

Haida Gwaii Teachers' Association Policy Manual

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I. NAME

- A. Haida Gwaii Teachers' Association

II. OBJECTIVES

A. Goals and Objectives

- 1. Each year, the HGTA executive will determine, publish and promote a set of goals and objectives for the following year. This set of goals and objectives will be taken to the Annual General Meeting for ratification by the membership.

B. Staff Committees

- 1. The HGTA endorses the formation of staff committees composed of teachers

C. Communication

- 1. Each school staff is encouraged to initiate informal functions with the local area trustees.
- 2. That the HGTA have input into the School Board's hiring practices
- 3. That the HGTA have input into School District #50 budgeting and fiscal operations. That a copy of the provisional budget be obtained to meet this objective.

D. Other

- 1. That the HGTA endorses and encourages the institution of gender equitable courses and courses relevant to life on Haida Gwaii.
- 2. That no teacher is forced to be in a classroom with intolerable working and learning conditions.

III. MEMBERSHIP

A. Communication

1. With the School Board

- a. Any sub-group of teachers formed must be informed of the protocol involved in matters relating to communications with the School Board (i.e. all communications must have prior HGTA approval) (Code of Ethics #10).
- b. That the President and other Executive members meet once a month with the Superintendent to discuss the "general state of the District" and mutual educational concerns.
- c. That the HGTA actively participate in the question period at the end of the School Board meeting and that a member is designated to prepare for this question period.
- d. That each member of the executive attend at least one School Board meeting each year
- e. That the HGTA inform the Board of significant teacher contributions to education in the District and send a letter from the HGTA to those teachers.

2. With the Public

- a. That the HGTA publicly promote educational activities, issues and concerns in a variety of ways (i.e. the media, visits, letters).

B. Recruitment of New Teachers

- 1. That the HGTA have a representative on the District recruiting team.

2. The criteria for selection of the teacher representative shall be:
 - a. must be returning to the islands to teach the following year.
 - b. must have a full year of teaching in the district
 - c. should be willing to take the initiative in greeting people
 - d. should be willing to put together material on own initiative
 - e. should be objective and have a realistic view of island life
 - f. preference will be given to teachers who have been active in the Association.
- C. Agnes L. Mathers Award [deleted GM 2009]
 1. Recommendation to have an A.L. Mathers Day.

IV. EXECUTIVE COMMITTEE

A. Meetings

1. That Executive meetings are to be held at a mutually agreed upon time and place.

V. ELECTIONS

A. Nominations

1. A nominating committee for the HGTA elections will be made up of staff reps or others as determined by the Executive.
2. The President will visit the schools and discuss the positions and job descriptions available for the next year's Executive.

B. Alternates

Alternates shall be provided for the LR and AGM delegates. Staff rep alternates shall be ratified by the school staff.

C. Committee Chairs

One person shall be elected to serve as a committee chair. However, in the case of co-chairs being elected, only one of the two chairs at a time shall attend executive meetings.

VI. DUTIES OF THE EXECUTIVE

A. Executive Member Duties

1. That the HGTA Staff Representative Training Session be held early in the fall with the President in attendance. The purpose of this training would be to familiarize staff reps with the workings of the HGTA and their responsibilities.

2. SECRETARIAL DUTIES

- a. Minutes of the Executive meetings are to be distributed at least two weeks prior to the next meeting.
- b. All year-end Committee reports are to be typed and sent to the Secretary one week prior to the AGM.
- c. Policy motions shall be identified as such and the Secretary or the President will add them to this manual.
- d. Two current copies of the Constitution and Policy Manual are to be maintained in each school and copies provided to individual members upon request only.
- e. A record of attendance will be kept at Executive meetings.
- f. Whenever a letter concerning HGTA business is sent, the President is to receive a copy to be placed on file, except for strictly business matters conducted by the Treasurer.

- g. Letters of congratulations are to be sent to incoming trustees and letters of appreciation are to be sent to outgoing trustees from the HGTA.

3. FILES

The maintenance, security, and physical location of the Association's file systems shall be the responsibility of the President, subject to the following:

- a. Files shall be maintained in secure cabinets or electronic storage media.
- b. Personnel files shall be under the direct control of the President at all times
 - i. legally significant documents (i.e. letters of appointment, direction, discipline, leave application/confirmation, plus materials related to investigation and discipline, etc.) shall not be destroyed until HGTA membership has lapsed for at least seven years
 - ii. HGTA member shall be granted reasonable access to review his/her personnel file but may not remove any materials without the consent of the President.
 - iii. HGTA member shall have the right to request that materials be added to his/her personnel file.
- c. Other HGTA files may be culled yearly of outdated materials, including all materials originating from and archived by the BCTF (i.e. minutes of BCTF meetings, postings, information bulletins, alerts, etc.), with the following exceptions:
 - i. grievance files, bargaining notes, records of local negotiations, Presidents' logs, minutes of HGTA meetings, letters of understanding, collective agreements, seniority lists, etc. shall be kept until destruction is approved/advised by BCTF
 - ii. items of historical interest to the HGTA, including SD#50 budgets, staffing information, shall be maintained for at least seven (10) years
 - iii. HGTA financial records shall be maintained for at least ten (10) years
 - iv. electronic files shall be archived at least annually and stored in a secure location
- d. The President may authorize locations other than the HGTA Office for subsets of HGTA files, subject to approval by the Executive.

B. General Executive Duties

- 1. That the HGTA Executive prepare a yearly Public Relations Campaign to be implemented by the regularly scheduled Fall General Meeting which will:
 - a. build a positive view of education
 - b. develop networks of supportive parents and community members
 - c. defends education against budget and program cuts
 - d. apply for extra funding from the BCTF for this campaign
- 2. That the HGTA Executive establish yearly objectives which are manageable and the achievement of which are to be evaluated by the Executive at the year-end
- 3. That the HGTA executive members attend at least one School Board meeting per year, and that one member actively prepare for question period each meeting.

C. Welcoming New Members

- 1. That the HGTA form a welcoming committee to greet new teachers arriving on island.
- 2. That the President sends a welcoming letter to each new teacher in the District.
- 3. That a special induction ceremony be held for new teachers at the Fall General Meeting.

D. Student Teachers

Student teachers should have a short introduction to the Collective Agreement by an appropriate person.

VII. MONIES

A. HGTA Operations

Preamble: In general, the HGTA will reimburse members for expenses incurred while on HGTA business according to BCTF Expense guidelines. The eligibility test for claiming shall be: "Would I have incurred this expense if I were not acting on behalf of the Association?"

1. Travel

- a. Expenses to all Executive and Committee meetings will be paid.
- b. The mileage rate shall be the same as the BCTF mileage rate .
- c. Travel expenses are to be submitted monthly on specified forms. Forms may be submitted at other times with mutual agreement of the Treasurer and payee.
- d. The President is empowered to designate certain School Board meetings as fundable for general membership travel payments.
- e. On-Island Travel Allowance Claims are subject to the following limitations:
 - i. Unless specifically authorized, mileage is not claimable for travel solely within the member's community of residence.
 - ii. Inter-community mileage may be claimed according to the HGTA mileage chart. Members living between communities may add the odometer mileage to the closest listed community en route.
 - iii. The HGTA mileage chart will be calculated using the following community locations:
 1. Village of Queen Charlotte:
 - a. QCC: Board Office
 - b. Skidegate Landing: BC Ferries
 2. Skidegate: SBC Office
 3. Sandspit: ALM
 4. Port Clements: Gas Plus
 5. Masset: GMD
 6. Old Massett: OMVC Office
 7. Tlell: Richardson Road

2. MEALS

- a. Committee chairpersons must seek Executive approval for payment of meals.
- b. Meal rates will be at the BCTF per diem rate:
- c. Meal expenses are not claimable on-island except for:
 - i. meetings requiring overnight travel, or
 - ii. where a meeting, or associated travel, is scheduled over the supper period.
(Members attending such meetings will be reimbursed at the BCTF meal rate, if the meeting is not catered.)

3. AGREEMENTS

- a. There will no longer be a levy on members to pay for arbitration and conciliation costs. Such costs will be built into the dues.

4. DEPENDENT CARE

- a. Dependent Care assistance will be provided under the following guidelines:
 - i. Active Members are eligible for Dependent Care assistance when attending functions of the Association or acting in an official capacity on behalf of the

Association, where it reasonably impossible for another family member to provide care.

- ii. Where appropriate Dependent Care is not provided by the Association, reimbursement and eligibility for Dependent Care reimbursement shall be according to BCTF policy unless modified by HGTA Policy.
 - iii. Dependent Care costs exceeding 5 hours, at the current minimum wage per occasion, are subject to pre-approval by the President or Treasurer.
 - iv. Dependent Care costs may be claimed on the regular reimbursement form.
 - v. Dependent Care is not claimable during normal working hours, 8am-4:30pm, on workdays except where reasonably required for attendance at an after-school meeting.
- b. Childcare during General Meetings If one week's notice is given to the President, the HGTA will provide childcare during the General Meetings and the dinners that follow them. Dinner will be provided for children requiring childcare. Nursing infants are the only children permitted to be present during General Meetings.

5. NEWSPAPER ADS

That the HGTA budget funds for ads in the Observer regarding educational concerns.

6. YEARBOOKS

That the HGTA place ads in all school yearbooks upon request at the rate of \$75.00.

7. CLERICAL HELP

That typists (assistants) be hired, at the standard hourly rate or per page rate to deal with clerical work of the HGTA.

8. GUIDELINES FOR OFFICIAL RECOGNITION BY THE HGTA

- a. Condolences: In the event of the death of any employee or administrator, or death of his/her partner or child, the HGTA will send flowers or other appropriate condolences to a maximum value of \$100.
- b. Death or Retirement :
 - i. In the event of the death or retirement of a HGTA member, the Executive may authorize an appropriate form of recognition guided by the formula of \$50 plus \$20 per year of aggregate service in the District, to a maximum value of \$250.
 - ii. At the discretion of the Executive, recognition may be extended to a former member, or to any other employee or administrator with significant service to education in School District #50.
- c. Service to the HGTA
 - i. The President or Executive may authorize a gift recognizing volunteer service to the HGTA, subject to a maximum individual amount of \$20.
 - ii. The Executive may authorize a gift recognizing extended service to the HGTA by a member released for that purpose, guided by the formula of \$50 plus \$20 per year of service in that capacity, to a maximum value of \$75.
 - iii. HGTA Committees are subject to the intent of these guidelines, but may recognize service from their own funding or may convey requests for recognition to the President or Executive.

d. Other

- i. The Executive may recognize other situations of a significant nature, but shall be guided by the intent governing the preceding situations.
- ii. Where time is of the essence, the President may authorize an expenditure for recognition, subject to ratification by the Executive.
- iii. These guidelines are not intended to limit the right of individual members to contribute to special funds or occasions.

9. TERM DEPOSIT

Surplus funds shall be placed in Credit Union term deposits to maximize interest but maintain accessibility for future cash requirements.

10. HGTA Office

- a. Where the HGTA office is located in the president's residence, reasonable monthly amounts for the following items may be charged, subject to annual approval by the Executive:
 - i. Use of home for office space
 - ii. Use of personal business equipment
 - iii. Homeowner's insurance coverage on HGTA equipment [liability insurance is provided by the BCTF]
 - iv. Share of personal Internet access @ approximately 30 hours per month
 - v. Share of flat rate long distance where there is a net saving to the HGTA,
- b. The HGTA will pay for expenses required to establish and maintain the HGTA office:
 - i. relocation costs
 - ii. official phone line with toll free access and additional multi-line jacks and phones as requested by the president
 - iii. cost of official email address
 - iv. cost of official mailbox rental
 - v. cost of internet access
- c. The HGTA will ensure the office is equipped with the following:
 - i. locking file cabinets
 - ii. fax machine
 - iii. business quality printer
 - iv. desktop computer with a secure operating system
 - v. paper shredder
 - vi. conference-capable phone(s) [not wireless]
 - vii. laptop computer for travel/meetings
 - viii. desk/table as required
 - ix. ergonomic chair

B. Local PSAs (LSAs)

1. The HGTA encourages and financially supports the formation and continuation of Local Specialist Associations (LSA's), by:
 - a. providing a start-up grant of one-hundred and fifty dollars (\$150) to assist in the

- formation of an LSA, and
- b. financially supporting active LSA's on a per capita basis of twenty dollars (\$20) per member of the LSA per year.
- 2. Application to access financial support for an LSA shall be made to the Executive.
 - a. While formal association with a Provincial Specialist Association is not required, the application shall include sufficient information to enable the Executive to determine the reasonable eligibility of the LSA for support.
 - b. An inactive LSA is not eligible for a start-up grant, unless at least five (5) years have passed since the last funded support by the HGTA.
- 3. To be eligible for continued support, each active LSA receiving financial support from the HGTA shall make a written and oral report of the year's activities at the AGM.
- C. Committee Expenses
 - 1. The HGTA shall not fund the expenses of any committee not directly under the auspices of and answerable to the HGTA Executive.
- D. Requests for Financial Assistance
 - 1. When the HGTA receives requests for financial assistance from individuals or groups of individuals in regards to social matters, the HGTA Executive will pass this information on to the general membership so that individuals may make personal contributions.
 - a. If a HGTA member feels that the HGTA should support the issue in question, the member can bring forth a motion to a general membership meeting.
 - b. The HGTA Executive may authorize extraordinary contributions to disasters directly affecting teachers and students.
- E. Delegates at Local Expense
 - 1. REPRESENTATIVE ASSEMBLIES
 - a. If funding permits, the HGTA will send a first-time AGM delegate to the Winter Representative Assembly at local expense.
 - 2. BCTF AGM
 - a. If not otherwise funded to attend the AGM, the President shall be confirmed as an Alternate AGM delegate to attend at local expense.
- F. Expenses
 - 1. The HGTA pays the mileage and for meals as laid out in section VII-Monies.
- G. Treasurer
 - 1. Checks
 - a. Checks shall be signed by two of the signatories designated by the Executive.
 - b. The payee on a check shall not be one of the signatories
 - 2. Banking
 - a. Term Deposits may be managed, created or collapsed within the main HGTA account by a single signatory
 - b. Transfers
 - i. Transfers outside of the main HGTA account require two signatures
 - ii. Transfers within the main HGTA account require a single signature
 - c. Balance and account information may be accessed by a single signatory
 - d. Electronic Access to the HGTA account may be authorized by the Executive, provided controls for electronic access are at least as stringent as those for paper and personal access.

VIII. MEETINGS

A. Emergent Motions

Procedure for Emergent Motions. In the event of an emergent item from a group of members that would require a vote to be taken by the general membership:

1. A motion duly seconded and with the names of at least five (5) supporters appended and followed by a supporting statement should be forwarded in writing to the President of the Association.
2. If no Executive meeting can be held, the President is duly authorized to meet with at least two other table officers to consider the motion and do one of the following:
 - a. reject the motion
 - b. return it for rewriting
 - c. amend it so they can support it and then return it to the mover for approval or
 - d. carry out a vote as outlined in VIII.A.3.
3. Voting Procedures
 - a. The motion is to be conveyed, together with supporting statements to the Staff Representative of each school, and shall be posted for 48 hours prior to a vote.
 - b. The mover, or designate, must be available between 3:00-5:00 p.m. on the day prior to the vote, for questions from the staff reps of the various schools.
 - c. The staff reps shall hold the vote on the motion on the date specified by the President, and shall communicate the results to the President by telephone before 5:00 p.m. on the day of the vote.

IX. COMMITTEES

- A. A listing from the Committee Chairperson regarding meeting dates, times and places, is to be given, in advance, to the President.
- B. The Constitution of the Agreements Committee is extended to ensure representation from each school as well as coverage of expanded scope bargaining.
- C. Committees allocated funding beyond expenses required for one meeting, shall submit a proposed budget to the Executive for approval before incurring further expenses.
- D. HGTA Aboriginal Education Committee
 1. Mandate
 - a. Advise Executive regarding Haida cultural concerns
 - b. Advocate for inclusion of Haida culture in all schools and sites within School District #50 - positive portrayal of aboriginal people in curriculum units - use of materials relevant to Aboriginal culture
 - c. Encourage development and implementation of Haida cultural resources
 - d. Seek funding for development and implementation of Haida cultural resources
 - e. Consult with Haida elders throughout the islands
 - f. Develop a committee having representation from all schools in School District #50 - promote involvement of Aboriginal teachers in the Aboriginal Advisory Committee
 - g. Promote awareness of Haida culture at Professional Development events
 - i. organize workshop with SJC funding
 - ii. secure representation for HGTA Aboriginal Education Committee on District PD Committee
 - h. Encourage the recruitment of teaching staff that is reflective of the ethnic diversity in

SD#50

- i. Promote involvement of Aboriginal teachers in HGTA and District Committees
- j. Celebrate the success of Aboriginal students
 - i. track and publicize Aboriginal success in the District
- k. Promote the celebration of District Aboriginal Day
- l. Promote SD#50 as a practice teaching area for student teachers interested in teaching in rural areas with Aboriginal populations
- 2. Committee Structure
 - a. Non-Aboriginal members shall not be excluded from the committee.
 - b. At the determination of the Committee Chairperson(s) membership may include elders and members of the Haida Education Council.
 - c. Decisions shall be made by consensus

X. MISCELANEOUS

A. ELECTIONS (NON-ASSOCIATION)

- 1. That the HGTA sponsor all candidates meetings in the major communities.

B. BURSARIES

- 1. [Deleted AGM 2006]
- 2. That the HGTA bursary awarded to a graduating student from GM Dawson Secondary be called the Ellen Scully Bursary.
- 3. That the HGTA annually sponsors two bursaries of \$1000.00 each for each graduating class at GM Dawson and QC Secondary schools and that the process to receive it include an application and an interview by three HGTA members.
- 4. That the bursaries will have a time limit of 24 months. [Mod AGM 2006]
- 5. That the bursaries need not be awarded each year.

C. ADMINISTRATION OF MEDICATION

- 1. The BCTF policy on the administration of medication is also the HGTA policy (i.e. teacher choice not duty). See 12.05 of BCTF members' guide.

D. SUPPORT STAFF

- 1. That the HGTA supports in principle the hiring of support staff for supervision duties for all schools in the District.

E. SUBSTITUTES (TTOC)

- 1. That the HGTA support the BCTF policy on hiring substitute teachers and that the HGTA recommend that the principals responsible for hiring substitute teachers also follow this policy.

F. Teacher Regulation Branch

- 1. That the HGTA adopt the BCTF strategy regarding the Teacher Regulation Branch. Said strategy is:
 - a. To elect Board members who feel a responsibility to teachers' needs as expressed through the BCTF.
 - b. To ensure that individual teacher rights are protected against arbitrary and unfair action by the TRB.
 - c. To ensure that the scope of activities of the TRB is limited to certification and setting standards for teacher education, leaving professional development to the BCTF.
 - d. To ensure that fees charged by the TRB are limited to those required to carry out only

certification and setting standards for teacher education.

G. DISCIPLINE FOR JOB ACTION

1. In the event that any teacher is suspended, dismissed or formally reprimanded as a direct result of participation in a withdrawal of services authorized by the HGTA, teachers will not return to work until such action has been rescinded to the satisfaction of the HGTA.

H. REFUSAL TO ABIDE BY MAJORITY DECISION

1. That any member who refuses to abide by a majority decision of the HGTA shall be ineligible to represent the Association in any official capacity on the Executive or other HGTA committee except by the decision of a subsequent general meeting. In the event a vacancy is generated, the Executive shall fill the position by appointment or election at the earliest practical date.