



Edmonton Public
Teachers

Local 37 of The Alberta Teachers' Association

School Opener

WELCOME BACK!

We know this past summer has been unlike any other, but we hope that you had a chance to get some much deserved rest, and had some time to rejuvenate and prepare for the year ahead.

On behalf of the Local, thank you for serving as the contact for your school! By agreeing to be our contact, you are helping to ensure that the Local continues to provide our members the level and quality of service to which they are accustomed, while also **ensuring members are kept abreast of important information and updates as they arise** (eg, bargaining updates, government legislation, local activities).

Enclosed are a few forms to be **revised, completed and returned to the Local's office** by e-mail: info@edpub.org; by fax: 780-453-1407; or by Board truck mail. **Your assistance in helping to collect and update the information in our database is essential and very much appreciated.**

Please rest assured, and let colleagues know, that *all information is confidential and used only by the Local in conducting its regular business*. **Questions?** Contact the Local's office at 780-455-2164 or by e-mail at info@edpub.org.

SCHOOL REPRESENTATIVES ****Action Required****

The **Council of School Representatives** (CSR) is comprised of teacher representatives from each school/decision unit (DU). Each school/DU is entitled to elect and send one representative for every 15 teachers, or portion thereof, to attend the regular Council of School Representatives' (CSR) meetings. *Note: Only those members that have been elected as the School Representative or Alternate Representative may vote at the CSR meetings.*

One of the representatives chosen serves as the **School Communications Representative** who receives and distributes mail (or e-mail) from the Local to teacher members but does not necessarily attend CSR. The other representatives are called **School Representatives**. The School Representatives **attend and vote at the CSR meetings**. Schools also identify **Alternate School Representatives** who attend CSR meetings in the event that a regular school representative is unable to attend. A more complete description of the purpose and duties of School Representatives is included in the mailing.

COUNCIL OF SCHOOL REPRESENTATIVE MEETINGS ****Information****

Council of School Representative (CSR) meetings are normally held seven (7) times per year. This year we have planned for our CSR meetings to take place via Zoom from September until January, at which time the Executive will revisit this issue in conjunction with any updated guidelines from AHS to determine the format/location of the CSR meetings for the remainder of the year. **All CSR meetings will begin at 5:00 pm.**

CSR representatives are required to sign up for each CSR meeting through Eventbrite. Please ensure you are using your home e-mail address when signing up for meetings! The link to Eventbrite will be available on the Local's website closer to the date of the meeting: <https://local37.teachers.ab.ca/About%20the%20Local/Council/Pages/Council.aspx>.

E-mail confirmation and links to the Zoom meeting will be sent through Eventbrite.

CSR materials will be available on the Local's website the week prior to the meeting and posted on the Local's secure website (<https://local37.teachers.ab.ca/membersonly/Pages/Council%20Minutes.aspx>). **Access to the secure site requires an ATA login** (username and password). Login instructions are available when you choose Login on the Local's website (local37.teachers.ab.ca).

Teachers that are identified to the local as being their school/DU School Representatives will be compensated \$25 per CSR meeting attended (paid in June.)

While normally this stipend is meant to be applied to mileage (cost of fuel, distance traveled, wear and tear on vehicles), due to meetings being held online and usually running over the dinner hour, the stipend will be kept in place for online meetings to offset the cost of the meal each meeting night.

To be eligible for compensation, School Representatives are required to sign up for each meeting. You will receive the Zoom link to the e-mail address you used on Eventbrite (**remember to use your personal e-mail address for Local meetings**) from Eventbrite (please ensure that you have whitelisted eventbrite.com) two days before the meeting, two hours before the meeting and 10 minutes before the meeting.

Once you have received the link and go to the Zoom meeting, you will be placed in a waiting room. Once the co-host is able to confirm that you are signed up, they will let you in to the meeting. *Plan to join the meeting early to allow the co-host time to check you off the list and let you into the meeting.* **This is the record we will use to pay CSR representatives in June.**

Getting Paid as a CSR: Please ensure that the Local has your correct address for your cheque to be mailed out in June!

SCHOOL MEMBERS' LIST *Action Required*****

Enclosed is a copy of the 2019-20 member list for your school.

Please **review and revise** the list to ensure that it accurately reflects the administration and teaching staff in your school for the 2020-21 school year. Please inform the Local even if there are no changes.

We are aware that some teachers have been assigned and hired to teach classes online, however all teachers regardless of assignment are still attached to a school. Please ensure that you check with your Administrative Support Staff (perhaps ask for an updated staff list from them) to see if anyone has been added/assigned to your school, and if so, please add them to your updated staff list.

School Representatives who **return** the revised member lists **to the Local's office prior to September 29, 2020**, are eligible for entry into a draw for a \$50 gift card.

School Representatives who **return** the revised member lists **with home e-mail addresses from ALL STAFF**, **to the Local's office prior to September 29, 2020**, will be eligible for entry into a draw for a \$100 gift card.

When updating individual member information, please **ensure that anyone on your staff that wants to receive e-mails from the Local and/or ATA indicates that by selecting YES, they would like to be contacted, and provides a personal e-mail address**. The Local will use this as permission to send e-mail to our members' personal e-mail addresses.

E-MAIL

The Local requests that all members provide a personal e-mail address to use in instances where important information needs to be communicated to all members. This could include but is not limited to:

- Bargaining surveys and updates (we will be entering Central Table bargaining this fall)
- Election information and discreet VOTING LINKS (Local and Provincial ATA elections)
- Updates on government activity and legislation
- Planned Local activities (PD, Wellness, Volunteer opportunities, Social Activities and Political Engagement-type activities)

It is important that members are able to access the above information and more.

(NOTE: We do not plan to spam or inundate members with numerous e-mails per month. Members are able to unsubscribe at any time.)

When updating individual member information, please **ensure that anyone on your staff that wants to receive e-mails from the Local and/or ATA indicates that by selecting YES, they would like to be contacted, and provides a personal e-mail address**. The Local will use this as permission to send e-mail to our members' personal e-mail addresses.

LOCAL CONSTITUTION AND GUIDELINES

The Local is governed by the Constitution and Guidelines. Copies of these documents are available on the Local's website (local37.teachers.ab.ca) under About the Local.

PHOTOS AND/OR VIDEOS

From time-to-time photos and/or videos are taken at CSR meetings and other Local events. These are used for the Local's website, social media sites (ie, Twitter, Facebook, Instagram), and various other publications. If you have concerns regarding photos/videos, please let the photographer/videographer know and they will do their best to ensure you are not in the photo/video.

TEACHERS NEW TO THE PROFESSION OR THE DIVISION ****Action Required****

New Teacher Information Form

It is important that all new teachers be included on the Local's database. Please duplicate as many copies of the **New Teacher Information Form** as you require and ask all new teachers to e-mail (info@edpub.org) the completed form to the Local's office by **September 29th**.

New Teacher Induction

Typically, each year new teachers are invited to the Local's **Induction Ceremony** to mark the beginning of their teaching career or the commencement of their employment with the Division. The Ceremony welcomes new teachers into our Local, the Alberta Teachers' Association, and the teaching profession.

For the Local's purposes a new teacher is defined as **an individual who has, for the first time, been granted an interim, temporary, probationary, or continuing contract, or has been placed on the Edmonton Public Schools supply list.**

If permitted, and based on numbers and AHS guidelines, the Induction Ceremony will take place in the Spring of 2021.

Formal invitations will be sent to new teachers, their principals, and school representatives.



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Council of School Representatives' (CSR) 2020-21 Meetings

As the new school year gets underway, please add the Council of School Representatives (CSR) meetings to your calendar.

Date	Location
Wednesday, September 30, 2020	Online
Wednesday, October 28, 2020	To be determined
Wednesday, December 2, 2020	To be determined
Wednesday, January 27, 2021	To be determined
Wednesday, February 17, 2021	To be determined
Wednesday, April 28, 2021	To be determined
Wednesday, June 2, 2021	To be determined

CSR meetings begin at **5:00 pm**.

CSR REPRESENTATIVES ARE REQUIRED TO PRE-REGISTER FOR EACH CSR MEETING THROUGH EVENTBRITE.

The Eventbrite link to sign up for the meeting is on the Local website:
<https://local37.teachers.ab.ca/About%20the%20Local/Council/Pages/Council.aspx>.
Registration links will be posted closer to the date of the next meeting.

CSR packages, which include items such as the agenda, upcoming events and other information, are posted on the Local website the week prior to the scheduled meeting. **You must log in to the website to access the agendas, minutes and meeting materials**
<http://local37.teachers.ab.ca/membersonly/pages/council%20minutes.aspx>.

We look forward to your participation in CSR meetings as your role of School Representative is our most important link between the Local and its members.



Edmonton Public Teachers Local No. 37

DUTIES OF SCHOOL REPRESENTATION

PURPOSE OF COUNCIL OF SCHOOL REPRESENTATIVES (CSR)	<p>The Council of School Representatives (CSR) is chosen from the teacher members of all Division schools/locations, and meets seven (7) times during the school year.</p> <p>It shall be the duty of the Council of School representatives to:</p> <ol style="list-style-type: none">1. act as the legislative body of the Local between General Assemblies;2. deal with any business referred to it by the Executive Committee or by a General Assembly;3. receive, consider and determine the disposition of all committee reports brought before it;4. receive, consider and approve the annual budget of the Local;5. ratify changes or amendments to convention fees;6. ratify the audited financial statement of the Local.
DUTIES OF SCHOOL REPRESENTATIVES TO CSR	<p>It is the duty of school representatives to:</p> <ol style="list-style-type: none">1. Attend meetings of the Council of School Representatives (CSR) or to ensure that a duly-elected alternate representative is in attendance.2. Bring to the Council of School Representatives concerns raised by staff.3. Ensure that members of staff are kept informed about current activities and matters of the ATA, at both the Local and the Provincial levels.4. Inform or direct members of their staff to reliable sources of information about matters such as pension, group insurance benefits, grievance procedures, teachers' rights and responsibilities, Local and provincial policies and mechanisms for dealing with problems related to professional practice of professional relationships.5. Serve a mentorship role by encouraging teachers who demonstrate a strong interest in an issue or an ability to articulate the concerns of their colleagues to become actively involved in the affairs of the Local.6. Serve as the Returning Officer for the school/location and ensure that Local elections are conducted using the procedures established by the Executive Committee.
DUTIES OF SCHOOL COMMUNICATIONS REPRESENTATIVES	<p>The School Communication Representative shall:</p> <ol style="list-style-type: none">1. Distribute communications received from the Local to fellow representatives and teachers.2. Place an ATA item on the agenda of each staff meeting and use the opportunity to report on meetings of the Council of School Representatives and to discuss current issues or alternatively call an ATA meeting for members at the site.3. Provide access to information on both Local and ATA websites.4. Encourage a full complement of representatives from the school/location attends each Council of School Representatives meeting.

School Representation 2020-21

Name of School/DU: _____

Each school is entitled to elect and send one representative for every 15 teachers, or portion thereof, to the regular Council of School Representatives' (CSR) meetings. For example, 1-15 teachers = 1 representative; 16-30 teachers = 2 representatives; 31-45 teachers = 3 representatives, etc. Once you have determined the number of representatives and identified the individuals who will serve your school for this year, please **print** their names on the chart below and return it to the Local.

TOTAL NUMBER OF REPRESENTATIVES (1 FOR EVERY 15 TEACHING STAFF): _____	
NAME	E-MAIL ADDRESSES (PLEASE PROVIDE A PERSONAL E-MAIL ADDRESS FOR EMERGENT AND/OR BARGAINING INFORMATION)
1.	School: _____ Personal: _____
2.	School: _____ Personal: _____
3.	School: _____ Personal: _____
4.	School: _____ Personal: _____
5.	School: _____ Personal: _____
6.	School: _____ Personal: _____
7.	School: _____ Personal: _____
8.	School: _____ Personal: _____
<p>Communications Representative - Please indicate with an asterisk (*) the School Representative who will receive and distribute mail from the Local to teacher members.</p> <p>Council of School Representatives - These are the members that will constitute the members that attend and vote at the CSR meetings.</p> <p>NOTE: The Local requests that all members provide a personal e-mail address to use in instances where District e-mail cannot be used (such as bargaining updates).</p>	

Alternate School Representatives

An equal number of Alternate School Representatives should be named for the school. An Alternate Representative may vote at CSR **only when replacing** a regular school representative.

Please **print** the names of your school's Alternate Representatives in the chart.

Each staff may elect alternate school representatives providing that the total number of such alternates in any staff do not exceed the total number of regular school representatives to which that school is entitled.

NAME	E-MAIL ADDRESSES (PLEASE PROVIDE A PERSONAL E-MAIL ADDRESS FOR EMERGENT AND/OR BARGAINING INFORMATION)
1.	School: _____ Personal: _____
2.	School: _____ Personal: _____
3.	School: _____ Personal: _____
4.	School: _____ Personal: _____
5.	School: _____ Personal: _____
6.	School: _____ Personal: _____
7.	School: _____ Personal: _____
8.	School: _____ Personal: _____

Questions? Contact the Local's office (info@edpub.org or 780-455-2164).

Please return this form along with your updated staff list by board truck (EPTL Local 37) or e-mail (info@edpub.org) by September 29, 2020.

New Teacher Information Form

Welcome to the teaching profession and Edmonton Public Teachers Local 37 of the Alberta Teachers' Association. The Local is proud of the level and quality of service it provides to our membership. **As a new member, your assistance in keeping the information on our database current is appreciated.** The Local requests that all members provide a personal e-mail address to use in instances where District e-mail cannot be used (such as bargaining updates). All information is confidential and used only by the Local in conducting its regular business.

Mr. Mrs. Ms. Miss Dr. Other

Surname _____ Previous Surname (if applicable) _____

First Name _____ Preferred Name _____

Home Mailing Address _____

City _____ Postal Code _____

Home Phone Number _____ E-mail _____

Cell Number _____ Personal e-mail _____

Teaching Certificate Number _____ Date of Birth _____
(If not available, forward your certificate number at a later date)

School/Location(s) _____ Division _____
(Div. 1 = K-grade 3; Div. 2 = grades 4-6; Div. 3 = grades 7-9; Div. 4 = grades 10-12)

NOTE: List all divisions you teach in but declare one as your primary.

Commencement of Employment with Edmonton Public Schools _____

Please check the appropriate box.	YES	NO
Are you new to the teaching profession?		
Have you previously taught under contract to another school board in Alberta?		
Have you previously taught under contract to another school district outside of Alberta?		
Have you previously been inducted into the ATA through another Local?		
Do you want to be contacted by the Local and/or ATA through your personal e-mail address?		

Please return the completed form to the Local office in person, by fax (780-453-1407), e-mail (info@edpub.org) or truck mail (401 Barnett House, 11010 142 Street).

SCHOOL STAFF MEMBERS' LIST

-Action Required

Attached is a copy of last year's member list (2019-20) for your school.

Please complete the following:

- Review the list to ensure that it accurately reflects the teaching staff in your school for the 2020-21 school year. (Add new members with their contact information/cross off teachers that are no longer at your school.)
- Are there any empty fields?** Highlight the blanks for your staff to fill in. Ensure that the following fields are complete – current address, home e-mail address, division, teaching certificate #.
- Add new teachers and their contact information.
- Complete the New Teacher Information Form for those new to the District and attach it to the staff list.
- Inform the Local even if there are no changes to your staff list.**

This information is used to keep our Local database up to date. **Please ensure that all areas are completed so we have the correct information for our members!**

A home e-mail address is a MUST for the Local to ensure that we are able to communicate with our members in a timely manner!

Ensure that staff members wanting to receive e-mails from the Local and/or ATA indicate that by selecting YES, they would like to be contacted, and provide a home e-mail address. The Local will use this as permission to send e-mail to our members' home e-mail addresses in the case of an emergent and/or bargaining issue.

Communication representatives who get their lists in by September 29th will have their name entered in a draw for a \$50 gift card! If you return the form with ALL STAFF HOME E-MAIL ADDRESSES by the deadline, you will have your name entered into a draw for a \$100 gift card!

We ask that you send the School Staff Member List in a timely manner but also return the ORIGINAL to the Local's office no later than September 29th by Board truck: Edmonton Public Teachers Local 37, 401-11010 142 Street.

If you have staff members that would prefer not to share their information with you, please ask them to contact the Local office directly. Thank you!