



STATEMENT OF POLICIES
OF THE
PEMBINA TRAILS
TEACHERS' ASSOCIATION

Table of Contents

Foreword	p. 4
Definitions	p. 4

A. Financial

A1. Conflict of Interest	p. 5
A2. Cheque Requisition Procedure	p. 5
A3. Committee Expenses	p. 5
A4. Alcohol	p. 6
A5. Capital Purchases	p. 6
A6. Reserve (Investment) Fund	p. 7
A7. Procedure	p. 7
A8. Savings Account	p. 7
A9. Operating (Chequing) Fund	p. 8
A10. Budget Surplus	p. 8
A11. Staff Development Center	p. 8
A12. Council/Executive Recognition	p. 8
A13. Executive Recognition	p. 9
A14. Head Council Reps. Orientation	p. 9
A15. Donations/Gifts/Charities	p. 9
A16. Congratulatory Messages	p. 9
A17. Bereavement	p. 9
A18. Awards	p. 10
A19. Association Secretary	p. 12
A20. MTS AGM	p. 13
A21. Hardship	p. 14
A22. Dependant Care	p. 14
A23. Executive Leave	p. 15
A24. Central Presidents	p. 15
A25. Wellness/Social	p. 16
A26. Executive Training and Development	p. 16
A27. Travel Fund	p. 16
A28. PTTA Dues	p. 16
A29. Funding for Candidates for Provincial Executive	p. 16

B. Association Administration

B1. PTTA Policy Development	p. 17
B2. Life Membership in PTTA	p. 17
B3. Honorary Membership in PTTA	p. 17
B4. President's Absence	p. 17
B5. President's Term	p. 18
B6. PTTA Representation on Divisional Committees	p. 18
B7. MTS Provincial Executive Positions	p. 18
B8. Annual General Meeting of the MTS (Resolutions)	p. 18
B9. Joint Committees	p. 19
B10. Delegations	p. 19
B11. Strikes of Non-Professional Personnel	p. 19
B12. Monitoring Board of Trustee Meetings	p. 19
B13. Executive Support Material	p. 20
B14. President/Superintendent Meetings	p. 20
B15. Non-Budgeted Event	p. 20
B16. Trustee Elections	p. 21
B17. Ad Hoc Committees initiated by PTTA	p. 21
B18. Ad Hoc Committees Initiated by other Groups	p. 22
B19. Professional Development	p. 22
B20. Effects of Unit Staffing	p. 23

C. The Teaching Profession

C1. Commercial Advertisements in Schools	p. 23
C2. Extra-Curricular Activities	p. 23
C3. Preparation Time	p. 23
C4. Discrimination	p. 24
C5. Accident Insurance (Students)	p. 24
C6. School Photos	p. 24
C7. Divisional Personnel Files	p. 24
C8. Anonymous Evaluations	p. 25
C9. Equality of Opportunity	p. 25
C10. Orientation for New Teachers	p. 25
C11. Teacher Evaluation	p. 26
C12. Employment "Intent Form"	p. 26
C13. Staffing Schools	p. 26
C14. Resource Programming	p. 27
C15. Student Services	p. 27
C16. Volunteers	p. 27
C17. Staff Meetings	p. 28
PTTA Policy & Approval & Amendment Dates	p. 29

FOREWORD

The following policies will provide members of the Pembina Trails Teachers' Association with a guide to the Association's current practices. It is divided into three major categories or resolutions, as follows:

- A. Financial
- B. Association Administration
- C. The Teaching Profession
- D.

When a number appears following a resolution, it indicates the number of the motion and the year in which it was passed.

DEFINITIONS

Any reference to PTTA, President, Member, Executive, Council, Head Council Representatives, or Association in this policy manual shall refer specifically to or of the Pembina Trails Teachers' Association unless otherwise stated.

A. FINANCIAL

A1. Conflict of Interest

PTTA shall conduct its operations in an open and transparent manner.

Any conflict of interest in the purchase of capital assets or professional services must be disclosed and approved by the Executive.

A2. Cheque Requisition Procedure

1. An Executive member shall provide original receipts for all approved expenses.
2. An Executive member shall submit for approval to a signing authority, a PTTA Cheque Requisition Form with receipts attached.
3. A signing authority shall produce a cheque and forward it to the President for approval and a second signature.
4. A cheque shall be issued to the member.
5. All reimbursement requests for the current fiscal year shall be submitted no later than 7 days prior to the last day of school, with the exception of summer activities.
6. Reimbursement requests for summer activities shall be submitted to the PTTA office by September 10th of the new school year.

A3. Committee Expenses

In preparation for any upcoming budget year, each committee chair shall submit their budget, with a relevant explanation and also the specified date of the expense, to the Treasurer, Executive and Council. Only in unusual circumstances will a committee's budget change dramatically from year to year.

Chairs may claim reimbursement within their budget as per their original proposal.

Chairs may claim reimbursement for the following:

- costs related to operating their committee;
- mileage for the Chair and committee members;
- child/dependant care for the Chair and committee members;
- other expenses as deemed necessary by the Chair.

In claiming reimbursement, the Chair must:

- be prudent with the funds provided by the Association;
- provide proper original receipts for all expenditures;
- log mileage appropriately;
- respect the timeline determined by the Treasurer;
- be conscious of their budget and not over-spend limitations.

A4. Alcohol

1. Submitted expenses for food and beverages at PTTA meetings shall not include the cost of alcohol.
2. PTTA may cover the cost of alcohol at special Association events. Alcohol consumption at all PTTA public events shall be on a user pay basis.

A5. Capital Purchases

Capital purchases are defined as non-consumable products used to facilitate the day to day operation of PTTA, e.g. furniture, refrigerator, computers, printers, electronic equipment, etc.

The selection of vendors for the purchase of capital assets shall be at the discretion of the President, unless otherwise directed by Council or Executive.

Capital purchases over one thousand dollars (\$1000) must receive the approval of the Council.

Capital purchases over five hundred dollars (\$500) must receive the approval of the Executive.

Capital purchases under five hundred dollars (\$500) must be approved by the President.

A6. Reserve (Investment) Fund

A Reserve Fund shall be maintained in a separate account as per Article 8.01 of the constitution. The Association must establish and maintain a Reserve Fund in accordance with the By-laws.

The Reserve Fund shall be no less than twenty percent (20%) but not to exceed twenty-five percent (25%) of the Association's previous year's gross revenue.

The purpose of the Reserve Fund shall be to:

- cover deficits from PTTA operations;
- ensure that the Association has the ability to address unforeseen expenses outside the control of PTTA.

Investment interest from the Reserve Fund shall be reinvested into the Fund until the maximum is reached at which time any surplus will be deposited in the Savings Account.

Management of the Reserve Fund is governed by By-law ^{11.03}~~12.03~~ (b)

A7. Procedure

The transfer of funds from the Reserve Fund shall receive the approval of Council.

A8. Savings Account

The Association shall establish a Savings Account and shall constitute funds not allocated to Reserve or Operating Fund.

The purpose of the Savings Account shall be to:

- cover the cost of purchasing capital assets as outlined in policy A.5;
- finance non-budgeted, one time, or unexpected expenditures of the Association;
- maintain the minimum requirements (20%) of the Reserve Fund, as needed.

A9. Operating (Chequing) Fund

The Operating Fund shall be used to conduct the day to day financial transactions of the Association.

A10. Budget Surplus

Any budget surplus shall be transferred into the Savings Account.

A11. Staff Development Center

The PTTA is to partner equally with PTSD in funding of the Staff Development Centre (SDC).

Financial participation will continue to be welcomed as is the current practice with PTANTE.

The intent is to include the same participation opportunity for all unions representing non-teaching staff.

A12. Council/Executive Recognition

The Council of the Association and Executive shall be recognized for their effort in the following manner:

- a gift as determined by the President;
- special snacks/food at the September and January Council meetings, and also at the June AGM meeting.

The cost of Council recognition shall be a budget item in the Association's annual operating budget.

A13. Executive Recognition

The Executive of the Association shall be recognized upon their resignation by the executive as follows:

- gift purchased in the amount of \$20 per year of executive service, up to a maximum of \$100.

A14. Head Council Representatives Orientation

A special half-day meeting of the Council Head Representatives shall be held in October of each school year.

The purpose of the meeting shall be to:

- clarify the roles of the Head Reps;
- get feedback and input;
- demonstrate appreciation for their support;
- address matters that may arise;
- provide training/information.

A15. Donations/Gifts/Charities

The President will evaluate requests for donations or gifts not in policy. Requests requiring attention must be brought to the Executive for discussion. Funds for these requests are to come from the PR or Social events/projects budget lines.

A16. Congratulatory Messages

The President will, upon being informed, send congratulatory messages to PTTA members who have been recognized for outstanding professional and/or personal achievements.

A17. Bereavement

Upon being informed of the death of the following, the President shall:

1. **Death of a current PTTA Member:**
 - 1.1 Send a card of sympathy to the family.
 - 1.2 The President will inform the Manitoba Teachers' Society of the death.
 - 1.3 Arrange for a representative from the Executive to attend the funeral. The cost of a substitute, if required, will be paid by the Association.

2. **Death of a PTTA Member's Spouse, Child, or Parent:**

Send a card of sympathy to the family.

3. **Death of a Retired Member of PTTA:**

Send a card of sympathy to the family.

4. **Death of a Pembina Trails School Division Employee or Trustee other than a PTTA Member:**

Send a card of sympathy to the family.

5. **Death of a PTTA Executive's family member:**

Send a card of sympathy and flowers to the Executive member.

A18. Awards

PTTA, under the jurisdiction of the Public Relations Portfolio, shall award the following:

High Schools

A \$600 award will be awarded to a graduating student in each of the four PTSD's high schools, as per the following criteria:

1. Recipients must be graduating from Grade 12.
2. The student selected should demonstrate the following:
 - strong citizenship qualities;
 - participation in volunteer or community work with children;

- a positive attitude and contributions towards the school community.
3. The recipient must have completed required course work for graduation with good academic standing.
 4. Consideration should be given to a student who will be attending a post-secondary institution and pursuing a career in working with children in an educational setting.
 5. Consideration should be given to a student not receiving any other award.

The recipients of the scholarships are to be decided by the individual schools. Each recipient's name shall be forwarded to the PTTA Public Relations Chair.

The Oak Park award shall be awarded as the **Ted Greenberg Memorial Award** to a graduating student at Oak Park High School.

Elementary and Junior High Schools

1. Fifty dollars will be awarded to each Elementary and Junior High School for the purchase of library books.
2. The spending of this money would be at the discretion of the schools' teacher-librarians.
3. Labels will be provided to place in the purchased books so that the PTTA's contribution is recognized.

Member Retirement Awards

This award is to recognize retiring teachers from PTSD.

Criteria for Eligibility

1. Recipients must have been an educator in PTSD and a member in good standing with PTTA and MTS.

2. Recipient must have taught at least five years in PTSD prior to and leading up to the retirement reception date.

Procedures

1. The Wellness/Social Chair shall be responsible to organize the event.
2. A gift equivalent to \$100.00 will be presented to retiring PTTA Members.
3. The retirement presentation shall be made at a PTTA retirement reception by the president or designate.
4. PTTA will subsidize the meal cost.

A19. Association Secretary

1. PTTA will employ a secretary.
2. The hours of work will be determined as needed by the President of the Association.
3. The Association secretary allocation will be approved by Council through the budget process.
4. The secretary will work under the direct supervision of the President of the Association.
5. The President shall advertise the position within the Division and in the Association Newsletter.
6. The President shall be responsible for the interviewing and the hiring of a secretary.

Remuneration

1. Remuneration should be at an hourly rate comparable to the salary rates of a Divisional Secretary.
2. Remuneration should be handled by the Association's Treasurer or Bookkeeper.
3. All deductions normally required, such as CPP, income tax, etc., shall be deducted from each cheque and submitted to the government as is indicated under current regulations.

4. T4 forms shall be delivered to the Secretary no later than January 30 of each year.
5. Holiday pay shall be issued no later than June 30 of each school year.

Responsibilities

The Secretary shall do such office duties as required by the President and the Executive of the Association.

A20. MTS AGM

The number of PTTA delegates for the MTS AGM is determined by MTS.

Those members of the Association chosen to attend the AGM shall be in the following order:

1. current Executive members;
2. those the Association is supporting in an election for Provincial Executive or other elected positions as occur at the AGM;
3. Past Presidents, SDC Chair;
4. Head Council Reps;
5. Members of the Council;
6. current Committee members;
7. past Committee members;
8. any member of the Association.

Hospitality Rooms

The PTTA may host a hospitality room at the MTS AGM or contribute to a combined hospitality room. The purpose of the hospitality room is to promote the Association. The hospitality room shall be arranged and managed by the Wellness/Social Chair with the assistance of the Executive.

A21. Hardship

Members of the Pembina Trails Teachers' Association who are suffering hardship due to financial stress related to work disruption or difficulties beyond their control may apply for assistance from the Association, provided the following procedures are followed:

1. A formal request should be made to the Manitoba Teachers' Society as the Society may be a source of assistance;
2. A formal request should be made to the School Division by contacting the Personnel Superintendent as the Division may be a source of assistance;
3. A request should be made to the Association by contacting the President, in confidence. The President is authorized to approve a sum of up to \$200.00. An amount of up to \$500.00 may be available, pending approval by both Executive and Council. The member's name would be kept in confidence by the President. Any monies granted shall require a two-thirds majority vote of the members present at a duly constituted Council meeting.

Through a motion of Executive and Council a reasonable sum of money may be granted to individuals or organizations facing hardship provided:

1. there is clear evidence of hardship;
2. there are no other financial resources available;
3. any monies granted shall require a two-thirds majority vote of the members present at a duly constituted Council meeting.

A22. Dependant Care

Executive members may claim reimbursement for child/dependant care costs to a maximum of the current MTS rates, upon submission of a statement of expense with receipts to the Association. Such claims will be honoured occasioned by:

1. their designation as Executive representatives at conferences,

- seminars and workshops;
2. their attendance at Executive meetings, Council meetings, and PTTA business meetings.

Statements for Dependant Care reimbursement shall be made monthly or as otherwise determined by the Treasurer.

A23. Executive Leave

President's Release Time

The position of President of the Pembina Trails Teachers' Association is a full-time position. The Association shall second the member from the Division and compensate the Division appropriately.

The Association President shall experience no loss of benefits and the Association shall reimburse the Division for the President's salary, allowances when applicable, benefits and other costs related to the President's leave.

Vice-Presidents' Release Time

The Association will provide half-time release to two Vice-Presidents, one responsible for Collective Bargaining, the other responsible for Professional Development.

The Association Vice-Presidents' shall experience no loss of benefits and the Association shall reimburse the Division for the Vice-Presidents' salaries, allowances when applicable, benefits and other costs related to the Vice-Presidents' leave.

A24. Central Presidents

The President and Vice-Presidents shall attend the Central Presidents' Orientation held in September of each year.

A25. Wellness/Social

The Wellness/Social 'project' budget line shall be allocated as requested.

A26. Executive Training and Development

Executive members may use funds from this budget line upon approval by the Executive.

A27. Allowances

The PTTA allowances for mileage, meals, child care and accommodation shall parallel present MTS policy.

The President and Vice-Presidents' cell phones shall be paid over 12 months. The subsidy for the Vice-Presidents be set at \$30/month or one-half of the actual cost, whichever is higher and that the Presidents' usage be paid in full.

A28. PTTA Dues

Substitutes:

Substitutes in PTSD shall pay 50% of the annual PTTA dues, pro-rated according to the number of days worked, whether full or partial days as of September 1, 2006.

Part Time Teachers:

Part time teachers shall pay the full dues as determined by Council.

A29. Funding for Candidates for Provincial Executive

1. A Candidate is defined to be:
 - 1.1 a nominee for any of the following positions:
President, Vice President, Executive Member or others
named by MTS; and

- 1.2 who has been duly nominated by the Council of the Association.
2. A candidate contesting any of the positions listed above on the Provincial Executive, shall receive a maximum of \$1.00 (one dollar) per PTTA member. In the event that more than one member is contesting a position on the Provincial Executive, this amount will be divided equally.
3. Requests for funding must be made through the Past President and must be approved by the Council of the Association.

B. ASSOCIATION ADMINISTRATION

B1. PTTA Policy Development

Policies of the Association shall be ratified by Council.

B2. Life Membership in PTTA

Retired PTTA Members may be recognized for outstanding past service to the Association. This award shall be conferred by a resolution passed by the PTTA Council.

B3. Honorary Membership in PTTA

Individuals outside the membership of PTTA may be honoured for work which has led to the betterment of the PTTA. This award shall be conferred by a resolution passed by the PTTA Council.

B4. President's Absence

In the event that the President cannot complete his/her term of office, a Vice President shall assume the role of President until the next constituted election process.

B5. President's Term

The President shall be elected to a two year term.

B6. PTTA Representation on Divisional Committees

Representatives will be selected first from the Executive, then from the Council and then general membership.

PTTA representatives must reflect the Association's position.

B7. MTS Provincial Executive Positions

In the event that a teacher chooses to put his/her name up for a position on the MTS Provincial Executive, or for a Table Officer position, the following will apply:

1. The candidate will notify, in writing, the Chairperson of Resolutions no later than January 31st, his/her intention to let his/her name to stand for a Provincial Executive position.
2. The Resolutions Chairperson will move or cause to be moved a motion of nomination at the Council meeting immediately following receipt of the candidate's intention to run.
3. A member of Executive or Council shall be appointed as the campaign Chairperson, to chair an elections committee responsible for promoting and campaigning on behalf of our candidate.
4. Monies granted will be drawn from the Annual Budget.
5. The President will be responsible for all expenditures.

B8. Annual General Meeting of The Manitoba Teachers' Society (Resolutions)

1. Any proposed resolution which is in conflict with Association policy shall not be considered until Association policy has been

changed.

2. Delegates shall block vote:
 - 2.1 In favour of resolutions which are presented by the Association;
 - 2.2 Against resolutions which are counter to Association policy.

B9. Joint Committees

1. Any member named to a Joint Committee shall represent the policies of the PTTA or, in the absence of such policies, the Association position.
2. All policies issuing from a Joint Committee shall be deemed to be Board policy only.
3. A policy can only be considered 'joint' after it has been ratified by Council; said policy should include an amending formula agreed upon by the Board and the Association.

B10. Delegations

1. Delegations of members shall have the right to make presentations to the Executive and to the Council.
2. Delegates who are not members of the Association shall require the written permission of the Executive to present a brief.
3. Only questions intended for clarification of the brief shall be asked of the delegation.
4. Discussion, debate and motions related to the brief shall be made later on the agenda, under New Business.
5. Copies of the brief shall be forwarded to the President prior to the presentation.

B11. Strikes of Non-Professional Personnel

Volunteers must have official School Board approval prior to their admittance to schools.

1. Members of the Pembina Trails Teachers' Association shall remain
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neutral in the event of a strike by any Divisional non-teaching union group.

2. Members of the PTTA shall continue to carry out the duties that they normally perform. (Section 283 Public Schools Act).
3. Members of the PTTA shall be cognizant of maintaining normal school health and safety conditions but should not be required to perform duties that they do not normally do. If conditions in a school become unhealthy or unsafe, then teachers must notify the principal's office and the President of the Association. The principal would then notify the appropriate authorities.
4. Members of the PTTA shall not do maintenance repairs of the school building.

B12. Monitoring Board of Trustee Meetings

A member of the Executive shall regularly attend Board meetings as an observer.

B13. Executive Support Material

Each member of the Executive shall be provided with the following information:

- PTTA Constitution;
- PTTA Policies; and
- MTS Policies.

B14. President/Superintendent Meetings

The President of the PTTA and the Superintendent and/or Assistant Superintendent of the Division shall endeavor to meet regularly throughout the year.

B15. Non-Budgeted Event

In order for a non-budgeted event designed for members of PTTA to qualify

for financial support from the Association, it must be proposed as a motion to Council and approved by a two-thirds majority vote of the members present, and this before the event is to take place.

B16. Trustee Elections

It is the position of the Association that the PTTA be interested in promoting participation during School Board elections: The Association may promote participation by:

1. Informing all Members in the Division of an upcoming election and providing them with the names of the candidates and a brief outline of their experience;
2. Circulating a series of questions to candidates dealing with provincial and local election issues and publishing the responses in the PTTA newsletter and forwarding the responses to the dailies;
3. Investigating the possibility of preparing a folder or leaflet which would contain candidates' names and background as submitted by the candidate and a list of local issues of educational importance which the Board will have to deal with and sharing it with local service groups;
4. Investigating the possibility of purchasing advertising space in local newspapers to promote the election, to urge people to vote, and to describe the major issues.
5. The Association will not support any particular candidate or seek candidates of its own.

B17. Ad Hoc Committees Initiated by PTTA

It is the position of the Association that, where possible, the purposes of any ad hoc committee shall be endorsed by the Council and the names of all candidates interested in serving on PTTA ad hoc committees shall be brought to Council for approval:

A representative from the committee shall report regularly to the Executive

and/or Council and that the minutes of these committees shall be forwarded to the President of the PTTA.

B18. Ad Hoc Committees Initiated by other Groups

It is the position of the Association that the procedures to be followed in the appointment of representatives to ad hoc committees be established by groups other than PTTA are as follows:

1. Any request for a PTTA representative to sit on any committee shall be directed to the President in written form.
2. The request shall outline the purpose of the committee, the proposed composition of the committee and a timeline for the completion of the committee's job.
3. The President, in consultation with Executive and/or Council shall select committee representatives.
4. The decision and the name(s) of representative(s) will be communicated in writing, by the President, to the organization making the request.
5. The representative will be responsible for reporting regularly to the PTTA Executive and/or Council on the committee operation and that Minutes of these ad hoc committees be forwarded to the President of the PTTA
6. The PTTA reserves the right to establish conditions for participation on committees.

B19. Professional Development

It is the position of the Association that teachers, as professionals, shall identify their professional needs.

Teachers shall, both at the school and division level, participate with equal representation in identifying their professional development needs.

Divisional in-services shall be determined by a needs assessment model agreed to by a joint PTSD/PTTA committee.

B20. Effects of Unit Staffing

The Association shall annually review changes to the Divisional Unit Staff formula and the Executive shall identify its effects on teachers, students and schools of the Division.

C. THE TEACHING PROFESSION

C1. Commercial Advertisements in Schools

The Pembina Trails Teachers' Association opposes partnerships and agreements that subject teachers and students to commercial advertisements within the school.

C2. Extra-Curricular Activities

1. Extra-curricular activities may be defined as those cultural and recreational activities which are not part of the required school curriculum but which, nevertheless, are recognized as being valuable educationally.
2. All participation in extra-curricular activities by staff and students shall be on a voluntary basis.
3. In-school extra-curricular forms should be regarded as intent only and shall not be legally binding.

C3. Preparation Time

Each teacher shall be entitled to regularly scheduled preparation time which shall not be changed administratively without the consultation of the teacher.

Preparation time shall be equalized throughout the division to 75% contact time based on a five and half hour school day.

C4. Discrimination

1. The PTTA opposes any promotion of racist or discriminatory ideologies by elected official, the news media, or from any other source.
2. The PTTA advocates that no one promoting racist or discriminatory views shall be permitted membership in the Manitoba Teachers' Society or have the right to teach our children.

C5. Accident Insurance (Students)

The responsibility on the part of school administrators and teachers for Student Accident Insurance shall be limited to the distribution of applications.

C6. School Photos

The responsibility on the part of the school administration and teachers for school photos shall be limited to the distribution of applicable forms and supervision of students.

C7. Divisional Personnel Files

It is the position of the Association that personnel files must be handled according to the following:

Limitations of File Contents:

The Members' personnel files should be limited to any or all of the following:

1. Application;
2. Resume;
3. Contract;
4. Academic qualifications;
5. Evaluation reports which have been acknowledged by the signature of the Member;

6. Record of employment with the Division;
7. Records of educational trips, attendance at workshops, positional appointments and committee work pertaining to education;
8. Records of awards;
9. Personal leave; and
10. Any documentation which the teacher considers relevant.

Requirements for Additions to File:

1. The Member shall be informed of and receive a copy of any material before it is placed in the file and be given the opportunity to add his/her comments or interpretations of such items and be given a copy of such material.
2. The Member has the right to request that specific documents, which he/she considers relevant, be added to the file.

C8. Anonymous Evaluations

The Association opposes anonymous evaluations of its members. "Anonymous evaluations" may include any verbal or written parental complaint.

C9. Equality of Opportunity

1. The Association supports equality for all students, regardless of sex, race, religion, sexual orientation, etc.
2. The Association advocates that materials used in schools must be non-discriminatory in language and content.

C10. Orientation for New Teachers

It is the position of the Association that any teacher attending a Divisionally-initiated orientation session outside of regular school hours be compensated.

C11. Teacher Evaluation

The following is the position of the Association with respect to teacher evaluation:

1. Its primary purpose is the promotion of professional and personal growth.
2. It is conducted in a professional, humane manner.
3. Evaluation directives and procedures used do not require staff to break confidentiality in performing their professional duties, or make unwarranted intrusions on the professional autonomy of the teacher.
4. Unless otherwise stated, a staff member's signature on an evaluation document means only acknowledgement of its content, not concurrence with said document.

C12. Employment "Intent Form"

It is the position of the Association that the Employment Intent forms that are required each year are not binding and that such a form does not limit a member's ability to compete for any available position.

C13. Staffing Schools

The Policy of the Association is that the following principles and procedures should apply to staffing school:

1. The unit staffing procedures must not be used to decrease the number of professional teachers allocated to a school to provide for an increase in the number of support staff. The Association believes that decreasing the number of professionals in a school and increasing the number of paraprofessionals will result in a decrease in individualization and teacher-pupil contact which will negatively affect the quality of education in Pembina Trails Division.
2. Paraprofessionals must be excluded from any method of allocating

professional staff. The services rendered by paraprofessionals cannot be equated to any teaching function.

3. Duties of all paraprofessionals must follow the MTS policy on paraprofessionals. Additionally, certified teachers who are employed as auxiliary personnel shall perform only those tasks which are assigned and which are not the responsibility of the teacher(s) with whom they are working.

C14. Resource Programming

The Association believes that all students in Pembina Trails have access to adequate resource teacher assistance and that all schools have effective resource programs.

C15. Student Services

The Association believes that all students in Pembina Trails are entitled to the full range of student support services including full time resource teachers and guidance counselors in each school regardless of the limits imposed within or without the Division. Further, the above services to schools should be provided from an allocation of a Divisional pool of staff units exclusive of the units provided to the schools based on student population criteria.

C16. Volunteers

The Policy of the Association is that the following principles and procedures should apply to the staffing of schools:

1. Volunteers shall be used with students only under the direct supervision of a certified teacher, and for such purposes as to carry on programs as planned by the certified teacher.
2. Volunteers may carry out clerical or mechanical duties under indirect supervision of a certified teacher. These duties are ones such as preparing bulletin boards and duplicating materials.
3. A certified teacher to whom a volunteer is assigned must have

requested the use of a volunteer and also given consent before the volunteer(s) is engaged in the school.

4. The volunteer should meet with the principal of the school and teacher involved, prior to being brought into the educational program. At that time, such topics as: policies of the school, aims of the program, and responsibilities of all parties concerned should be discussed.

C17. Staff Meetings

It is the position of the Association that staff meetings should be no longer than one hour in length, unless advance notice is provided and agreed to by all staff.

Mandated Professional Development activities shall not occur during or following staff meetings. School-based professional development shall occur only during professional development days.

Part-time teachers should not be required to attend staff meetings on their scheduled day or half-day off.

Teachers teaching in two buildings should not be required to attend all meetings at both schools.