

Battle River Local No. 32

POLICY MANUAL

2015-2016

CONTENTS

ANNUAL REPRESENTATIVES ASSEMBLY 2

BEGINNING TEACHERS CONFERENCE 2

BEREAVEMENT / COMPASSION 3

EXPENSES 3

HONOURARIA 3

INDUCTION 4

LOCAL ASSOCIATION POLICIES 5

PROFESSIONAL DEVELOPMENT 6

PUBLIC RELATIONS 6

RETIREMENTS 6

SCHOLARSHIPS 7

SUBSTITUTE TEACHERS CONFERENCE 10

SUMMER CONFERENCE 10

SUPPLEMENTARY LEVY 10

Appendix A: Common Acronyms 12

Appendix B: PD Frame of Reference 13

Appendix C: EPC/NSC Frame of Reference (TBA) 15

2014-15 Policy Committee: Dawn Arnold, Karin Brusse-Paterson,
Katherine Cook, Kathy Scheu, Kerrie Willis-Denkers

ANNUAL REPRESENTATIVES ASSEMBLY

1. The committee will consist of the number of delegates determined by provincial ATA. The Local President is a member of the committee.
2. The unelected candidate for ARA delegate, with the highest number of votes shall serve as alternate. In the event that no member is serving as alternate delegate, the Executive committee will appoint a member to the position. The alternate delegate shall attend all pre-ARA meetings but will not attend the Annual Representative Assembly in May unless a committee delegate is unable to attend.
3. ARA delegates shall be informed of the numbers of sessions and the pre ARA meetings that they are expected to attend in addition to the following:
 - a. Local Council Meetings.
 - b. ARA Committee Meetings; prepare resolutions for Local consideration.
 - c. Annual Representative Assembly.
4. After the resolutions of the forthcoming ARA have been distributed by the Association, the Local's ARA Committee shall make recommendations on such to a pre ARA meeting of the ARA delegates of Battle River Local.
5. ARA Delegates will be compensated for the actual cost of attending the Annual Representative Assembly. Delegates will be advanced money toward their expenses at the following rate:
 - a. \$1350 – for Edmonton (2014/15)
 - b. \$1625 – for Calgary
6. An ARA Delegate of the Local who is absent for a half day or more from a session of an Annual Representative Assembly without a reasonable cause, unless so directed by the Executive, shall return 1/5 of his/her allowance to the Local for each ½ day absent.
7. A report of the proceedings of all representative assemblies of The Alberta Teachers' Association will be made at the annual General Meeting following ARA.
 - a. Association will be made at the annual General Meeting following ARA.
8. At ARA, a donation of \$1.00 per member will be made to the Education Trust, from Battle River Local #32.

BEGINNING TEACHERS CONFERENCE

1. School Administration will be asked to notify the beginning teachers in their schools and to advise them that the Local will offer some financial support.
2. Battle river School division will be contacted to seek their assistance with substitute teacher costs.
3. The Executive Committee will determine the number of delegates the local is able to sponsor each year.
4. Attendance must be at the closest conference unless prior approval granted by the executive.
5. Qualifications:
 - a. Attendee must be new, or in their second year of teaching.
 - b. Attendee may only attend once.
6. Financial support:
 - a. Hotel for two nights (standard hotel at facility—not theme rooms if conference is at West Edmonton Mall)
 - b. Meals and mileage as per provincial ATA guidelines.
 - c. All original receipts must be submitted to the local treasurer within 60 days of the conference.

BEREAVEMENT / COMPASSION

1. Upon being informed of the death of an active member of the Local, the President will arrange an expression of condolence and a \$50 donation to the member's school library or the school's memorial project.
2. In the event of the death of a family member or significant other of a member of this local, the staff representative will notify the local president then send out a card of condolences on behalf of the members of the local.

EXPENSES

1. For all approved expenses, original receipts must be submitted to the local treasurer within 60 days of the conference/meeting.
2. Members of Local council attending to Local council business (i.e., meetings, conferences) will be reimbursed as follows:
 - a. Kilometrage at the same rate set by Provincial Executive Council
 - b. Meals and mileage as per provincial ATA guidelines.
 - c. Full coverage of standard accommodation at ATA rates where applicable (standard hotel at facility—not theme rooms if conference is at West Edmonton Mall)
3. Professional Development support per member, is as follows:
 - a. Claims up to \$400 once per year.
 - b. Submission dates: January 15 and June 15
 - c. Reimbursements may be prorated based on the number of applicants and the budget line allocated.

HONOURARIA

1. In recognition of commitment and time to Battle River Local #32 business, the members in the following positions will receive honourariums.
 - a.

Position	Honourarium \$	Sub Days for Local business (in addition to the 3 days in the Collective Agreement)
President	1600	3
Vice President	650	-
Past President	650	-
Secretary	1600	3
Treasurer	1600	3
LCO	1600	-
NSC chair/EPC member*	550	-
EPC chair/NSC member*	550	-
NSC member*	200	-
EPC member*	200	-
PD Chair	550	-
PD Secretary	200	-
Political Action	200	-
C2 chair/member	550	-
C2 committee members	200	-

**In years requiring contract negotiations, the honourarium will be raised by executive motion, to reflect the additional workload.*

2. All honourarium amounts must be approved by Local Council.

3. All honourariums shall be paid based on a school year, and shall be prorated according to that portion of the school year during which the member has served in the position (by month).
4. Honourarium to be paid in January of that school year.
5. A T4 will be issued to each recipient by the Alberta Teachers' Association.

INDUCTION

1. "The Alberta Teachers' Association deems it desirable that all persons entering the teaching profession for the first time be called upon to participate in a ceremony of recognition and acknowledgement of their responsibility to their pupils, parents, colleges and country. The purpose of this ceremony, uniform throughout the province, is to present an opportunity for new teachers to pledge allegiance to the profession." (ATA Induction Ceremony Document)
2. Induction planning and ceremonies are the responsibility of the Vice President and the Secretary.
3. Teachers that are active members not previously inducted into the Alberta Teachers' Association in the Province of Alberta and teachers new to the profession, regardless of contract status - temporary, interim, probationary, or a substitute teacher - are eligible to participate in Induction.
4. Induction of New Teachers into the ATA shall occur following the regular **November** Local Council meeting.
5. The Induction shall consist of a supper with all invited guests attending free. Invited guests shall include: all members of Local Council, Inductee's and their guest, Elected Board Members, Secretary-Treasurer, Superintendent, Deputy and Assistant Superintendents,
6. The school rep. or principal, or other designated person shall introduce the inductee from the podium.
7. **Induction Ceremony Checklist for Vice President and Secretary**
 - a. Induction packages are ordered from Barnett House
 - b. Names of inductees are obtained from the Assistant Superintendent
 - c. Review wording of ceremony script to ensure it is appropriate
 - d. Names of the inductees are reviewed at the Executive meeting
 - e. Invitations are sent to the inductees (the invitation shall allow for each inductee to bring a guest)
 - f. The District Representative is invited
 - g. Certificates and other material for presentation are personalized and packaged
 - h. Venue is booked
 - i. Cash bar arranged
 - j. Entertainment (optional) is arranged
 - k. Gifts from the Local are purchased for the inductees
 - i. Suggested: \$35 I-Tunes cards
 - l. The press is invited for photographs at 6:00
 - i. Camrose Canadian
 - ii. Camrose booster
 - iii. Tofield mercury
 - iv. Viking Weekly Review
 - v. Community Press
 - m. A press release will be provided.
 - n. The BRSD Communications Officer is invited to attend the ceremony.
 - o. Door prizes are purchased (optional)

- p. Induction Committee (VP and Secretary) decide with the Local Executive upon who will conduct the ceremony (i.e. District Representative, Local President, Local Vice President)
- q. Invite a guest speaker (optional)
- r. The program begins with Photographs and a “Meet and Greet” at 6:00 pm. The cash bar will be open at this time.
 - i. Each attendee will receive one complimentary drink ticket when they sign-in at the door.
- s. Dinner will begin at 6:30 with the Induction Ceremony to follow dinner.

LOCAL ASSOCIATION POLICIES

1. Clearly stated policy will help all members of the Local more clearly understand the workings of the Local. Such policy will be developed by the Policy Committee, approved at a Local Council Meeting, and ratified at a general meeting of the member of the Local before taking effect.
2. Organization:
 - a. Policy Committee is a subcommittee of Executive Committee.
 - b. Committee members are the local Secretary, Treasurer, and 3 members of Local Council.
 - c. The Secretary of the Local shall be the Chair of the Policy Committee.
3. Meetings:
 - a. Shall be called by the Chair as the need arises.
4. Committee Responsibilities:
 - a. Review and assess the work of the Local Association and report to Executive Committee.
 - b. Study all matters related to Local policy by Local Council or other committees.
 - c. Make recommendations to the proper bodies regarding matters, which have been referred to it.
 - d. Initiate recommendations for the Local Council to consider.
 - e. Establish and maintain a Policy Handbook.
 - f. Set the budget lines for the Policy Committee.
 - g. Revise guidelines as necessary.
5. Responsibilities of the Chair:
 - a. Call meetings of the committee as the need arises.
 - b. Set the agenda for each meeting.
 - c. Chair all committee meetings.
 - d. Submit a report of committee activities to Local Council.
 - e. Review committee policy and guidelines with new committee members early in the school year.
 - f. Submit a committee budget to the Treasurer.
 - g. Submit an annual report to the Local at the AGM in May.
 - h. Review and revise the committee’s section of the Policy Handbook.
6. Amendments to Local Policy:
 - a. Suggestions for amendments to Local policy must be presented in writing at a meeting.
 - b. Policy amendments passed by the Local Council must be ratified at a general meeting of the Local Association before taking effect.

Local Council will review all policy motions prior to the Annual General Meeting to insure that all policies are current and that new members are fully aware of Local policy.

PROFESSIONAL DEVELOPMENT

1. The professional development committee shall assume general responsibility for professional development activities undertaken in the jurisdiction. These activities will be undertaken in accordance with the professional development policies of the provincial Association, the Battle River Local #32 constitution, and the current Professional Development Frame of Reference (attached).
2. Non-invoicing presenters will be compensated with a gift certificate, from a vendor of their choice, up to a maximum of \$250.

PUBLIC RELATIONS

1. The Secretary shall send Christmas cards to the Trustees, Central Office personnel, Barnett House, and MLAs on behalf of the Local.
2. New teachers in the Local will be invited by the Local President to attend Local Council meetings to encourage participation of new staff in Local activities.
3. Each year, substitute teachers will receive a thank you card and a gift card on behalf of the Local, during substitute Teacher appreciation Week in March.
 - a. At the January Local council meeting, school reps will sign the thank you cards and address the envelopes, as directed by the president.
4. An annual donation of \$1000 will be made to the CMHA- Val Wolski Golf Tournament held in Camrose in July.
5. Annual support of \$1000 will be provided for the BRSD Reading University.
6. The ATA Education Trust will receive \$1.00/member at the Annual Representatives Assembly in May of each year.

RETIREMENTS

1. All retiring teachers who have been members of Battle River Local No. 32, will be recognized at their individual schools.
2. All schools that have a retiring teacher(s) will receive the following to support the costs of a retirement **celebration** with their staff. These funds are not to be used for gifts.
 - a. \$200 for the first retiree, and
 - b. \$75 for each additional retiree.
3. Receipts for the school celebration must be remitted to the local treasurer by September 15th of the following school year.
4. The local will provide the following for each retiree:
 - a. Coffee table book
 - b. Gift Certificate of \$35 (suggestion - Chapters/Indigo)
 - c. ATA Retirement Certificate

SCHOLARSHIPS

1. General Funding Allocations
 - a. \$4200 annually will be allocated to academic awards open to all students in the region.
 - b. \$300 will be allocated to each Battle River teacher's child pursuing post secondary education.
 - c. \$100 will be used for administering this program.

2. Battle River Schools with High School Programs:
 - Bashaw
 - Battle River On-Line
 - Bawlf
 - Camrose Composite High
 - Central High-Sedgewick Public
 - Cornerstone Christian School
 - Daysland
 - Forestberg
 - Hay Lakes
 - New Norway
 - Ryley
 - Tofield
 - Viking
 - PACE

Award A: GRADE 12 AWARD

There will be 14 scholarships, each valued at \$300, one for each of the Region's high schools.

Eligible students: All grade twelve students graduating from a Battle River School.

Rationale: The Battle River Local of the Alberta Teachers' Association wishes to recognize those students who meet the criteria established at each individual high school.

Criteria: The \$300 will be given to each school who in turn will be responsible for developing criteria for this award at their particular school.

Award: \$300 scholarship

Selection Process: The Awards Committee Chair from each school will submit the name of the school winner(s), on school letterhead, by **email** to the treasurer on or before September of the following year. Any submissions **emailed** after this date will be ineligible.

Submission to: Local Treasurer:

Jeff Myck
Tofield School
4824 – 58 Avenue
Tofield, AB T0B 4J0
Email: jmyck@brsd.ab.ca

**Submit it to the BRL treasurer by EMAIL on or before September 30.
Any submissions mailed after this date will be ineligible.**

Award B: SCHOLARSHIP FOR STUDENTS OF BATTLE RIVER TEACHERS

\$300 will be provided for scholarships for children of teachers in the Battle River Region.

Eligible students: All grade twelve students whose parent(s) teach, or have retired from teaching, in Battle River schools.

Rationale: This scholarship is intended to recognize and support all Battle River teachers' children who are pursuing a post secondary education, beginning within the 12-month period following their grade 12 year. This time period allows for post-secondary January start-dates, and for Registered Apprenticeship students pursuing their classroom requirements.

Criteria: The recipients:

- (a) will have a parent who is teaching full time or part time, or retired from teaching in the Battle River Region,
- (b) will have a parent who is on leave from the Battle River Region and who is paying the leave of absence fee to the ATA
- (c) must be pursuing post secondary education within the 12-month period following their grade 12 year (the granting of this scholarship may be delayed to a maximum of one year upon approval of the Executive committee).

Award: \$300 to each eligible recipient who has submitted their application by registered mail, post-marked no later than September 30.

Selection Process: Each prospective recipient will:

- (a) fill out the attached application form.
- (b) attach a **PROOF OF REGISTRATION** from the registrar of their post-secondary institution. (*A Welcome email or letter from the institution does **not** qualify as proof of registration*).
- (c) submit a copy of the **PROOF OF REGISTRATION** to the BRL treasurer by registered mail post marked no later than 30 days after the start of her or his first year of post secondary education.

Submission to:

Local Treasurer:

Jeff Myck
Tofield School
4824 – 58 Avenue
Tofield, AB T0B 4J0
Email: jmyck@brsd.ab.ca

**Submit the application and PROOF OF REGISTRATION to the BRL treasurer by
registered mail post marked by September 30.
Any submissions mailed after this date will be ineligible.**

SCHOLARSHIP APPLICATION FORM
for children of present or retired Battle River Teachers.

NAME:

ADDRESS:

SCHOOL YOU ATTENDED AND YEAR OF GRADUATION FROM HIGH SCHOOL:

NAME AND SCHOOL OF PARENT who is teaching or retired from teaching in Battle River Region:

POST SECONDARY INSTITUTION you are planning to attend:

AREA OF STUDY: (A proof of registration from the school's registrar must accompany this application form. *A Welcome email or letter from the institution does not qualify as proof of registration*).

Submission to:

Jeff Myck
Tofield School
4824 – 58 Avenue
Tofield, AB T0B 4J0
Email: jmyck@brsd.ab.ca

**Submit the application and PROOF OF REGISTRATION to the BRL treasurer by registered mail post marked by September 30.
Any submissions mailed after this date will be ineligible.**

SUBSTITUTE TEACHERS CONFERENCE

1. Each year Battle River Local #32 will support two substitute teacher attendees to the Substitute Teacher Conference in Edmonton as follows:
 - a. Conference registration fee,
 - b. Hotel room for 1 night (standard hotel at facility—not theme rooms if conference is at West Edmonton Mall),
 - c. Meals and mileage as per provincial ATA guidelines.
2. All original receipts must be submitted to the local treasurer within 60 days of the conference.

SUMMER CONFERENCE

1. Delegates to the Summer Conference shall be advanced \$2500 as used in the current Grant-In-Aid formula.
2. In selecting delegates to the ATA annual Summer Conference, the following criteria shall apply:
 - a. Give priority to members who have not previously taken the same course and meet ATA criteria.
 - b. Give priority to members serving on related committees in the upcoming year.
 - c. Adhere to other limits set by the Association.
3. The Executive shall make selections for the Local's delegation to Summer Conference after the election of Standing Committees and shall delegate to the President the responsibility for filling positions which arise or remain vacant after the last Executive meeting of the year.
4. Any summer conference delegate who is absent from the conference for 1/2 of a day or more, without reasonable cause, unless so directed by the Executive committee, shall return a prorated portion of their advance to the local. The proration will be set at 1/8 of the allowance per 1/2 day absent.

SUPPLEMENTARY LEVY

1. All members of the local association shall have **\$150** over twelve months (**\$10 / month**) deducted from their salary as a supplementary ATA levy.
2. The supplementary levy will be used by the local in the following manner:

CEATA (Teachers' Convention) Fee determined yearly by CEATCA
Local Levy balance (\$150 – Convention fees)

COMMON ACKRONYMS

AAC	Alberta Assessment Consortium
ABED	
ADLC	Alberta Distance Learning Centre
AE	Alberta Education
AFL	
AGM	Annual General Meeting
ALIS	
ARA	Annual Representatives' Assembly (ATA)
ASBA	Alberta School boards Association
ASEBP	Alberta School Employee Benefit Plan
ATA	Alberta Teachers' Association
ATRF	Alberta Teachers Retirement Fund
BRL	Battle River Local
BRSD	Battle River School Division
BTC	Beginning Teachers' Conference
CASS	Council of Alberta School Superintendents
CO	Central Office
CSB	Curriculum Standards Branch (AE)
DEHR	Diversity, Equity and Human Rights
DR	District Representative (ATA)
EPC	Economic Policy Committee
ESO	
GLA	Grade Level of Achievement
IEP	Individual Education Plan

IPP	Individual Program Plan
KAE	Knowledge and Employability
LC	Local Council
LCO	Local Communications Officer
LPEO	Local Political Engagement Officer
MS	Member Services (ATA)
NSC	Negotiation Sub-Committee
OHS	Occupational Health and Safety
PAT	
PBL	
PD	Professional Development
PDAC	Professional Development Area Conference
PGP	Professional Growth Plan
PLC	Professional Learning Community
PLP	Personal Learning Plan
SARO	Southern Alberta Regional Office (ATA)
SHIP	
SIB	
TBAC	
TDPAC	Teacher Development and practice Advisory Committee
TPA	
TQS	Teaching Quality Standards
TW	Teacher Welfare (ATA)
TWAC	Teacher Welfare Area Conference

A.T.A. Battle River Local No. 32
PROFESSIONAL DEVELOPMENT COMMITTEE
FRAME OF REFERENCE

1. Names

- a) The name of this committee shall be the Professional Development Committee of the **Battle River Local No. 32**.

2. Objects

- a) The professional development committee shall assume general responsibility for professional development activities undertaken in the local. These activities will be undertaken in accordance with the professional development policies of the provincial Association and the **Battle River Local No. 32 ATA Constitution**.

3. Duties and Responsibilities

- a) In general
 - i) The professional development committee will endeavour to build linkages between the various professional development opportunities for teachers – school-based, local institutes, conventions, inservice, specialist council, etc.
 - ii) The professional development committee will generally exercise leadership in all matters pertaining to all professional development activities undertaken by the local.
 - iii) The professional development committee is responsible to the local for a written annual report of its activities.
- b) In particular, the professional development committee has the following duties:
 - i) To be responsible for the active promotion and organization of Battle River Local No. 32 professional development activities.
 - ii) To seek input and feedback from teachers and/or school staffs in regard to professional development needs and how these needs can best be met.
 - iii) To disseminate information about professional development activities.
 - iv) To consult with professional development staff officers, district representatives, consultants (as assigned), and members of the local.
 - v) To attend, if possible, the Professional Development Area Conference (PDAC) and the PD Course at Summer Conference.
 - vi) To provide expertise, where possible, to school staffs and other teacher groups in the area of professional development.
 - vii) To develop and maintain a budget.
 - viii) To ensure that appropriate payments are made.
 - ix) To keep a record of the minutes of meetings.

4. Membership

- a) The professional development committee shall consist of the following following members:
 - i) PD Chair
 - ii) PD secretary-treasurer
 - iii) Up to 3 interested members of the local.
- b) The president of the local or designate acting in an ex-officio capacity shall also be a member of the professional development committee.
- c) The members of the professional development committee are expected to:
 - i) Attend meetings of the professional development committee.
 - ii) Provide full and effective communication for the membership both to and from the professional development committee.

5. Meetings

- a) The professional development committee shall meet at least twice as year or more as necessary.

6. Finances

- a) The professional development committee will be funded annually by the local.
- b) The professional development committee shall reimburse members of Kilometrage to and from meetings at the rate set by the local.

7. Ratification of this Frame of Reference

- a) This frame of reference shall be approved in accordance with the terms of the local constitution.

8. Amendments to this Frame of Reference

- a) Notice of Motion of intent to amend shall be give at a preceding professional development committee meeting.
- b) Except where time is of the essence, the text of proposed amendments shall be made available, in writing, to the members prior to the meeting.
- c) The amendment shall be approved by a “two-thirds” vote of the professional development committee members.
- d) The amendment shall be approved by the majority of members of the local council at a properly call meeting.

REVISED: March 2015

A.T.A. Battle River Local No. 32
ECONOMIC POLICY COMMITTEE
FRAME OF REFERENCE

TBA