

of the Board after the beginning of the school year or who leaves the service of the Board before the end of the school year, the Board shall deduct union dues corresponding to pro-rata amount equivalent to the portion of the school year during which the teacher was employed.

- 3-7.04 Within fifteen days of the payroll deduction of dues, the Board shall forward by direct deposit to the Association the amounts deducted during the previous month in accordance with clause 3-7.01, 3-7.02 and 3-7.03.

The payment due by October 15th will be accompanied by a list of the persons assessed, and the amount deducted from each. Subsequent payments will be accompanied by a list of additions, and/or deletions from the original list.

4-0.00 **METHODS, SUBJECTS AND PROCEDURES OF PARTICIPATION OF TEACHERS**

4-2.00 **METHODS AND SUBJECTS OF PARTICIPATION NEGOTIATED AND AGREED AT THE LOCAL OR REGIONAL LEVEL**

- 4-2.01 The object of participation as described in this chapter is to ensure that the educational system will function harmoniously and effectively for the benefit of the students. It is recognized that teachers, as the persons most closely involved with teaching, must have input into the shaping of educational policies.

- 4-2.02 The appropriate participatory committee shall be consulted on all subjects for which the provisions of the entente, the agreement and the *Education Act* stipulate that the Board or the Principal are obliged to consult.

- 4-2.03 Consultation shall occur prior to the adoption of a policy within the scope of this agreement.

- 4-2.04 The participatory committees shall have a reasonable period of time in order to respond to a policy proposal.

- 4-2.05 Any questions within the terms of reference of Chapter 4-0.00 may be referred by either party to the appropriate participatory committee.

- 4-2.06 At the Board level, the participatory committees shall be:
- Teacher Advisory Committee,
 - Central Professional Improvement Committee,
 - Special Education Teacher Parity Committee,
 - The Special Education Board Parity Committee.

- Health and Safety Committee
- Labour Relations Committee

At the school / centre level, the participatory committee shall be:

- School / Centre Council
- Special Needs Committee (site based)

Each participatory committee will establish its own rules of internal procedure

- 4-2.07 If the Board decides to take a course of action other than that recommended by the Teacher Advisory Council or Special Education Teacher Parity Committee, the reasons for the decision will be given, in writing, at the next meeting of that committee. The Board must consider further recommendations of the committee, should there be any, prior to making a final decision.

4-3.00 **SCHOOL / CENTRE COUNCIL**

GENERAL PRINCIPLES

- 4-3.01 Within each school and centre, there shall be a School or Centre Council. This School / Centre Council shall be a participatory and coordinating body. It also performs a communication role.
- 4-3.02 Participation on School / Centre Council is a contractual opportunity to be involved in the formation, modification and implementation of educational policies as well as develop a venue for dialogue with the school administration.

The School / Centre Council must be consulted before the implementation of policies made by the Principal or Director affecting the educational policy or student discipline in that school or centre. In addition, it must be consulted prior to any decision being made by the Principal or Director of the school or centre, which would establish or modify the pedagogical or disciplinary organization of the school or centre.

The School / Centre Council must be specifically consulted on the following items:

1. The critical dates and calendar of events.
2. The educational objectives of the school or centre, including the Success Plan, in relation to the community which it serves on an annual basis.

3. The general organization of student activities, whether integrated into the school or centre program or extra-curricular.
4. The school's organizational plan and any project which is part of the plan.
5. The formulation and application of school rules.
6. Any item referred to the School / Centre Council by virtue of article 8-12.00 of this agreement (DISTRIBUTION OF DUTIES AND RESPONSIBILITIES AMONG THE TEACHERS OF THE SCHOOL).
7. The budgetary proposals at the school level for instructional material and educational activities.
8. The time, date, and duration of parent-teacher meetings.
9. The emergency substitution plan in conformity with clause 5-1.20 section E.
10. The manner of applying decisions of a pedagogical or disciplinary nature emanating from the Board and/or the Ministry of Education.
11. The school-based activities on pedagogical days with the exception of those days prior to the commencement of classes in September.
12. The student course of study, options, time allocation and scheduling.
13. System of reporting student lateness and absences.
14. The following three items, it being understood that consultation through the School / Centre Council is the "procedure determined by the teachers" in conformity with section 96.15 of the *Education Act*:
 - the criteria for the introduction of new instructional methods;
 - in accordance with the *Education Act* and in keeping with the school budget, the textbooks and instructional material required for the teaching of programs of studies;
 - the standards and procedures for the evaluation of student achievement, in keeping with the prescriptions of the Basic School Regulation and subject to the examinations that may

be imposed by the Minister or the School Board.

15. The supervision schedule.

16. The criteria for the distribution of student teachers.

- 4-3.03 The School / Centre Council must study and express its opinion on any questions within its jurisdiction referred to it by either the Principal or Director, the Chairperson of the School Council or any member of the teaching staff through the Chairperson of the School / Centre Council. The Chairperson, in consultation with the principal or director, shall prepare the agenda for the School / Centre Council meetings. The Chairperson shall send minutes of the School / Centre Council meeting to the president of the ATA.
- 4-3.04 Between the date of the request to the School / Centre Council for advice and the date of implementation of a measure, the School Council has 30 days in order to fulfill the obligation that it has to consult with staff of the school, before making its recommendation.
- 4-3.05 If the Principal or Director does not concur with a unanimous recommendation of the School / Centre Council, she/he shall provide the reasons, in writing, to the School / Centre Council at the next meeting. Nevertheless, the Principal or Director shall verbally provide the reasons to School / Centre Council at its next meeting in the event that she/he does not concur with any other recommendation.

COMPOSITION

- 4-3.06 The School / Centre Council shall be composed of members of the school's teaching personnel elected by their colleagues. The number of School / Centre Council members shall not be greater than nine. The composition of the School / Centre Council shall be forwarded to the Board and the ATA by September 30th by the chairperson.
- 4-3.07 The Principal or Director shall be a non-voting member of the School / Centre Council, but shall be exclusive of the number of members stated in clause 4-3.06.
- 4-3.08 The School / Centre Council shall be established by September 15th of each year.

OPERATION

- 4-3.09 The School / Centre Council shall meet at least six times during the school year.

- 4-3.10 All School / Centre Council meetings shall be open to all members of the teaching staff.
- 4-3.11 At its first meeting, the School / Centre Council shall elect a Chairperson and a Secretary from among its members to serve for the year. The committee will establish its own rules of internal procedure.
- 4-3.12 The decisions of the School / Centre Council are made by a majority vote of the members present who are entitled to vote. If votes are equally divided, the Chairperson has the casting vote.
- 4-3.13 No meeting can have the status of a School / Centre Council meeting without a quorum of at least two-thirds of its voting members being present. The failure of the School / Centre Council to form a quorum shall not impede the implementation of subjects vital to the operation of the school. The School / Centre Council shall adopt all other rules of internal procedure.
- 4-3.14 Notwithstanding the foregoing, should the School / Centre Council not be able to convene during July and August at the request of the Principal, the Principal may disregard this consultative process for matters relating to clause 4-2.02 that require decision during the months stipulated.
- 4-3.15 In such cases, the Principal shall immediately send a letter to the Chairperson of the School / Centre Council with a copy to the President of the Association informing them of the situation, and the action the Principal has taken. These decisions and the reasons therefore shall be the subject of discussion at the next meeting of the School Council.

4-4.00 SITE BASED SPECIAL NEEDS COMMITTEE

GENERAL PRINCIPLES

- 4-4.01 On or before September 30th of each school year, a committee composed of teachers and of the school or centre administration shall be set up in each school or centre. The committee will establish its own rules of internal procedure. The committee's mandate shall be:
- a) taking into account the criteria defined by the parity committee set up under clause 8-9.04 of the entente, to identify the specialized and financial resources that it deems necessary for the following school year intended for students with special needs and as support for teachers;
 - b) for the following school year, to inform the parity committee, no

later than April 1st or at another date that the board determines, of the resources prescribed in the preceding subclause;

c) to distribute the resources allocated to the school or centre under clause 8- 9.04 of the entente as well as the additional services to be determined during the year and to define the conditions of access to services including, where applicable, the possibility of setting up provisional support services before a decision is made under subclause a) of clause 8-9.07 of the entente;

d) to periodically assess the effectiveness of the conditions facilitating access to the services in place;

e) to report to the parity committee on the allocation of resources agreed to under the preceding subclause c). In carrying out its mandate, the committee shall take into account the recommendations formulated by the other categories of personnel in the school or centre. Also, in the context of the application of subclauses a) and c), it shall take into account, where applicable, the organizational plan established under article 8-10.00 of the entente. The committee may call upon a member of the professional or support staff working regularly with at-risk students or students with handicaps, social maladjustments or learning difficulties to take part in the discussions.

4-5.00 TEACHER ADVISORY COMMITTEE

GENERAL PRINCIPLES

4-5.01 It is recognized that teachers wish and are in a position to provide expert advice on pedagogical matters. It is therefore incumbent upon them to provide this information through channels established in this article. It is equally important that the Board request this information from the teachers in order to ensure the favorable and harmonious functioning of the system, and in order to aid the Board in reaching decisions.

COMPOSITION

4-5.02 On or before September 15th of each year, the Board and the Association shall form a Teacher's Advisory Committee. Each party shall inform the other, in writing, of its representatives.

The TAC shall include a maximum of five teacher representatives, and the President of the Association or his/her delegate, the Director of Educational Services or his/her delegate and if need be the Director responsible for a particular policy, or his/her delegate. If the Association requests, the number of teacher representatives can be greater than

five. Members of the committee may be replaced by alternates.

The President of the Association and the Director of Educational Services may together invite any individual(s) for the purpose of enlightening the TAC on questions which fall within its competence.

OPERATION

4-5.03 The TAC will meet a minimum of six times during the school year. After each meeting, the TAC shall produce a written report, including recommendations, if any, to be given to the Director General, or his/her delegate. The committee shall be consulted on decisions taken by the board on pedagogical matters.

4-5.04 No later than September 15th of each year, the Director of Educational Services and the President of the Association shall meet in order to determine a preliminary list of subjects to be dealt with by the TAC, or any of its sub-committees, as well as the date for the first meeting of the TAC and a tentative schedule of meetings for the remainder of the year. The Director of Educational Services and the President of the Association may also meet during the year to consider subjects to be placed on the agendas.

The subjects may include the following:

- a) The pedagogical goals, objectives and policies of the Board.
- b) The introduction of programs, courses and initiatives.
- c) Teaching methods and the procedure to be followed to implement them.
- d) Student evaluation and the method of reporting student progress to parents/guardians.
- e) Items requiring consultation of teachers under section 244 of the *Education Act*.
- f) Statistics and research, including the methodology of data collection and tabulation.
- g) Initiatives from educators.
- h) The timetable.
- i) Distance teaching in the adult education and vocational training sectors.
- j) The use of technological tools as part of his or her teaching duties.
- k) The use of technological tools in carrying out duties related to a teacher's general duties.
- l) The particular educational services for students living in an economically disadvantaged area, when the board organizes such services.
- m) TAC may study any other pedagogical matter submitted to it by

either the Union or the School Board.

4-5.05 The Board shall send all draft policies to the Association President.

4-5.06 At its first meeting the Committee shall elect a chairperson and a secretary.

4-6.00 **CENTRAL PROFESSIONAL IMPROVEMENT COMMITTEE**

GENERAL PRINCIPLES

4-6.01 The Central Professional Improvement Committee (CPIC) shall be responsible for the allocation of funds made available each year through the Entente for all professional improvement and in-service training activities: for the Youth, Adult Education and Vocational Education sectors.

This allocation of funds shall be made according to the criteria determined annually by the CPIC.

COMPOSITION

4-6.02 The Central Professional Improvement Committee shall at all times be on a basis of equal representation and consist of 8 members.

The School Board shall appoint 4 members and 2 alternates, the Association shall appoint 4 members and 2 alternates in the service of the School Board. For the purpose of this clause, the Association President shall be considered a teacher in the service of the School Board.

A quorum shall consist of 3 members from each party as specified in paragraphs 2) and 3) of this clause.

OPERATION

4-6.03 On or before September 15th of each year, the Board and the Association shall form a Central Professional Improvement Committee for the school year.

Each party shall inform the other, in writing, of its representatives and alternates. The existing PIC shall meet prior to June 30th to review and formulate a report on the year's finances and activities.

4-6.04 The Director General or her/his delegate, after consulting with the Association President, shall call the first meeting of the Central Professional Improvement Committee on or before September 30th of

each year for the duration of this agreement.

At its first meeting, the Committee shall elect a chairperson and a secretary, one of whom shall be a school board representative and the other a teacher.

At its first meeting, the Central Professional Improvement Committee shall review its own rules of internal procedure.

Within a period of five working days following the meeting, the recording secretary shall circulate the minutes to all members of this Committee, and to the Director General.

This Committee shall meet once a month during the months of May and September and during other months at the call of the chair.

4-6.05 After the Central Professional Improvement Committee has determined the needs of the milieu as provided in chapter 7-0.00, it shall decide on the allocation of funds according to its mandate. The Committee shall forward in writing to the School Board, with a copy to the Association, and itemized budget showing the projected allocation of all funds.

4-6.06 The Central Professional Improvement Committee will establish a formula for the distribution of the global funds to the school level and for board wide activities. The individual school PIC will consider the needs of its milieu in determining the use of school level PIC funds.

4-6.07 An individual school or centre will establish a local PIC committee at the first staff meeting of the school year. Annually, the local PIC will review its mandate, and the needs of the milieu in determining the use of school PIC funds.

4-6.08 Expenses incurred by teachers and deemed valid by central or school level committees shall be reimbursed only to the maximum allowed in the Board policy on the reimbursement of travel expenses.

4-7.00 **SPECIAL EDUCATION TEACHER PARITY COMMITTEE**

GENERAL PRINCIPLES

4-7.01 The Board and the Association shall set up an advisory committee (SETPC) of teachers dealing with students with handicaps or special maladjustments or learning disabilities. The committee's mandate shall be:

- a) to give its view on the drawing up of a policy on the organization

of educational services for students with handicaps or special maladjustments or learning disabilities;

- b) to suggest the terms and conditions for integrating students into regular groups and the support services to be provided to the students;
- c) to make recommendations concerning the implementation of the policy.

COMPOSITION

- 4-7.02 The SETPC shall at all times be on a basis of equal representation and consist of 10 members.

The Board shall appoint 5 members, and the Association shall appoint 5 members. For the purposes of this clause the Association President shall be considered a teacher in the service of the Board.

A quorum shall consist of three members from each party.

OPERATION

- 4-7.03 On or before September 15th of each year the Board and the Association shall form a SETPC for the school year. Each party shall inform the other, in writing, of its representatives by September 15th.

The Director General, or his/her delegate, after consulting the Association President, shall call the first meeting of the SETPC prior to September 30th.

The chairperson and secretary of the committee shall be appointed annually. The committee will adopt all other rules of internal procedure.

The committee shall meet a minimum of five times a year, at the call of the Chair.

4-8.00 SPECIAL EDUCATION BOARD PARITY COMMITTEE

GENERAL PRINCIPLES

- 4-8.01 In conformity with clause 8-9.04 of the entente, the Board and the Association shall set up an advisory committee (SEBPC) of teachers dealing with students with handicaps or special maladjustments or learning disabilities. The committee's mandate shall be:

- a) to give its view on the policy on the organization of educational services for students with handicaps, social maladjustments or learning disabilities and to make recommendations concerning the implementation of the policy and the methods for integrating students into regular groups as well as the support services required for the students' integration;
- b) to recommend models for organizing services that could be implemented in schools to provide support for the formation of classes including, among other things, setting up groups of students as a result of a priori weighting, the creation of a resource or transition class or the addition of services;
- c) to give its view on the services to be offered at the board level;
- d) to verify all the resources available under clause 8-9.03;
- e) to determine the criteria for the allocation of resources to schools according to the policy in effect at the board;
- f) to analyze requests from schools in relation to the allocation criteria established;
- g) based on the total available resources allocated under 8-9.03, to recommend to the board:
 - i) the allocation of resources among schools;
 - ii) the portion of resources to be allocated as compensation due as a result of the weighting of certain students with special needs to be paid, where applicable, to be included in the schools budget;
 - iii) the reserve to be maintained for additional services that will be determined during the following year under clause 8-9.07;
- h) to receive and study the reports prepared under subclause e) of clause 8-9.05 and to make the recommendations it deems appropriate.

The committee may call upon representatives of other categories of employment to take part in the discussions.

COMPOSITION

- 4-8.02 The SEBPC shall at all times be on a basis of equal representation and consist of ten members.

The Board shall appoint 5 members, and the Association shall appoint 5 members. For the purposes of this clause the Association President shall be considered a teacher in the service of the Board.

A quorum shall consist of three members from each party.

OPERATION

- 4-8.03 On or before September 15th of each year the Board and the Association shall form a SEBPC for the school year. Each party shall inform the other, in writing, of its representatives by September 15th.

The Director General, or his/her delegate, after consulting the Association President, shall call the first meeting of the SEBPC prior to September 30th.

The chairperson and secretary of the committee shall be appointed annually. The committee will adopt all other rules of internal procedure.

The committee shall meet a minimum of 3 times a year, at the call of the Chair.

4-9.00 HEALTH AND SAFETY COMMITTEE

GENERAL PRINCIPLES

- 4-9.01 To provide a forum in which any issue of concern, general or specific, regarding health and safety.

The main goals and priorities of the committee shall be:

- a) Establish and maintain a policy that defines a procedure to address issues;
- b) Develop a formal channel of communication about concerns raised by teachers;
- c) Ensure measures are in place to prevent occupational injury and illness;
- d) Discuss and make recommendations for viable solutions to issues / concerns raised in the schools and centres;
- e) Inform of every employee assistance program that the board decides to implement;
- f) Provide information to improve and maintain health and safety in the working environment.

COMPOSITION

4-9.02 The committee shall be composed of a maximum of 6 members (3 from the school board and 3 from the union).

4-9.03 Before September 30th of each year, each party shall inform the other of its respective members. The committee will meet at the request of either party.

4-10.00 LABOUR RELATIONS COMMITTEE

GENERAL PRINCIPLES

4-10.01 The committee shall study, at the request of either party, any issue relating to the employee's working conditions.

COMPOSITION

4-10.02 The committee shall have equal representation and shall be composed of a maximum of three (3) union representatives and three (3) board representatives. The fact that a party on the committee designates fewer than three (3) representatives shall not limit the number of representatives to which the other party is entitled.

OPERATION

4-10.03 The committee shall meet within 15 working days following the request of either party.

5-0.00 CONDITIONS OF EMPLOYMENT AND FRINGE BENEFITS

5-1.00 ENGAGEMENT

SECTION B Provisions dealing with priority of employment list for the purposes of awarding contracts (subject to security of employment, priorities of employment and acquisition of tenure)

Part II Provisions dealing with priority of employment lists subject to the principles outlined in Part I

5-1.13 The existing lists of the preceding collective agreement remain in effect until they are replaced in conformity with the provisions of the following section.