

Executive Practices and Procedures

Prairie Spirit Teachers' Association



Additions to this Document

This document can be adapted by a motion from the executive.

Meetings

The President or President-elect establishes the calendar for all meetings prior to July 1. Meetings will consist of a meal, will primarily be held 4:30 PM to 7:00 PM, and should try to occur on the same day of the week each month. All information discussed at Executive meetings is confidential and should not be shared unless otherwise specified. The President will provide a report of approved topics from the Executive meeting to all members.

Gifts

The PSTA will provide a gift for members elected for the first time to the Executive and/or the Standing Committees. The PSTA will provide a gift for members who have served on the Executive and will not be returning the following term.

Gifts we have handed out to other individuals include:

- \$50 for the superannuation/retirement of Division Office Senior Staff
- \$100.00 in memory of any PSSD board member or active member of the PSTA who dies while active in the Prairie Spirit School Division
- Gift certificates for admin associates and janitorial staff of facilities we have used regularly.

Meeting Packages

Packages will be sent out prior to the actual meeting. Packages will be posted on the portal. Individuals print out their own packages for the meeting. Copies of late items, or for discussion may be handed out at the meeting (must also be emailed to President).

Minutes

As per PSTA Policies and Guidelines, the President has initial approval of all minutes of the Representative Assembly and executive meetings. Minutes are sent out to respective members as part of the next meeting package.

Amendments are asked for at the next regularly scheduled meeting and are formally approved.

Once minutes have been approved by the appropriate body, they are posted on the Executive Google shared drive in PDF file format.

Photocopying

The PSTA may use the office equipment in the division office. A record of copies is sent to the Director of Education in order for the PSTA to be invoiced for the copy use.

Portals

The PSTA uses Google Workspace to manage shared files and communications for the Executive, General Assembly Planning Committee, and School Staff Representatives. The President holds administrative access to the PSTA Google Workspace and monitors and updates all material and permissions.

Representative Assembly

Executive members should attend these meetings to connect with school staff representatives.

Executive members should wear a name tag to identify their name and position. Time should be provided for STF Councillors to meet with their assigned school staff liaisons.

Technology Renewal

The PSTA supplies a notebook computer for the following positions:

1. President (purchased 2024. Due 2028)
2. Secretary (currently uses own device)
3. Treasurer (purchased 2024. Due 2028)

These three positions rely on technology to perform their position. To facilitate technology renewal, the PSTA will do the following:

1. It is recommended that notebook computer renewal be based on a four-year cycle. If a person remains in one of the listed positions for more than four years, the renewal and replacement process outlined below will be used.
2. When a person leaves one of the listed positions, they will have the opportunity to purchase the notebook computer. When a PSTA laptop is offered for sale to a departing position holder, the resale price shall be calculated using a straight-line depreciation of 25% of the original purchase price per year, based on the laptop's age at the time of sale:
 - a. Year 1: 75% of original purchase price
 - b. Year 2: 50% of original purchase price
 - c. Year 3: 25% of original purchase price
 - d. Year 4 (replacement year): \$0.00

The original purchase price used for this calculation shall be the amount paid by the PSTA at the time of purchase, including applicable taxes. The Executive may adjust the calculated price by motion where exceptional circumstances apply (e.g., significant damage or hardware failure reducing the device's value).

3. A new notebook computer will be purchased for the incoming or continuing position holder as part of the renewal process.
4. If the departing position holder does not wish to purchase the computer, the PSTA may offer the computer for sale to individuals in this order: Executive, Representative Assembly, general membership, and public.
5. All files related to the operation of the PSTA will be transferred from the old computer system to the new computer system. The old computer will be reformatted once files have been transferred.
6. The Executive may approve extended hardware warranty or accidental damage coverage (such as AppleCare) for PSTA-owned computers. Any such coverage requires approval by motion and is at the discretion of the Executive.

In addition to hardware, the PSTA maintains an annual technology budget for software subscriptions, including QuickBooks Online, Google Workspace, Webhosting, MailerLite and other tools required to operate the association. The annual technology budget amount is established as part of the yearly budget approval process.

President's Professional Development Fund

The PSTA maintains an annual professional development (PD) budget line for the President. The PD budget is equivalent to the full-time teacher PD allotment as established in the current PSTA budget. Unused PD funds may be carried forward over for a maximum of two years. If the President requires PD funding beyond the established budget line, the President may request additional funds by motion of the Executive.

Website

The PSTA owns its domain name and website independently. The President holds administrative access to the website and is responsible for its maintenance. Additional administrative access may be granted to other individuals by motion of the Executive.

Recording Absences Related to Association Business

PSSD requires teachers to record their absences in the Atrieve system and, when required, to arrange for a substitute teacher to be away from their assigned position. Members attending an STF committee or forum record their own absence in the Atrieve system using the appropriate event option. The President will notify HR via the appointed HR Admin. Assistant of an upcoming STF or PSTA event including date(s), name(s), and schools of PSTA members attending. If the President requires a leave day as per the local contract or provincial contract (ex., accumulated sick leave day), the President will record the absence in Atrieve and then notify the PSTA Vice President. The Vice President will fulfill the role of acknowledging the leave in Atrieve. The President will notify PSSD annually in August or sooner if necessary of the PSTA member serving in the office of Vice President.

Superannuates

All superannuates shall receive a PSSD and a PSTA retirement celebration gift of their choice. This applies to members that are active or on leave. The PSTA will reimburse each superannuate to a maximum of \$125.00. In addition, all schools with one or more superannuate will receive a reimbursement of up to \$100.00 with receipts for expenses incurred for a school-based retirement celebration.

Committee Budget Guidelines

Each committee receives an approved budget allotment in each year's budget. Committees must adhere to their budget allotment with unapproved overages not to exceed 5% of the total approved committee budget. For example, a budget of \$1000 cannot exceed \$1050.00. If a committee exceeds the original allotment, the Executive Committee will request a financial report and must approve the overage up to 5%. It is the chair's responsibility to track and report financial activity. The treasurer will report on the financial details of the budget at each Executive meeting. These financial details should also be reported at each Representative Assembly.

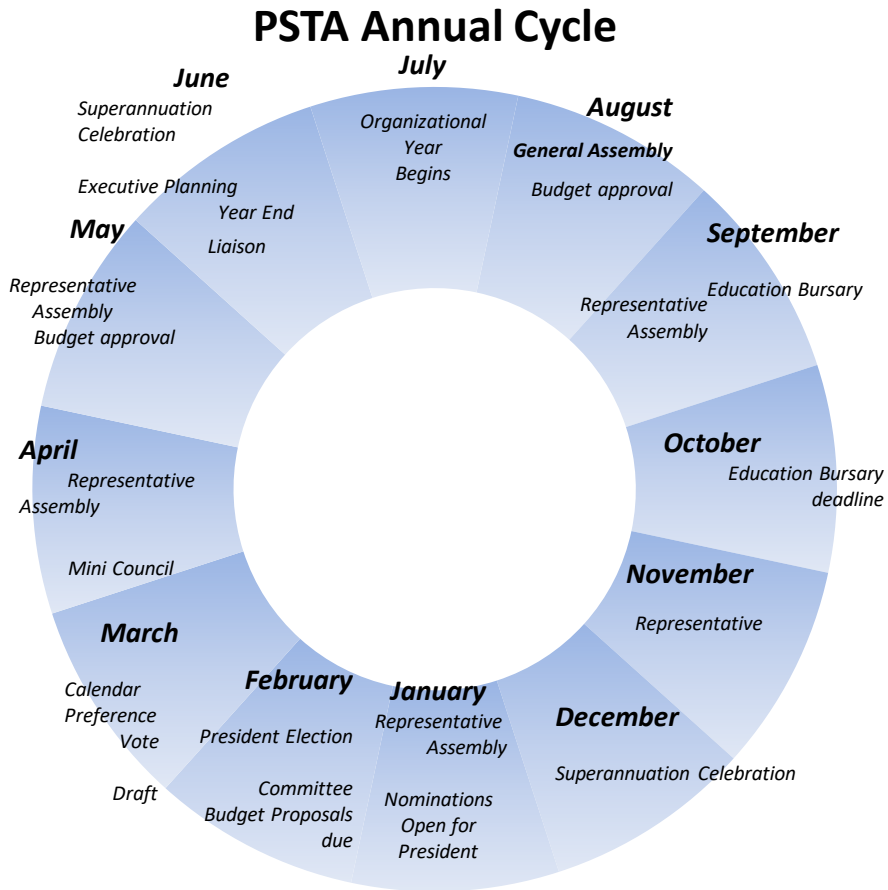
Committees may make a motion to the Executive for additional funds to be allocated from any existing unrestricted surplus or from the Reserve to their currently approved budget. Such requests must be accompanied by a detailed accounting of the proposed use for the additional funds. The Executive has the sole authority to approve increases to committee budgets after the approval of the yearly budget by the General Assembly. Committees should save all receipts and invoices. These should be submitted for payment using the PSTA expense form.

Committees should try to ensure the following practices:

- Written quotes
- Written invoices
- Contracts with amount and conditions specified

Committees are welcome to pursue additional revenue sources upon approval by the Executive. All applications must be approved by the Executive.

The process for determining the budget begins in December and January. Committees should consider previous practice as well as current needs in determining a budget request.



This annual cycle is provided for the convenience of the Executive and Standing Committees. Changes may be made without Executive approval as needed to reflect the activities of the PSTA

President’s Reminders

The following reminders provide the President with an outline of tasks necessary for the efficient management of the local association. The President has the discretion to edit or revise these tasks as necessary. Any significant changes to procedures should be shared with the executive along with a thorough explanation for the need for such changes.

While the official duties of the President are laid out in the PSTA Constitution, this document provides details broken down into ongoing, weekly, and monthly tasks. These

task represent the basic requirements, the President will likely find additional ways to carry out their duties.

Ongoing

- Meet with the Director of Education or designate to discuss emerging issues and items of interest. The current practice is to meet at least monthly with the Director to discuss issues and interests in general; specifics related to issues and interests are discussed monthly with HR Superintendents via LINC implementation meetings. At least one other PSTA member, preferably the LINC Chair, should accompany the President to LINC implementation meetings. All relevant information shared in these meetings, except that which is confidential and sensitive, should be shared with the executive via the President's monthly report to the executive.
- Connect regularly with the STF Sr. Admin Staff assigned to Prairie Spirit.
- The President chairs liaison committee. This role may be delegated to the Councillor Chair. The PSTA co-chairs Liaison with the PSSD Board Chair. Liaison meets at least once per year. The PSTA and the PSSD will alternate hosting Liaison. Hosting consists of booking the accommodations and arranging for supper. The hosts of Liaison will bear the cost of that particular Liaison.
- The President sits on PSSD Adult Learning Advisory Committee, which meets to discuss PD in Prairie Spirit and collaborates on division wide PD days.
- The President sits with LINC on the PS LINC team.
- Executive must meet a minimum of seven times per year.
- Representative Assembly must meet a minimum of three times per year.
- The President creates a monthly report to members once per month or as necessary.
- Maintain the PSTA website and social media accounts or delegate this duty.
- The President sits as a standing member of all committees (See Constitution and Policy and Guidelines).
- First contact for the PSSD is the HR Superintendent.
- Send out meeting packages at least two days prior to meeting, when possible.
- Fifteen days of executive release time are currently available for executive and standing committee members to attend meetings that occur during the school day. Allocation of these days is at the discretion of the President.
- Whenever possible, PSTA meetings will not be scheduled on protected Mondays.
- The PSTA domain is owned directly by the PSTA. The President is responsible for monitoring the domain registration and ensuring it is renewed as required.

WEEKLY TASKS

- Update PSTA website.
- Update Executive Shared Google Drive.

- Update School Staff Representative Shared Google Drive.
- Connect with the Vice President. Meetings such as Executive, Rep Assembly, etc. are included as connections with the Vice President.
- Back up president computer.
- Ensure all incoming association emails have been read and an appropriate response sent.
- Log all relevant contacts (emails, phone calls, correspondence, and meetings) in the contacts database. Include all pertinent info to the items discussed, including nature and mode of response. Emails associated with these contacts will be filed electronically in the contacts folder at the President's discretion when it is deemed documentation of such contacts may be required in the future.

MONTHLY TASKS

July

- Assist with General Assembly planning.
- Check with Treasurer to ensure PSTA books will be reviewed by an accountant and returned by mid-August.

August

- Connect with Vice President to prepare New Teacher Orientation, which includes a review of local contract and Induction ceremony.
- PSTA may provide its own teacher orientation and induction. The Executive should determine when and where the ceremony/celebration will occur. With input from the Executive, the President and Vice President have the discretion to determine the specifics of this event. In recent years we have been given 15 minutes at PSSD's new teacher orientation day for induction, and have hosted a breakout session for new teachers at the GA.
- ⊖ Contact the STF to request STF President's attendance at Induction.
- Help PD Chair make final preparations for the GA.
- Check with executive to determine how the executive would like to update the membership at the GA (ex. each committee providing a report, or provide reports based on general topics, like workload intensification).
- Letter indicating PSTA fee amount to be deducted sent to the Superintendent of Finance by August 31. (MUST BE DONE IN AUGUST AFTER THE GENERAL ASSEMBLY)
- Ensure that the letter inviting substitutes to become members has been updated and distributed (Ask Jarid Brown for a sub list of emails).
- Attend General Assembly. Prepare greetings and state of the association address. In conjunction with the Treasurer, prepare budget approval presentation. Budget information should be sent to all members a week before the GA, if possible.

- Prepare executive meeting package for September. See past year's minutes for start of year motions; there are several committees, appointments and decisions that need to happen at the start of the year.

September

- Meet with HR Superintendent for LINC Implementation meeting.
- President meets with each committee to review mandate, budget, goals, and expectations.
- President visits each school staff location, if possible. Scheduling may require school visits to be ongoing throughout the year. Whenever possible, the President should attempt to visit each school twice a year.
- Attend STF President's Day.
- Attend LINC Symposium.
- Meet with Director of Education, if possible.
- In consultation with PSSD and LINC Chair, update education bursary application forms and post to web site.
- Update executive and school staff representative directories including contact information. Send updated directories to Treasurer and Councillors.
- Update executive and school staff representative lists on website.
- Prepare executive meeting package for October.

October

- Prepare representative assembly meeting package. This should include some orientation for SSLs and a motion to guide PSTA student scholarship committee (see policy and guidelines).
- Meet with HR Superintendent for LINC Implementation meeting.
 - Determine criteria for Directed Education Leave.
- In consultation with the LINC Implementation committee, update Directed Education Leave application forms and send out to teachers.
- President meets with each committee to review mandate, budget, goals, expectations.
- Attend STF Special Meeting of Council (Fall Council).
- If possible, meet with Director of Education.
- Process education bursaries as needed.
- Prepare executive meeting package for November.

November

- Prepare representative assembly meeting package, if necessary.
- Meet with HR Superintendent for LINC Implementation meeting.
- If possible, meet with Director of Education.
- Prepare executive meeting package for December.

December

- Inform members of superannuation gift/celebration reimbursement.
- Meet with HR Superintendent for LINC Implementation meeting.
- Plan executive Social. (Past practice is to have a turkey dinner and minimal agenda at the executive meeting).
- If possible, meet with Director of Education.
- Contact PSSD regarding calendar development process.
- Process any superannuate gift/celebration reimbursement forms and cheques.
- Prepare Executive meeting package for January. Last chance for executive to approve resolutions for council.
- Deadline for education bursaries applications is usually around January 1st.

January

- Prepare representative assembly meeting package, if necessary.
- Budget submission process reviewed by Treasurer and President
- Meet with HR Superintendent for LINC Implementation meeting.
 - Adjudicate Education Bursary applications (this may occur at a separate meeting).
- Budget submissions begin. This is the earliest that budget submissions might begin. Depending on the date of the General Assembly (as determined by the PSSD calendar development process), budget submissions may occur later than January.
- Budget proposal drafted (earliest possible time to start this).
- Nominations open for President, if it is an election year (see Policy and Guidelines for process).
- Deadline for resolutions for Council to be considered by the PSTA.
- Representative assembly approves resolutions to be submitted by the PSTA to the STF.
- Meet with Superintendent of Human Resources to discuss any changes in staffing process.
- If possible, meet with Director of Education.
- Budget submission deadline near end of month.
- Meet with Treasurer to complete January financials and cheque run.
- Process any superannuate gift/celebration reimbursement forms and cheques.
- Prepare Executive meeting package for February.

February

- Meet with HR Superintendent for LINC Implementation meeting.
- Election of President by the PSTA membership (if it is an election year).
- Connect with PSTA representative on the PSSD calendar development committee regarding the school year calendar development process. The representative should ensure the calendar options comply with LINC.
- If possible, meet with Director of Education.

- Meet with PSTA student scholarship committee to determine criteria and process.
- Process any superannuate gift/celebration reimbursement forms and cheques.
- Prepare executive meeting package for March.

March

- Prepare representative assembly meeting package, if necessary. This meeting usually include a vote on the proposed budget.
- Meet with HR Superintendent for LINC Implementation meeting.
- If possible, meet with Director of Education.
- Process any superannuate gift/celebration reimbursement forms and cheques.
- Prepare Executive meeting package for April.
- Work with Councillor Chair to prepare for Council (mini council or use exec release to bring councillors together for an afternoon to review resolutions with STF Sr. Admin).

April

- Meet with HR Superintendent for LINC Implementation meeting.
- Budget proposal draft approved by the executive.
- STF Spring Council.
- Open elections for executive and standing committees.
- If possible, meet with Director of Education.
- Check in with PD Chair to see how planning of GA is going. Speakers from STF should be booked ASAP.
- Remind SSRs to talk to staff about superannuation gift/celebration reimbursement.
- Process any superannuate gift/celebration reimbursement forms and cheques.
- Prepare executive meeting package for May.

May

- Prepare representative assembly meeting package.
- Look into gifts for outgoing executive (may not know who is leaving until after May elections).
- Meet with HR Superintendent for LINC implementation meeting.
- Budget proposal approved by the representative assembly.
- Election of the executive and standing committees by the representative assembly.
- School Staff Liaison appreciation dinner in conjunction with May representative assembly. (SSLs will need to RRSP for caterer numbers).
- Contact new executive to invite to June meeting.
- If a member of the division office is retiring/superannuating, ensure PSTA representative attends.
- If possible, meet with Director of Education.

- Arrange meeting dates for the following year (You may not be able to do this until July – Contact Annabeth Delorme at STF).
- Remind all members about superannuation gift/celebration reimbursement.
- Process any superannuate gift/celebration reimbursement forms and cheques.
- Notify PSSD (via HR Superintendent – Jon Yellowlees) of the amount of President’s release time granted for the coming school year.
- Prepare Executive meeting package for June

June

- Arrange for STF Superannuate gifts. (Contact STF; provide them with a list of superannuates and request gifts). Arrange for delivery to superannuates either in schools or through mail.
- Work with PD Chair to create GA agenda.
- Meet with HR Superintendent for LINC Implementation meeting.
- Provide gifts to members of the executive who are not serving in the next school year.
- President selects treasurer and secretary. Ask executive for approval (this could also happen in September).
- Meeting of old and new executive.
- Deliver greetings to superannuates (via email or letter).
- Arrange review of financial books or audit with Treasurer to occur after June 30. Results of the review or audit to be presented to executive and the general assembly.
- All committees need to have the chair selected.
- If possible, meet with Director of Education
- Arrange STF Councillor orientation for September executive meeting (Contact STF SAS).
- Process any superannuate gift/celebration reimbursement forms and cheques.
- Store president laptop and backup hard drive in separate locations for the summer, if possible.