you who have not mailed in your ballot at this time, please remember that they have to be returned prior Nov. 1<sup>st</sup>. There are drop off locations, where they can be dropped off on Nov. 1<sup>st</sup> as well. You will have to check on the location of those sites. Too all of you who may not have received a ballot in the mail, you can call your county clerk to find out if you can vote in person. The Jefferson County Clerk's Office phone # is 303-271-8111. Please do whatever you have to do to vote, it is the responsibility of each of us to vote. You cannot complain about what happens in Washington or in our State Capital if you don't vote.

If you have not been given enough information to make an informed decision in the upcoming election, I can tell you that CSEA and JCMA are endorsing Jill Fellman and Lesley Dahlkemper for the two seats on the Jefferson

County School Board. We are endorsing the two of them due to their positions towards public education. We feel that the two of them will be proactive and instrumental in moving Jefferson County Schools forward. The other two candidates (Preston Branaugh and Jim Powers) declined our invitation to participate in our forum. At the public forums that all four candidates have participated in, Jim's and Preston's answers to questions have been very vague and misleading. At the same forums, Lesley and Jill have given answers that were thoughtful and had a common sense approach.

CSEA and JCMA are also asking you to vote for Prop. 103. Prop. 103 will help Public Education get back on to a more stable financial footing. With declining property values and declining revenue from the state and federal governments, education has taken and continues to take big cuts in their budgets. Some people think that the private schools do a better job of educating kids however, private schools do not have to abide by the many mandates from the state and federal governments that public schools do. Public schools have to educate every child that is brought to them, private schools get to pick and choose who they want to educate. Parents of children in private schools are typically more involved their children's

education as well, which would explain why private schools have higher success rates. Back to supporting Prop. 103, we feel it just may save some education jobs that otherwise may have been lost. When I say that, I mean our own jobs.

I would like to give a belated Thank you, to Joe Selvidio. Joe stepped down as President of CSEA, after eight years in that position. Joe is now back working in his old position as a Group Leader in the Facilities Maintenance Department. As you run into him around the District, please thank him for his years of service to the Classified Employees of Jefferson County Schools. Joe served with great passion and dedication and put his heart and soul into CSEA. All of the Classified Employees are much better off because of the endless hours Joe put into our Employee Association. CSEA and the District, from Dr. Cindy Stevenson on down, will miss his perspective and his approach to the never ending issues that CSEA and the District have to deal with.

Remember to vote and Remember: **Vote for the Women!!!**

It is critical to our ongoing employment with Jeffco Schools.

Thank you!



# STORMY WATERS AHEAD FOR JEFFCO BUDGET

Becky Brandl, JCAEOP President



## **District plans \$70 million in cuts**

Upcoming school board elections and legislation such as Proposition 103 and the American Jobs Acts make the true state of the Jeffco schools budget unclear. Cuts are imminent, threatening the compensation of employees which accounts for 80.5% of the Jeffco Public Schools annual general fund budget.

The current proposed budget for the district includes approximately \$70 million in budget cuts over the next two school years, but with several impactful events over the next few months, even more cuts may be added to the plans prior to formal adoption in June.

November will bring a very important election for CSEA and Jeffco schools, with two outgoing school board members, Dave Thomas and Jane Barnes from districts three and four respectively.

CSEA previously endorsed candidates Jill Fellman for district three and Leslie Dahlkemper for district four noting the experience of these candidates, their dedication to truly understanding the financial issues the district faces, as well as their favorable positions regarding support staff.

To find out more about these

school board candidates visit the last candidate forum on October 18, at 7 p.m., at the Evergreen Fire/Rescue Auditorium located at 1802 Bergen Pkwy, Jeffco LWV.

One important factor to budgeting will be Proposition 103 which if passed would raise the sales and use tax rate to three per cent, up from 2.9%, and raise the state's individual and corporate tax rates to five per cent, up from 4.63%. The increases would be in effect from 2012 to 2017, and would be specifically used for public education.

Lieutenant Governor Joe Garcia has been quoted saying the plan is "about the only short-term solution out there." Encouraging "people to talk about what Proposition 103 might do for the state," and noting that a state budget crunch is no excuse to not focus on bettering education. Something Jeffco schools has strived to maintain despite cuts, continuing dedication to building a bright future for every student.

Proposition 103 is estimated to raise an additional three billion dollars for state education, including higher education, and is the proposed response to a looming \$200-\$300 million dollar cut to the state education budget.

Finally, the American Jobs Act as proposed will include a \$30 billion package to help support the

costs of education, aiming to save an estimated 280,000 educator jobs across the country. While the true impact this act will have on Jefferson County schools may not be known for months to come, it is clear the importance this bill could have on the budget.

For more information on Proposition 103, visit [www.voteyeson103.com](http://www.voteyeson103.com).

### **Face the facts**

- The 3% compensation reduction taken by all employees in the 2011-2012 school year saved approximately sixteen million dollars. Over the next two years expected cuts total 70 million dollars.
- More than \$94 million in reductions have been made over the past nine years including a reduction to staff by 349 FTE in the past two years alone.
- The district currently has no plans for any mil levy or bond initiative for November 2012.
- The Tabor amendment mandates that the district set aside three per cent of its budget in reserves. In addition the school board requires that the district set aside another four per cent. Current budget projections plan for a \$41 million spend down of reserves in

Continued on Page 9

## STORMY WATERS AHEAD (continued)

2012/2013 which would take reserves down to the seven per cent required level.

Jefferson County Public Schools currently has a free and reduced lunch rate of 30.6% compared to 23.97% in 2006. This is important to keep in mind when comparing Jeffco's student achievement rates to that of other Colorado school districts.

### What's next?

- Currently the district is holding a 6 week Citizens' Budget Academy. District leadership is providing factual information about the district's budget to members of the community and staff. Find more information about this academy on the district website.

[http://www.jeffcopublicschools.org/finance/budget\\_development2012/summaries.html](http://www.jeffcopublicschools.org/finance/budget_development2012/summaries.html)

- District Budget Workgroups will begin meeting the week of Oct. 17 to finalize and prioritize an initial list of budget reductions for 2012-2014.
- District wide school and department meetings will be held the first week of November to prioritize recommended cuts.
- The Citizens' Budget Advisory Council will meet the week of November 28 to review and consolidate the list of budget reductions. The council will be one or two sessions including 10 graduates from the Citizens' Budget Academy along

with district employees.

In addition the proposed cuts will be approved by the cabinet as well as employee associations. The school board will make the final decision in late spring or early summer.

While all of this may seem insurmountable the truth is that the employees of Jeffco Public Schools will continue to do great things for our students. Please vote in the upcoming election and stay tuned for more budget updates. We will continue to communicate changes as they occur.



### HAVE YOU MOVED? CSEA COMMUNICATION FORM

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home Email \_\_\_\_\_

Work Email \_\_\_\_\_

Phone \_\_\_\_\_

In order to better serve our members we are trying to establish an accurate database. We need you to help by submitting your information to the CSEA office.

Email: [jeffcocsea@coloradoea.org](mailto:jeffcocsea@coloradoea.org)

Mail:  
910 Loveland Street  
Golden, CO 80401

Phone:  
303-279-3232.



CSEA is looking for volunteers to help with the following duties:

- Labeling the Viewpoint
- Membership Recruitment
- Budget Forum Participants

If you are interested in assisting in one of these areas, please contact Sharleen Farmer or Nancy McCanness at the CSEA office at 303-279-3232. Watch for monthly updates in this section!

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## EAP: WORKING IN TEAMS



More and more frequently we accomplish our work in a team environment. Teams generally outperform individuals because teams generate a special energy that develops as team members work

together to produce results. Effective teams require cooperation, active listening, constructive (non-judgmental) feedback, sharing of ideas, resources and workload, and valuing the interests and achievements of other team members.

Working on a team can be a great experience and at times a source of frustration. Below are some ideas to help you function more effectively on a team.

### **Get to know your teammates:**

This sounds basic, but it is very important! Make sure everyone knows everybody's name. Don't just introduce yourselves once because some people will immediately forget the names or never quite hear them the first time. Learn about your teammates. Team members may have different abilities, experience, philosophies, and personalities. You can almost always find something in common with another person. Starting with what you have in common makes it much easier to address issues where you have differences.

### **Have clear goals and roles:**

It is important for teams to identify what they are really trying to accomplish. What are the team

goals? Having a common understanding helps provide direction and motivation to team members. We frequently assume everyone knows the vision, goals, and objectives of a team, only to find out much later that is not true. It is always worth the time to take this important step. Identify roles for team members. A team stands a better chance of being productive and successful if individuals within the team are reasonably clear about specific roles and responsibilities.

### **Develop norms:**

Norms are the "rules of the road" or the operating agreement between team members about how they agree to work with each other. Team norms concern how team members will interact, communicate, and conduct themselves as members of the team. Norms express intentions; they help team members agree on how they'd like to get along before situations come up that might prevent them from getting along.

### **Have effective meetings:**

Meetings can be frustrating if not managed effectively. One simple thing that helps is having an agenda. Having a written agenda makes it easier for team members to come to the meeting prepared and for the team to stay on task. Let everyone have an opportunity to talk. Encourage diversity of perspective and ideas. Have a clear decision making process. Decisions can be made in many ways and range from leader directed, majority vote or consensus. If you identify in ad-

vance how particular decisions will be made, you will increase the team's chances of success. At the end of the meeting, review decisions that have been made and reach agreement. Outline next steps, and who needs to do what, and by when.

### **Manage conflict:**

Conflict is normal and healthy and expected in teams. Each team member needs to take responsibility for resolving conflict with other teammates. Be open and honest. Talk with your group members if there's a problem. Listen to their concerns. Focus on issues and solutions, not on personalities. Your team may want to consider conflict management training to increase skills in this area.

### **Team assessment:**

It is very important that teams assess their performance from time to time. Most teams start out okay, but may drift away from their original goals and eventually fall apart. This is much less likely to happen if the team evaluates its performance against its goals, and asks team members to discuss how the team is functioning, then make adjustments as necessary. If you would like further information about teams, or to speak with an EAP counselor, please contact your confidential Employee Assistance Program at 303-982-0377 or visit our website at <http://jeffcoveb.jeffco.k12.co.us/eap/>. Your EAP offers no-cost assistance to all Jeffco Public School employees, their family members over age 15, and retirees. "Confidential help from caring professionals..."

# THE PERFECT STORM

L U R B X F C A E U O K U S G  
 U S N B U A S W X V M A Z X N  
 O E N O Z D Y L V E B G D S I  
 I S H O I N G E O Y Y V X N D  
 B G W A I T I E W D B W P O N  
 H A I V E T I X T A W X L I U  
 K R R T V R A S H I H Y P T F  
 S N O I T A C I N U M M O C R  
 I Y O K B G G P T A V Y I E E  
 J Y T T U W T P S O R V V L D  
 O U T S O U R C I N G T R E N  
 P I H S R E B M E M V E P G U  
 K A M T W V N R M J B J N G M  
 R C Z X U S G Y K C W G G K L  
 T E A M W O R K Z U A L A A G

- |                |              |
|----------------|--------------|
| BUDGET         | OUTSOURCING  |
| COMMUNICATIONS | TEAMWORK     |
| ELECTIONS      | TRANSITION   |
| MEMBERSHIP     | UNDERFUNDING |
| NEGOTIATIONS   |              |

## PRIZES \* PRIZES \* PRIZES

Attention all members—You can win a \$10.00 gift certificate. Find the words in the word search puzzle above, cut it out, write your name on it and send it to the CSEA office (via pony, us mail, fax or email) by October 31st and you will be entered into a drawing for a \$10.00 gift certificate. Winners will be notified by mail.

CSEA is currently facing what our leadership is calling “The Perfect Storm”. The terminology refers to a period of time where a group of events drastically aggravate a situation. In order to combat “The Perfect Storm”, we are going to have to band together, support one another and speak with one voice. If we work together and stand as one, we can survive all hardships and create a stronger association in the process.

The first issue we are facing is the School Board Elections. The make up of the school board directly affects classified employees across the school district. It is imperative that we elect school board candidates who support public education and the work done by ALL education employees.

The next issue we are facing is the \$70 million dollar reduction of the district’s budget over the next two years. Unfortunately when the majority of the District’s budget goes to employment, employees will be affected by these reductions. As your association, we are fighting to maintain jobs and working conditions for all classified employees.

Outsourcing is a huge issue that is becoming increasingly popular across the country. Outsourcing would put Jeffco students in an unsafe environment and would cost jobs. We will fight against any form of outsourcing.

Another perfect storm issue is the expiration of the CSEA Negotiated Agreements (JCAP expires in 2012 and CSEA expires in 2013). In order to protect our contracts and negotiate the best deal we can for employees, we need to represent the majority of the classified employees. We have to increase membership!

CSEA is also facing a period of transition. Bob Brown, CSEA Executive Director is planning to retire June 2012. The leadership of CSEA needs to work together to prepare CSEA for the future.

As you can see, we will be facing some big challenges in the months to come. We need to stand united, as one employee association to contend with “The Perfect Storm”. We need your support, your participation and your help recruiting new members. We also need to build a coalition with the teachers, parents and administrators. We are all in this together to protect the students of Jeffco. Time is of the essence and we need to prepare for the future.

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Employee Association

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