



Edmonton Public
Teachers

Local 37 of The Alberta Teachers' Association

Substitute Teachers' General Meeting

Thursday, May 23, 2019

BBQ at 5:30 pm; Meeting at 6:00 pm
Cafeteria, Barnett House (11010 142 Street)

AGENDA

1. Welcome & Introductions – Tara Baycroft, Chair
2. Local Greetings
 - Heather Quinn, President
 - Catherine LeBlanc, Executive Staff Officer
3. How to Apply for the 2019-2020 Substitute Teachers' List
 - Trish Kolotyluk, Director, HR - Consulting
 - Johanne Tarleton, Manager, Supply Services
4. How to Substitute for Institutional Services over the Summer
5. How to Apply/Register for Employment Insurance – Service Canada
6. Approval of Minutes of March 14, 2019
7. Business Arising
8. Chair's Report
9. 2019-2020 Substitute Teachers' Committee Elections
10. 2019-2020 Alternates to Attend CSR
11. Other Business
 - Next General Meeting – September 24, 2019

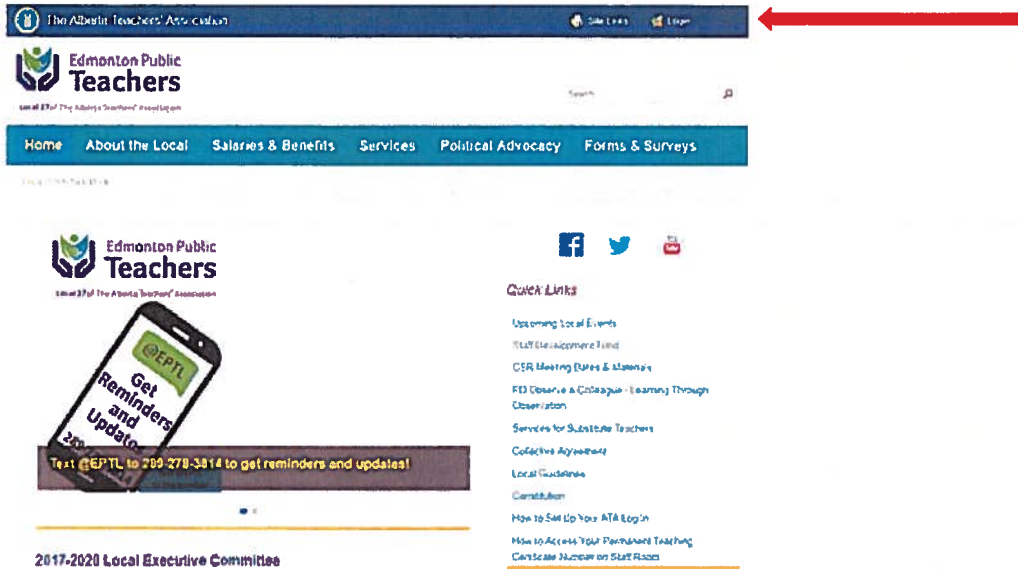
Questions? Contact the Local office at 780-455-2164 or visit local37.teachers.ab.ca.

Bring your teaching certificate number to be entered for door prizes!

If you require assistance in setting up an ATA online account (see reverse), we will be available to assist you. You will need this to access important upcoming Local bargaining information!

HOW TO SET UP AN ATA LOGIN ACCOUNT


Go to local37.teachers.ab.ca, click **Login** to go the Online ATA Account page.



Once you have selected Login, follow these 10 steps:

1. Select **Request an account**.
2. Confirm understanding of ATA's privacy policy.
3. Provide the information requested, including your **teaching certificate number**.
4. Get your teaching certificate number from Staffroom; alternately, contact Alberta Education (780-427-2045) or TQS (780-447-9400).
5. Select **STEP 2** to continue once all of your information is entered.
6. Select a **username**.
7. Select and confirm your **password**.
8. Select **STEP 3** to continue once you have selected your username and confirmed your password.
9. Review and confirm the account details displayed for accuracy; select **confirm if correct**. Select STEP 2 to go back if you need to make any changes to your information.
10. **You're done!** An email message will confirm your account is active

If you require assistance contact: onlinesupport@teachers.ab.ca; 1-855-407-3891 (Mon-Fri 8:00 am to 5:00 pm).



Local 37 of The Alberta Teachers' Association

Username: _____

Password: _____



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CALL FOR VOLUNTEERS **2019-2020 Substitute Teachers' Committee**

One organizational task in planning for the coming year is to elect members to the committees of the Local. The election of the Substitute Teachers' Committee shall be held at the last General Meeting of Substitutes in the school year – **Thursday, May 23, 2019.**

The committee consists of six (6) members elected at the general meeting and a Chair (elected as part of the Executive Committee elections). The term of office for members on the Substitute Teachers' Committee shall be from the date of election until the last General Meeting of Substitutes in the subsequent school year (one-year term). The committee meets 9-10 times per year; 4:30-6:00 pm.

The Substitute Teachers' Committee is responsible for representing the interests of substitute teachers, planning and convening the substitute teachers' General Meetings, preparing and presenting bargaining submissions to the Teacher Welfare Committee, promoting the professional development of substitute teachers, and serving as representatives at the Council of School Representatives meetings.

For the purpose of determining eligibility to be a candidate or to vote in a Local election, a substitute teacher shall be defined as *a teacher whose name appears on the Edmonton Public School's most recent Substitute Teacher list.*

Make a Difference!

The Local is all of us and is successful to the extent that we each contribute our talents. Please consider volunteering your services. If you have questions, please call the Local's office: 780-455-2164.



NAME OF CANDIDATE (PLEASE PRINT): _____

HOME ADDRESS: _____

POSTAL CODE: _____ **HOME PHONE:** _____

HOME E-MAIL: _____ **DISTRICT E-MAIL:** _____
(must be provided)

Attach a short biography (approx. 250 words) highlighting your abilities and experience for our website and to hand out in the event of an election. You may also include (in digital form) a small photo.

**Forward volunteer/nomination forms, biographies and photos
by e-mail to the Local's office at info@edpub.org.**

**Forms, biographies and photos must be received by the Local's office
no later than 4:00 pm on Wednesday, May 15, 2019.**



MEMORANDUM

Edmonton Public Teachers Local No. 37 of The Alberta Teachers' Association
Telephone 780-455-2164; FAX 780-453-1407; E-Mail info@edpub.org; Website local37.teachers.ab.ca

DATE: May 1, 2019

TO: Substitute Teachers

FROM: Catherine LeBlanc, Executive Staff Officer

TOPIC: 2019-2020 Substitute Teachers' Committee Representatives
and Alternates to Council of School Representatives (CSR)

The Substitute Teachers' Committee is expected, as part of their duties, to appoint 10 substitute teacher representatives and 10 alternates to attend the Council of School Representatives' (CSR) meetings (normally seven per year).

CSR meets regularly throughout the year and acts as the legislative body of the Local between General Assemblies. CSR deals with any business referred to it by its members or the Executive, receives, considers and determines the disposition of all reports brought before it, approves the annual budget of the Local, and ratifies the audited financial statement of the Local.

CSR meetings are generally held the last Wednesday of each month beginning at 5:00 pm. Dinner is provided and a stipend of \$25 is paid in June for each meeting attended for the year.








If you wish to serve as a representative or alternate on CSR, please forward your name to the Local office (info@edpub.org) no later than **4:00 pm on Wednesday, May 15th**. If required, an election will be held at the Substitute Teachers' General Meeting on May 23rd.

Please note that your personal e-mail will be shared with the members of the Substitute Teachers' Committee in case they need to call on you to attend CSR.






If you have any questions, please do not hesitate to contact the Local's office (info@edpub.org).

/tlk

LOCAL UPCOMING EVENTS

	<p>Substitute Teachers' PD Survey We want to hear from you! What type of PD is important to you? Use the QR Code to complete the survey or go to Survey Monkey: https://bit.ly/2HwxseZ.</p>
	<p>Improv for Educators Date: May 11, 2019 Time: 1:00-3:00 pm Location: Louis St. Laurent School Cost: \$10 You must pre-register to participate. See the Local's website for info.</p>
	<p>Queer/Straight Alliance (QSA) Dates: May 14, June 11 Time: 4:30 pm Location: Barnett House All are welcome to this safe space. No pre-registration required.</p>
	<p>Mixing it all up! Date: May 14, 2019 Time: 5:00 – 7:30 pm Location: Art Room, Bannerman School Cost: \$10 for supplies You must pre-register to participate. See the Local's website for info.</p>
	<p>Substitute Teachers' General Meeting Date: May 23, 2019 Time: 5:30 – 8:00 pm Location: Room 140 at Barnett House</p>
	<p>Habitat for Humanity Date: May 25, 2019 Time: 8:00 am – 4:00 pm Location: Carter Place You must pre-register to participate. See the Local's website for info.</p>
	<p>Bargaining Unit General Meeting Date: May 26, 2019 Time: 7:00 – 9:00 pm Location: The Edmonton Inn (11830 Kingsway Ave NW) Purpose: To discuss the Local bargaining opening position.</p>

LOCAL UPCOMING EVENTS

	<p>Mindfulness Training: Calm Teacher, Calm Classroom Date: May 27, 2019 Time: 4:30 – 6:30 pm Location: Inglewood School Cost: \$10 (plus fees) You must pre-register to participate. See the Local's website for info.</p>
	<p>Paint Night Date: May 28, 2019 Location: Fionn MacCool's Cost: \$10 You must pre-register to participate. See the Local's website for info.</p>
	<p>Level C – Standard First Aid and CPR Date: June 1-2, 2019; 8:30 am to 4:30 pm Location: L. Y. Cairns Cost: \$10 You must pre-register to participate. See the Local's website for info.</p>
	<p>Retiring Teachers' Banquet Date: June 14, 2019 Time: 5:00 – 10:30 pm Location: Fantasyland Hotel If you or a colleague are planning to retire this year, please contact the Local office (info@edpub.org) and let us know so we can invite you to the Banquet.</p>
<p>SAVE THE DATE</p>	<p>Substitute Teachers' General Meeting Date: September 24, 2019 Time: 5:30 – 8:00 pm Location: Room 140 at Barnett House</p>
	<p>ATA Substitute Teachers' Annual Conference Date: October 18(eve)-19, 2019 Location: Sheraton Cavalier Calgary Hotel Register (after mid-June) through the ATA's website: https://bit.ly/2GvA4ZD.</p>



LEVEL C – STANDARD FIRST AID AND CPR

Calling all EPSB Substitute teachers!
Get your first aid certification for only \$10!

SATURDAY, JUNE 1ST AND SUNDAY, JUNE 2ND

8:30 AM TO 4:30 PM (LUNCH INCLUDED)

L. Y. CAIRNS SCHOOL – 10510 45 AVENUE, EDMONTON

The Local Substitute Teachers' Committee is sponsoring this opportunity for our substitute teacher members to access St. John Ambulance Level C First Aid and CPR training; includes instruction, materials and lunch for only \$10!

Space is limited! Sign up through Eventbrite **before May 24th**:

<https://firstaid4subs.eventbrite.com>; password: FirstAid.



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