

From the Oak Desk



Fun Day at Calaway Park

I wish to express my appreciation for the invitation to join trustees, senior administration and central office staff as a member of the welcoming committee for the September 15 Fun Day at Calaway Park. What a wonderful day with bright sunshine, multi-coloured balloons and lots of smiles all around.

Thank you!

L.T.D. Forms

If a teacher is away more than 20 calendar days they should contact the District and request L.T.D. forms in case the illness causes them to be away longer than 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 (265-2678) 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.

What is Considered Instructional Time?

The definition has been defined in Alberta Learning's Guide to Education (September 2004) Definition of Instruction for ECS – Grade 12

- ✓ "Instruction is the process in which certificated teachers take responsibility for ensuring that learning activities for students are directed towards achieving outcomes of approved Program of Studies and/or individualized Program Plans through:
 - ✓ Interaction with students, either face-to-face or using information and communication technology, for the purpose of teaching assessing student achievement of outcomes and related activities including tutorials, discussion groups and learning skill centres,
- and/or
- ✓ Interaction with student who are engaged in self-directed packages, independent study, computer-assisted learning and/or classroom learning
- and/or
- ✓ Supervision of presentations for and/or by students, workplace learning and other learning activities."

Hours of Work Clause 11.1

Teachers need to check their new timetables for the 2007 – 2008 school year and to make sure they are not exceeding the 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. For example when a teacher has been asked to cover a class, because a substitute job was not filled, they are to include that time as instructional. 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 as well.

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 office 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.

Part-time Teachers

In relation to the hours of work, your instructional hours (time in front of students) should not exceed 715 minutes per week averaged over the year and the assignable time should not exceed 900 minutes per week averaged over the year.

Clause 11.2.3 indicates that you should receive time free from instruction and supervision in your timetable and if you have any questions please contact the Local office.

The Alberta Teachers' Association is working on an arbitration that resulted from a grievance initiated by the Local this last school year. The grievance is based on part-time teachers being required to attend staff meetings, parent teacher interviews and Professional days when the part-time teacher is not scheduled to be at the school.

There is a brochure produced by the Alberta Teacher's Association about frequently asked questions for Part-time teachers and you will find a copy posted on our website www.ataloc55.ab.ca

School Concerns:

During the Council of School Representatives (CSR) meeting, there is an opportunity to raise questions or school concerns and the process has been modified. Teachers can write-out the concern and have the CSR bring it to the next meeting and they will put it in the drop box. Before the meeting begins, I will check the box and prepare a response and during my report will read out the question or concern and give the response. If I am unable to answer the question during the CSR meeting, I will search out the information and provide the answer in my next EA report. Teachers are asked to provide their name and school and that information will be kept confidential.

ATA INFO 55

November 2007

www.ataloc55.ab.ca

President's Message



Dear Colleagues,

The trees are turning colours and the colder weather is upon us which could mean only one thing – school is in full swing for the year. I hope you have all had a smooth start to the year after a restful summer. This fall looks to be an exciting time in the education field as there are a number of events that will affect teachers and students.

The School Board elections will have brought us a few new trustees who will be joining the board in late October. The Local will be attending all regular Board meetings and will work together with the new Board to establish and maintain a positive relationship.

In addition, negotiations are occurring at the local level and at the Provincial level. Locally, we are in negotiations to settle a new collective agreement as the last agreement expired at the start of this school year. Meetings are scheduled for October, November and

December and the bargaining team will keep us all apprised as to the progress of the talks. On the Provincial scene, negotiations are taking place between the government and the Alberta Teachers' Association (ATA) regarding a solution to the Unfunded Liability (UFL) in the Alberta Teachers' Retirement Fund (ATRF). There is a hope that the temporary reduction in teachers' payments towards the UFL, that we are experiencing this fall, will be extended through these negotiations. Otherwise, teachers will once again be paying the full deduction starting in January, 2008.

This fall, I would like to impress upon my colleagues that we once again must raise our voices, as teachers, to the issues in education. We are the experts and it is us who must make the case for proper funding of the education system. I encourage all teachers to use the Budgetmore.com web site to register their thoughts on education issues directly with the Premier. If 33,000 teachers in this province raise their voices on the issue of inappropriate funding for education we can make a difference.

On behalf of the Local executive and staff, I wish you all a happy and healthy fall season.

Upcoming Events

CSR Meeting (New Location: St. Vladimir Ukrainian Cultural Centre)	October 30
Professional Growth Subsidy	Nov. 15
Maternity Seminar	Nov. 15
ATA Volleyball Tournament.....	Nov. 24
CSR Meeting (St. Vladimir Ukrainian Cultural Centre).....	Nov. 27
General Meeting (Red/White club).....	Nov. 28
ATA Christmas Party (Symons Valley Ranch)- Hosted by Local 55 Social Committee.....	Dec. 7
Professional Growth Subsidy	Dec. 13
Professional Growth Subsidy	Jan 17, 2008
Maternity Seminar	Jan. 17, 2008
CSR Meeting (St. Vladimir Ukrainian Cultural Centre).....	Jan. 29

Pension Matters

Pension Seminars Available

Pre-Retirement Seminar

This seminar, held on a Friday evening-Saturday morning or on two consecutive evenings, is recommended for teachers who are three to five years from retirement. Attendees will receive a planning binder for themselves as well as meals and snacks for a cost recovery fee. Married teachers are strongly encouraged to bring their spouses to this seminar.

The seminar material, created by a senior ATA Pension Consultant, includes such topics as financial planning, lifestyle planning and health benefits information as well as presentations by an ATRF advisor and a wills and estates lawyer. The strength of this seminar is that it highlights relevant topics that prospective retirees need to consider. Good planning now will prevent difficulties later.

This seminar has been very well received thus far. Next Retirement Seminar, Thursday /Friday, November 8,9, 2007 5:00 p.m. - 9:00 p.m. Registration for this seminar can be made through the secretary at the ATA Local office. Bulletins will be sent out through the CSRs.

So You Want To Retire...Someday

This seminar is aimed at teachers twenty to fifty years old. Whether you've just begun your teaching career or your retirement is becoming visible on the distant horizon, this seminar can provide useful and timely information. ATRF advisors were asked: "If you had 30 minutes to advise young teachers about pensions and financial planning for retirement, what would you tell them?" Incorporating the answers to this question, ATA pension consultants created this seminar.

Approximately one hour in duration, this seminar includes a tour of the ATRF website, financial planning for the future, and winds up with FAQs. CSRs can book this seminar for their staff or staffs from several schools can book a seminar together. A computer lab is beneficial but not essential to the presentation.

Please contact Wendy Beier directly.
Wendy Beier, ATA Pension Consultant
Bishop Kidd Junior High
School # 273-4550
Home #251-9398
Cell #667-8444
Email: wendy.berar@nucleus.com



Pension Interviews

ATRF is committed to providing information to plan members in all areas of the province. As part of our ongoing field service initiatives, we are holding 30 minute pension interview sessions for Calgary and area teachers.

Location:
Sheraton Cavalier Hotel
2620 32nd Ave NE
Calgary

Dates:
October 29 to November 1
November 5 to 8
November 19 to 22

Interview times are not filling up as quickly as in previous years and we were wondering if you could let your teachers know that we will be available for personal interviews. Also, we are cancelling the interviews we had scheduled from January 14 to 17, as registration numbers for the fall sessions indicate those dates are not needed. If you have information that would indicate otherwise, please let us know.

Plan members can register online at www.atrf.com by clicking on "Register for an ATRF Pension Interview" under "News" on the home page.

Thank you for your assistance.

Staff Bios

Stephen, Executive Assistant

If you have any questions about our Collective Agreement, the Code of Professional Conduct or the Teaching Profession Act or any other questions, I am the person to call at 265-2678.



Rita San Martin, Head Secretary

I started working for Local 55 in 1999 and the committees I am responsible for are: Table Officers, Executive, CSR Meetings, General Meetings, Prof. Recognition, NSC/EPC, Finance, Info 55, Nominations and Elections, Policy and Resolutions/ARA



Diane Terry, Professional Growth Secretary

I started in September 2004. My job is to process Subsidy Grant Forms for Tuitions, in-city, in-province and out-of-province conferences. I also look after the following committees: Charities, Communications, Substitutes, Prof. Dev., Social and Maternity Seminars,



FAMILY DAY AT CALAWAY PARK

(Chief Superintendent Lucy Miller, and President ATA Local #55 David Cracknell)

DID YOU KNOW?

- Your C.S.R. attends all meetings of the Council of School Representatives?
- If your C.S.R. cannot attend a Council meeting an alternate attends?
- Your C.S.R. will bring before the Council any matters of concern for clarification?
- Your C.S.R. reports the Council business to staff members before, after or during each staff meeting?
- Your C.S.R. distributes information or material from the Local or Provincial Association to all staff members?
- There is a binder provided by the A.T.A. Local 55 in each school staff room. This binder includes: Contacts/Info, Collective Agreement, Operational Guidelines, PGS forms, Guidelines, Hospitality Forms and a section for CSR Minutes.

ATA

Christmas Party

Friday, December 7, 2007
Symons Valley Ranch
6:30 p.m.
Cost is \$45.00/pp

Cheques need to be made out to "ATA Local 55" but sent to Carter Watson c/o St. Ambrose School

Last day for getting your ticket is Friday, November 23, 2007



Teacher Memorial Scholarship and St. Mary's Scholarship 2007

The following students were the recipients of a \$700.00 scholarship. The scholarships were presented at the September 25, 2007 CSR meeting held at St. Francis.

Sean Iannuzzi attended Bishop McNally and is presently at the University of Calgary.

Ellena Picone, **Davis deSouza** and **Peter Vetere** all attended St. Francis and are presently at the University of Calgary.

Elliot Flaig attended Bishop Grandin and is presently at the University of Alberta.

Michael Schuck attended Father Lacombe and is presently at the University of BC.

Amanda Dillabough attended Bishop O'Byrne and is presently at St. Mary's College.