



## President's Message

*The Spirit helps us in our weakness: for we do not know how to pray as we ought, but that the very Spirit intercedes with sighs too deep for words"*

-Romans 8:26

Dear Colleagues,

The Local is pleased to see that the Negotiating Sub Committee and the District were able to achieve a compromise position in order to settle the 2006-2007 collective agreement. The terms of the settlement reflect the ongoing issues of instructional time, salary and a host of other concerns raised by the membership for the current round of bargaining. The difficulty of recent years in concluding talks has created a cyclical heel to toe relationship with the next bargaining round. As we go to press the Economic Policy Committee has already drafted the survey for the next round of discussions. Such overlap

is not unusual and has become, unfortunately, indicative of the uncertainty of predictable, timely provincial funding, the instability of managing core inflation and the staggering increase in Calgary's cost of living. All these factors have created a pattern of extended bargaining and repetitive cycles of advance and retreat on a variety of educational concerns not just for our Local but for all education stakeholders alike.

The promise for change in this regard lies with leadership at all levels and your Local continues to be invested in dialogues with political representatives who will chart the course for teaching and learning over the next year. We invite your feedback and comments to help guide the Local in its deliberations for both teacher welfare and the role of the Local in advancing learning objectives.

The Association would like to thank all of you who have assisted the upcoming Teachers' Convention and look forward to one of the much anticipated moments of the school year.

## Economic Policy Committee

David Cracknell, Chair, NSC/EPC

By the time you read this article the District should have conducted it's vote on the proposed Collective Agreement for 2006-2007. This was a one-year agreement, which will expire in August of this year. You may have noticed that the Economic Policy Committee (EPC) of Local 55 has been very active, or should I say, Proactive. We have already sent the bargaining survey out to schools to learn which issues teachers feel are priorities for the next round of bargaining that may open as soon as April. The Negotiating Sub-Committee (NSC) will use this information to create the new bargaining proposal with the guidance of the EPC. Teachers will have an opportunity to see the proposal and vote on it soon after the Easter break.

Come and see us at our booth (500, 502) during teachers' Convention and enter your name for the "**Substitute for a Day**" draw, compliments of Calgary Separate School District (substitute is to be used for professional development).



**Don't forget to bring your convention book, it's your ticket into all sessions.**

## Calendar of Events

February 15,16 <sup>th</sup>	Teachers' Convention	March 2 <sup>nd</sup>	Ballots for PEC mailed out
February 19 <sup>th</sup>	Family Day	March 26 <sup>th</sup>	PEC Ballots due
February 22 <sup>nd</sup>	PGS	March 22 <sup>nd</sup>	PGS
February 22 <sup>nd</sup>	Maternity Seminar	March 22 <sup>nd</sup>	Maternity Seminar
<b>February 28<sup>th</sup></b>	<b>CSR Meeting – this is on a new night</b>	March 27 <sup>th</sup>	CSR Meeting

## ATA Educational Trust Awards

Each year the Educational Trust offers a number of bursaries and grants to Alberta teachers. The bursary program, through the Educational Trust, encourages teachers to improve their knowledge about teaching and explore new skills and strategies. The grant program assists educators to develop resources and undertake research that is valuable to classroom teachers. Bursary applications and information on project grants and awards can be found on the Educational Trust website at: [www.teachers.ab.ca/Services/Grants@Awards](http://www.teachers.ab.ca/Services/Grants@Awards). The application deadline for bursaries is May 1, 2007.

Left: Mellisa Closson, Alexandra Jurisic, President, Sheila Burgoyne)



# From the Oak Desk



## Sick Leave and/or Doctors Appointment:

According to the Collective Agreement teachers are able to take 3 days sick leave without having to provide a Doctors' note and can make a medical appointment during school hours. If a substitute is required the teacher contacts substitute placement to request a substitute and it becomes the responsibility of the District to provide a substitute. In cases where a substitute is not provided it is not the responsibility of the teacher to find a substitute or another teacher to cover their classes. Nor should the teacher cancel the Doctors appointment or report to work sick.

The Local encourages teachers to make Doctors appointment out side of school hours when possible.

## Hours of work Clause 11.1

On many occasions over the last 5 months teachers have been asked to cover classes by their school administration team when a substitute position was not filled. Teachers must cover the class, however they should keep a record of the date, time, subject, as it will affect their maximum instructional hours for the year. On the other hand when a teacher receives an extra preparation period in lieu of covering a class they should record the date, time and subject a well.

## District Medical Forms:

The District and the Association have completed the process on modifying the forms and an agreement has been signed. The major concern was on the Employee Information Form just above where you sign there is a sentence, which gives the District permission to speak with your Doctor. That sentence will be removed, however you need to check the date of the forms and make sure it is removed. If not you strike out the sentence and initial\* before signing and sending it to the District. **Always make copies for your record\*s.**

## L.T.D. Forms

If a teacher is away more then 20 calendar days they should contact the District and request L.T.D. forms incase the illness causes them to be away longer then the 90 calendar days of sick leave. It takes about 6 to 8 weeks for Great West to adjudicate the claim once they receive the information from the individual and their Doctor. Those that are denied should contact SARO for assistance in writing an appeal.

## Rights of a Administrator and/or Teacher:

If an administrator and/or teacher feels that they may receive a letter of Warning, a letter of Reprimand\* or have been directed to attend a meeting with a Superintendent for a discipline reason, the administrator or teacher needs to contact Southern Alberta Regional Office (SARO) as soon as possible at 265-2672. The administrator and/or teacher has a right to have a Staff Officer present at the meeting.

**Remember calls to the Local Office or SARO are confidential**

## Hours of Work Clause 11.1

We are in the second year of this clause and teachers need to check their timetables re: a maximum 1430 minutes of instruction (in front of students) per week averaged over the school year and 1800 minutes of assigned time per week averaged over the school year. Assigned time is composed of instruction, staff meetings, meet the teacher night, parent teacher interviews, professional days, supervision, preparation "time free from instruction" and other duties directed by administration.

If after reviewing your instructional time along with assignable time you feel that you exceed the hours of work clause, please contact your principal to re-examine the matter. If there is no resolution contact the Local and provide the following information

- 1) Teaching timetable
- 2) Supervision assignments
- 3) Meet the Teacher night, date and time
- 4) Parent Teacher Conferences, dates and times
- 5) Staff meetings dates and times
- 6) School bell times
- 7) Information on what the school Administration includes in the report to Alberta Education on instructional time ie; morning and afternoon registration.
- 8) The time for administrative tasks such as:
  - a. I.P.P. and I.S.P. development, modification and meetings with parents to review those plans.
  - b. SRT meetings
  - c. Review and updating student files.

## Teacher Evaluation

In the past teacher evaluations had to be completed and due to the Area Superintendent by mid March. As the due date is fast approaching school Administrative teams should have completed several visits and followed the evaluation procedure out lined in the School Administrators' Handbook. If a teacher or administrator has any questions or concerns they can contact the Local Office (265-2678) or SARO (265-2672). **(Calls are confidential)**

## Retirement

Administrators and/or teachers considering retiring this year are reminded that the Local offers a retirement gift based on the number of years of service to Calgary Catholic School District. To obtain the number of years service from the District those retiring must give the District permission to provide the Local with the information.

Once an administrator and/or teacher has retired the District may hire them back to substitute and even work temporary contacts. If that is the case the individual can receive their retirement cheque and a pay cheque from the District at the same time. The retirement cheque will not be affected if the person teaches less then 111 substitute days or less then 60% salary on a temporary contract. If you have any questions please contact Alberta Teachers' Retirement Fund (ATRF) at 1-800-661-9582 or the Local office at 265-2678, fax 263-7830 or use the local e-mail office@ataloc55.ab.ca.

## **Did You Know?**

- That the theme of this years' Convention is "A World of Hope, A World of Challenge".
- The cover of the Convention booklet was designed by Jillian Fleck, a student at James Fowler High School. Jillian has explained her symbols in the write up on page 2 of your Convention booklet.
- Teachers' have a **Professional and Legal Obligation** to attend both days of the Convention. We have been paid for the two days.
- The Keynote Speaker at the CCTCA Kick-Off Breakfast

- is Michael Kerr. Michael has written several books on humor in the work place. He is a founding member of the Canadian Association for Therapeutic Humor.
- Your Convention booklet is your ticket to all workshops and sessions.
- If you have pre-registered for a session you need to print off your confirmation\* e-mail and bring it with you.
- You need to be on time for any sessions you have pre-registered for. If you are late your seat may be given away to a walk-in!

## **Read and Win**

As you read through Info 55, pay careful attention to any words that have an (\*) asterisk behind them. Fit the words into the crossword. Fill in the information, cut out and submit the form to your CSR before the February 28<sup>th</sup>, 2007 CSR meeting to win a Fantastic prize!

Teacher's Name: \_\_\_\_\_

School Name: \_\_\_\_\_

