

Local Financial Guidelines of Parkland Teachers' Local 10 of The Alberta Teachers' Association

(Reflecting decisions from June 2023 to date)

Guidelines represent the formally expressed rulings of the Executive, the Council of School Representatives, or General Assembly. These bodies may change their respective Guidelines at any time or make exceptions to them. In emergent or unforeseen situations, it may be necessary for Executive staff or Executive members to act in ways not in accordance with Local Guidelines. In such instances, the Executive staff member or Executive member is individually accountable for the wisdom of that decision. New Local Guidelines or revisions to Guidelines will be adopted through a majority vote of Table Officers. A review of Local Guidelines should be done yearly.

1. Annual Representative Assembly (ARA)

- ARA delegates shall have expenses paid at a flat rate to cover expenses including
 - Hotel (Friday, Saturday, Sunday) at the rate negotiated by the ATA,
 - Parking at the going rate or negotiated by the ATA,
 - Mileage at the kilometrage rate set yearly by the ATA
 - Subsistence: \$20 x 4 days (\$80 maximum), no receipt required
 - Meals:
 - \$90/day may be claimed for meals with receipts.
 - A maximum of \$45 can be claimed for any single meal.
- Delegates are responsible to submit all receipts in a timely manner in order to be reimbursed.

2. Awards, Scholarships, and Donations

- 2.1 Honorary Awards:
 - Honorary Awards may be granted by the Executive Committee of the Local to current active members who have rendered exemplary service to the Local.
 - A maximum value of \$250 may be awarded to a member
 - Members can earn ONE Honorary award, per position, in a “lifetime” while at the Local
- 2.2 Scholarships:
 - Upon completion of an application and approval from the Table Officers, three \$1,000 scholarships will be awarded to any current or former (within 5 years of attending grade 12 at a PSD high school) Parkland School Division Grade 12 high school student who enters the faculty of education program at a post secondary institution of their choice. A maximum of ONE award will be granted to each of the high schools (SGCHS, MCHS, CFL) per year unless no other applicants occur at which time other applications from the same school will be considered.
- 2.3 Donations:
 - A yearly donation of \$500 shall be made to the Teacherage of the Stony Plain Pioneer Museum
 - A yearly donation of \$1/member shall be made to the ATA Educational Trust at the ARA.

3. Committees

- TBAC (Teacher Board Advisory Committee), TWC (Teacher Welfare Committee), NSC (Negotiating Sub Committee), PD/PLC (Professional Development Committee)
 - All committees shall refer to the yearly budget line and spend within this amount. If additional funds are required, committees must consult with Table Officers.
 - Committee funds may be used for but are not limited to mileage, substitute coverage costs, meals, and snacks. Committees may choose to provide a \$20 meal allowance in lieu of food provided at a meeting.
 - Members attending ATA Confernces as part of their committee (ex CBC, PDAC) will be reimbursed as follows:
 - Hotel at the rate negotiated by the ATA,
 - Parking at the going rate or negotiated by the ATA,
 - Mileage at the kilometrage rate set yearly by the ATA
 - Subsistence: \$20 /day no receipt required
 - Meals:
 - \$90/day may be claimed for meals with receipts when meals are NOT provided.
 - A maximum of \$45 can be claimed for any single meal.
 - Delegates are responsible to submit all receipts in a timely manner in order to be reimbursed.

4. Professional Development and Wellness

- 4.1 PD/PLC Grants:
 - PD/PLC Grants shall be disbursed to members upon completion and approval of the application form by Table Officers.
 - Two types of grants shall be awarded Level 1 \$600 maximum, Level 2 \$1200 maximum
 - A total of \$13,000 in funding shall be available to members on a yearly basis
 - Expenses must follow the guidelines in the PD/PLC Grant application
 - Members are responsible to submit all receipts in a timely manner in order to be reimbursed.

- 4.2 Local Executive PD Fund:
 - Local Executive Grants shall be disbursed to Executive members only upon discussion and approval by Table Officers.
 - A Local Executive member may access this fund once every two years.
 - A total of \$3,000 in funding shall be available to Local Executives on a yearly basis with a maximum of \$1500 awarded to any single individual.
 - Expenses must follow the guidelines in the PD/PLC Grant application.
 - Members are responsible to submit all receipts in a timely manner in order to be reimbursed.

- 4.3 PD Book Fund:
 - PD/PLC Book Grant shall be disbursed to members upon completion and approval of the application form.
 - Members may receive a maximum of ONE \$30 grant per school year.
 - A total of \$500 in funding shall be available to members on a yearly basis.
 - Expenses must follow the guidelines in the PD/PLC Book application.
 - Members are responsible to submit all receipts in a timely manner in order to be reimbursed.

- 4.4 Wellness:
 - Wellness Grant shall be disbursed to members upon completion and approval of the application form.
 - A total of \$2000 in funding shall be available to members on a yearly basis.
 - Expenses must follow the guidelines in the Wellness Grant application.
 - A school may receive a Wellness Grant once every two school years.
 - Members are responsible to submit all receipts in a timely manner in order to be reimbursed.

5. Summer Conference

- Summer Conference delegates shall have expenses paid at a flat rate to cover expenses including:
 - Hotel (Monday - Friday) at the rate negotiated by the ATA,
 - Parking, if applicable
 - Mileage at the kilometrage rate set yearly by the ATA
 - Canada National Park Entrance Fee (daily adult/family rate x 5 days) OR members may purchase a yearly park pass.
 - Subsistence: \$20 x 5 days (\$100 maximum), no receipt required
 - Meals if not included in the registration:
 - \$90/day may be claimed for meals with receipts.
 - A maximum of \$45 can be claimed for any single meal.

- Delegates are responsible to submit all receipts in a timely manner in order to be reimbursed.

6. Honorariums

- Honorariums shall be paid to members in the following roles in the month of May. Please note co-chairs shall split the honorarium equally or as determined by Table Officers. In a situation in which the President assumes the chair/co-chair of a committee due to a lack of representation, no honorarium will be paid to the president for that role.
 - President \$2400
 - Past-President \$1000
 - Vice-President 1 \$1000
 - Vice-President 2 \$1000
 - Secretary \$1000
 - Treasurer \$3000 **an additional 2 paid days in lieu shall be provided to the treasurer if needed*
- *Please note: The above honorariums fall under the elected officials category and will have Employment Insurance deducted and reported to the Provincial ATA.*
 - Chair TWC \$500
 - Chair NSC \$500
 - Chair ARA \$500
 - Chair Political Engagement \$500
 - Chair Communications \$500
 - Chair PD/PLC \$500
 - Webmanger \$500
 - Technology Specialist \$500

7. Mileage

- Mileage shall be paid at the same yearly rate established by the Provincial ATA
- Mileage can be claimed by all members in the following situations:
 - As part of the PD/PLC Grant expenses
 - Attending Local Council Meetings. Members attending Local Council Meeting in person and working outside of the city of Spruce Grove will be allowed to claim mileage from their place of employment to the Local Council Meeting and then home. Members living and working in Spruce Grove do not qualify.
 - Members who are part of committees and are attending meetings set by the chair.
 - Completing work on behalf of the local and approved by the Executive.

8. Meal Allowances

- A \$20 “Meal Allowance” will be paid to members attending ONLINE Local Council Meetings. It is up to the member to complete, sign, and submit a claim form to receive payment.
- Committees, while meeting, may choose to offer a \$20 “Meal Allowance” in lieu of snacks or a meal. This is done so at the discretion of the chair.
- While completing work on behalf of the local and approved by the Executive, a member may claim a \$20 “Meal Allowance”.
- No receipts are required to be submitted as the claimed amount falls below the required threshold. Members are responsible to keep their own receipts for tax purposes if required.

9. President

- The Local will reimburse Parkland School Division 70 for the cost of the president’s salary (grid, allowances being earned, and benefit costs) to a maximum of 0.5 FTE. The president shall not be eligible for payment of any allowance not being actively earned during the term of office.
- The President may not claim honorariums other than the one assigned for the role of President.

10. Office Administrator

- The Local shall employ and cover the costs of an administrator to help facilitate work of the Local.

11. World Teachers' Day

- The annual World Teachers' Day fee per school for teacher appreciation shall be \$2 per FTE based on the June 30 FTE count of the previous school year with a minimum of \$50.00 available for any school. Claims shall be paid upon the production of receipts and claim form. The purchase of gift cards is not suggested as this can be considered income and may need to be claimed.

12. Major Purchases

- All major purchases will be discussed by Table Officers.
- All major technology purchases will be amortized over a period of 3 years.

Notes:

1. A Notice to Reader must be completed on an annual basis by an independent financial authority and submitted to the Provincial ATA. It is recommended a full Audit be performed by an independent financial authority and submitted to the Provincial ATA every 5 years or when there is a change in the President and/or Treasurer.
2. Members claiming expenses must submit a signed and completed claim form by June 15 of the school year or as outlined in application for funding. Exceptions will be made for expenses incurred after June 15 in which expense forms must be submitted by June 30 of the school year.
3. Members not in agreement of expenses paid out may appeal to Table Officers in whose decision will be final.
4. Cheques not cashed within ONE year of date of issue will be considered stale dated and will not be honoured. In addition, no new cheque will be issued.
5. Members will have the opportunity to make suggestions throughout the school year in regards to the finances of the Local. Members will have the opportunity to vote on a budget at the Annual General Meeting.

Banking:

1. Bank and Account – the Local shall maintain a chequing account for payment of expenses of the local.
2. Signing Authority – Any one signature of the president or the treasurer shall be required as signing authority on the account.
3. No credit cards shall be issued in the name of Parkland Teachers' Local 10.
4. No individual with signing authority shall sign disbursement of funds to themselves.

Appendix:

- Page 1 Claim Form
- Page 2 PD/PLC Application
- Page 3 Wellness Application
- Page 4 Book Fund Application



Expense Claim Form for Parkland Teachers' Local 10

For Office Use Only

Cheque #

Amount \$

Date:

Cheque Payable to: _____

Home Mailing Address: _____

School you work at: _____

Date of Event	Expense Code	Purpose/Event/Description/Invoice #	Kilometers @ 0.65	Amount	
Signature X _____					
Date:			TOTAL		

<ul style="list-style-type: none"> 5010 ARA 5020 Summer Conf 5030 Convention 5040 LocAdmin Bank Chg 5050 LocAdmin Supplies 5060 LocAdmin Postage 5070 LocAdmin Printing 5080 LocAdmin Telephone 5090 LocAdmin Mileage 5100 LocAdmin Clerical 5110 LocAdmin Pres Release 5120 LocAdmin Meals 5130 LocAdmin Other 5135 Political Involvement 5140 LocAdmin Rent 5145 LocAdminOffice Cleaning 	<ul style="list-style-type: none"> 5150 LocalAdmin Insurance 5160 LocAdmin Gen Mtgs BUGM/AGM 5170 LocCouncil Mileage 5181 LocCouncil Meals 5185 Loc Council Prizes/Flowers 5190 Exec/Division TBAC 5200 Honorarium 5210 Sal Neg-TW 5220 Sal Neg-Mileage 5230 Sal Neg-NSC 5240 Sal Neg-TWAC 5250 Sal Neg-Other 5260 Audit 5280 Prof Del Committee 5320 Prof Del PLC 	<ul style="list-style-type: none"> 5322 PD Book Fund 5325 Wellness Grant 5340 Comm/Pub-News 5365 World Teachers' Day 5370 Donations-Scholarship 5371 Donations-Condolences 5375 Donations – ATA Trust 5380 Miscellaneous 5390 Depreciation 5400 Social Committee 5450 Subst Committee 5600 Teacherage – Heritage 5700 DEHR 5800 WIL Committee
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In order to be reimbursed, members claiming expenses must submit a signed and completed claim form by June 15 of the school year or as outlined in application for funding. Exceptions will be made for expenses incurred after June 15 in which expense forms must be submitted by June 30 of the school year. Completed claim forms can be emailed to treasurerparkland@gmail.com

PARKLAND TEACHERS' LOCAL 10 - PROFESSIONAL LEARNING FUNDING GRANT 2023-2024

Parkland Teachers' Local 10 Learning Grant Criteria (Approved February 22, 2023)

1. Application for this funding must use the attached form **and must be submitted at least ONE MONTH PRIOR to the requested event**, to either the Professional Learning Committee (PLC) Chairperson or to the Local President. Table Officers may choose to review applications submitted within the one month timeframe. Email to: parklandplc@gmail.com
2. Applications will be reviewed by the PLC Committee. Approved applications will be forwarded to Table Officers for final approval. In the absence of a PLC the Table Officers will determine the process for approval.
3. The PLC Committee or the Local President, will reply to each applicant in an email informing the member of the final decision.
4. **The professional learning opportunity should:**
 - Support the member's Professional Growth Plan (PGP), **and/or** related to improving professional practice. The professional learning opportunity
 - i. Can be used for university credit when course relates to the PGP goal
 - ii. Can be used for certification when the certification relates to the PGP goal;
 - iii. Cannot be used for PD that is mandated or directed by the Parkland School Division;
 - iv. Cannot be for or during Teachers' Convention unless pre-approved by the Alternate Convention Committee;
 - v. Cannot be used for CAPITAL purchases – see ATA website for reference;
 - vi. Cannot cover the cost of vaccinations and testing that may be required to travel.
5. Local Executive Members receiving the Local Executive PD Grant are **NOT** eligible for this grant within the same school if it is for the same PD opportunity.
6. Members must include relevant details or a website link about the learning opportunity.
7. Members receiving the *Parkland Teachers' Local 10 Learning Grant* must be employed at a minimum of 0.5 FTE in PSD and have been a PSD employee for a minimum of 2 years to access grant Level 1 (\$600) and a minimum of 5 years to access grant Level 2 (\$1200).
8. Members receiving the *Parkland Teachers' Local 10 Learning Grant* must be willing to serve as a resource for other members in the local. This may include making a presentation/report at a local council meeting, a board meeting and/or during a PSD Professional Development Day.
9. Members must complete a brief written report which is attached to this application - to be submitted along with the final expense receipts. The final report along with receipts can be submitted to parklandplc@gmail.com and cc'd to treasurerparkland@gmail.com
10. Members receiving the *Parkland Teachers' Local 10 Learning Grant* must submit their expense receipts no later than 14 days after the professional learning opportunity.
 - Members must include a breakdown of expenses (travel and accommodation subsistence will be consistent with the going rates of Parkland Teachers' Local 10).
 - Members must include sources of funding confirmed and sources of funding being sought (School Professional Development funds, PSD funds, personal, other).
11. Parkland Teachers' Local 10 has two levels of funding available for members. Above criteria must be met for either level; members may apply for both levels within a single year, but not for same PD opportunity of which only one may be approved.
 - **LEVEL ONE:** Funds available to each member, once every **two** years of PSD employment, are up to a maximum of 50% of the total cost to a ceiling of **\$600**.
 - **LEVEL TWO:** Funds available to each member, once every **five** school years of PSD employment, are up to a maximum of 50% of the total cost to a ceiling of **\$1200**.

PARKLAND TEACHERS' LOCAL 10 LEARNING GRANT APPLICATION FORM 2023-2024

NAME: _____

HOME ADDRESS: _____

E-MAIL: _____

HOME PHONE/CELL: _____

SCHOOL NAME: _____

SCHOOL PHONE: _____

YEARS OF TEACHING: _____ YEARS AT PSD: _____

CURRENT TEACHING ASSIGNMENT (INCLUDING FTE):

ARE YOU A MEMBER OF A SPECIALIST COUNCIL/S (IF YES, PLEASE NAME):

HAVE YOU RECEIVED A PARKLAND TEACHERS' LOCAL PD/PLC GRANT IN THE PAST?

_____ YES _____ NO

IF YOU ANSWERED YES TO THE ABOVE, WHEN WAS THE GRANT RECEIVED? _____

DID YOU RECEIVE A LEVEL 1 OR LEVEL 2 GRANT? _____

INDICATE WHICH FUNDING LEVEL YOU ARE APPLYING FOR:

Level One (50% to a maximum of \$600): _____ Level Two (50% to a maximum of \$1200): _____

NAME OF CONFERENCE/WORKSHOP YOU WISH TO ATTEND (include Web link, if available):

WEB LINK: _____

LOCATION: _____

DATES: _____

PLEASE BRIEFLY DESCRIBE HOW THIS PROFESSIONAL LEARNING OPPORTUNITY RELATES TO YOUR PGP AND WILL SUPPORT YOUR PROFESSIONAL PRACTICE:

ARE YOU WILLING TO SERVE AS A RESOURCE TO THE PARKLAND LOCAL #10? This may include making a presentation/report at a local council meeting, a board meeting and/or during a PSD Professional Development Day. (Note - this is a requirement for this grant)

_____ YES _____ NO

PLC Grant ESTIMATED Budget: Please put N/A if not applicable to your PD

ITEM	ESTIMATED COST (CAD\$)
Conference/ Workshop Fee	
Hotel (Reasonable accommodation rates)	
Flight (Reasonable airline rates)	
Travel (Based on the total number of roundtrip KM X \$ 0.65 from the members home directly to the PD location – please provide Google Map or similar image)	
Food (\$20 per meal to a maximum of 3 per day. If meals are included in the registration, please do not claim meal allowance for those meals.)	
Substitute Teacher – (\$227.97 per day and \$113.99 per ½ day with a maximum of three days of sub coverage)	
Additional: 1.	
Additional: 2.	
TOTAL ESTIMATED \$	

Your PLC Grant will be approximately 50% of this estimation to a maximum of Level 1 \$600 and Level 2 \$1,200 (noting actual costs may vary slightly and reimbursement will be based on your ACTUAL costs)

PLEASE LIST ALL ADDITIONAL FUNDING SOURCES BEING ACCESSED FOR THIS PD. Please list all additional funding and the amount. Put a N/A for the amount if funds are NOT available to you for this opportunity. Additional funding may include sources such as other grants or personally funded PD.

SOURCE OF FUNDING	AMOUNT
Your SCHOOL PD FUND	
OTHER (please list)	

Now that you have completed the above, please email your application to parklandplc@gmail.com

If your PD is approved, please complete the following two pages **AFTER** you complete your PD opportunity. Email completed forms to: parklandplc@gmail.com and CC: treasurerparkland@gmail.com

EVALUATION OF CONFERENCE/WORKSHOP

(This form is to be completed within 14 days of the PD opportunity and submitted with receipts.)

NAME: _____

NAME OF CONFERENCE/WORKSHOP and KEY PRESENTERS:

DATE ATTENDED: _____

EDUCATIONAL FOCUS OF THE CONFERENCE/WORKSHOP:

EFFECTIVENESS OF THE CONFERENCE/WORKSHOP and the PRESENTERS:

WOULD YOU RECOMMEND THIS CONFERENCE/WORKSHOP: ___ YES ___ NO

WOULD YOU RECOMMEND THE PRESENTER(S): ___ YES ___ NO

PROFESSIONAL LEARNING FUNDING GRANT – Actual Costs Budget

For Office Use Only
Cheque #
Amount \$
Date:

NAME: _____

HOME MAILING ADDRESS: _____

SCHOOL: _____

NAME and DATE OF PD: _____

PLC Grant ACTUAL COSTS Budget: Receipts are REQUIRED except for KM travel, meals, and substitute costs.

ITEM	ACTUAL COST
Conference/ Workshop Fee *Receipt Required	
Hotel *Receipt Required - Reasonable accommodation rates	
Flight *Receipts Required - Reasonable airline rates	
Travel - Mileage (Based on the total number of roundtrip KM X \$ 0.65 from the members home directly to the PD location – please provide Google Map or similar image)	
Food Receipts Required. (\$20 per meal to a maximum of 3 per day. If meals are included in the registration, please do not claim meal allowance for those meals.)	
Substitute Teacher *No Receipts Required (\$227.97 per day and \$113.99 per ½ day, with a maximum of three days of sub coverage)	
TOTAL of ACTUAL COSTS	
Amount to be paid by other sources (school, you, etc)	
Remaining Amount being claimed	

Please submit this page, the “Evaluation of Conference/Workshop” page, Google Maps, and all the required receipts within 14 days of the completion of your PD opportunity. Completed forms can be scanned and emailed to parklandplc@gmail.com and treasurerparkland@gmail.com, or mailed to the Parkland Teachers’ Local 10:

Parkland Teachers’ Local 10
P.O. BOX 2030 STATION MAIN
STONY PLAIN AB T7Z 1X6

Once receipts are reviewed, a **PLC GRANT CHEQUE (for 50% of above to a maximum of Level 1 \$600 and Level 2 \$1,200)** will be sent to your home mailing address within 3 weeks. We are pleased to support your PD.



For Office Use Only

Cheque #

Amount \$

Date:

Parkland Teachers' Local 10 Wellness Grant

Please complete this form and email it to parklandteachers@shaw.ca. Applications will be reviewed at the next available Table Officers Meeting. Approval/Denial will be emailed to the applicant following the decision of the Table Officers meeting.

Frame of Reference:

Parkland Teachers' Local 10 believes that member wellness within our local needs support and has a far-reaching impact on our professionals, the students they teach, their families and the communities in which we live and serve. The importance of teacher wellness cannot be understated, and this grant is meant to address the needs of our members. This grant is intended to increase the wellness of our members within the Parkland Teachers' Local 10. Grants will be awarded in the amount of \$250 (maximum) and funds are accessible to each site once every two years. Applicants, upon the submission of receipts, will receive a cheque from Parkland Teachers' Local 10 within two weeks of submission.

Name:		
School/Site:	ATA Staff Rep:	
Have you applied for this grant before?	YES ___ NO ___	If yes, when:
The Parkland Teachers' Local Wellness Grant has a maximum award of \$250. How much are you applying for?	\$ _____	
Briefly describe what the funding will be used for and how you feel it will benefit the wellness of members at your school/site.		
<i>AFTER the wellness activity has taken place, please submit your original form along with receipts to treasurerparkland@gmail.com . All completed forms must be submitted by <u>June 15</u> of the application school year to receive funding.</i>		



For Office Use Only
Cheque #
Amount \$
Date:

Parkland Teachers' Local 10 Book Grant

Please complete this form and email it to parklandplc@gmail.com . Applications will be reviewed in a timely manner. Approval/Denial will be emailed to the applicant following the decision of the PD/PLC Committee.

Frame of Reference:

Parkland Teachers' Local 10 believes that members are lifelong learners and who take the initiative to grow as professionals in order to benefit their colleagues, the students they teach, their families and the communities in which we live and serve. This grant is intended to allow our members within the Parkland Teachers' Local 10 to continue their professional development through books they deem meet aspects of the teaching quality standard. Grants will be awarded in the amount of \$30 (maximum) and funds are accessible by each member once every two years. This grant has a yearly funding maximum of \$500 and will be dispersed on a first come first served basis. Applicants, upon approval and the submission of receipts, will receive a cheque from Parkland Teachers' Local 10 in a timely manner.

Applicant's Name		PSD School Site	
HOME Mailing Address:			
Name of Book			
Cost		Date of application	
Receipt attached <input type="checkbox"/> YES <input type="checkbox"/> No <i>In order to be processed, receipt must be remitted.</i>		Signature:	

The Teaching Quality Standard is described by the following competencies and indicators, please check all that apply to your book.

- A teacher builds positive and productive relationships with students, parents/guardians, peers and others in the school and local community to support student learning.
- A teacher engages in career-long professional learning and ongoing critical reflection to improve teaching and learning.
- A teacher applies a current and comprehensive repertoire of effective planning, instruction, and assessment practices to meet the learning needs of every student.
- A teacher establishes, promotes and sustains inclusive learning environments where diversity is embraced and every student is welcomed, cared for, respected and safe.
- A teacher develops and applies foundational knowledge about First Nations, Métis and Inuit for the benefit of all students.
- A teacher demonstrates an understanding of and adherence to the legal frameworks and policies that provide the foundations for the Alberta education system.