



BOARD POLICIES

Prince Albert and Area Teachers' Association

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The Prince Albert & Area Teachers' Association (PAATA) Policies are for the Prince Albert and Area Teachers' Association of the Saskatchewan Teachers' Federation. They are in addition to the bylaws and policies of the Saskatchewan Teachers' Federation.

This policy document has a two-fold purpose. First, it is intended to complement both the PAATA Constitution and the PAATA Handbook as a guide for the Executive, the Representative Assembly and the Committees of the PAATA. Second, it provides the members of the PAATA with the information necessary to study and change the Association.

1) HANDBOOK

- a) The PAATA has a Handbook for Staff, Representatives, and Executive members which outlines meetings, responsibilities, and duties.

2) STATEMENT REVISION

- a) Policy Statements may be passed by the Representative Assembly or by Association meetings.
- b) The Executive shall provide a policy document annually that contains all approved policies. Approved policy statements are effective immediately upon approval unless otherwise stated.
- c) If the Executive deems necessary, an Ad Hoc Committee may be struck to assist in revising policy.

3) FINANCIAL MATTERS

- a) RESERVE FUND
 - i) A restricted reserve fund of \$25,000.00 shall be maintained. These funds are not to be used for general operations and are reserved strictly for emergent issues.
 - ii) Access to the restricted reserve fund requires a notice of motion to be sent to all members. A motion to access these funds must then be passed at a General Association Meeting or online voting to all members.
 - iii) Any additional funds (e.g., interest or investment income) generated above the \$25,000.00 threshold shall be transferred into the general operating funds.
 - iv) The Treasurer shall regularly seek and evaluate opportunities to invest the reserve fund in guaranteed, redeemable or low-risk financial instruments to ensure the security and growth of the fund.
- b) PAYMENTS
 - i) All bills over \$1,000.00 CAD must be approved by the executive noting allocation of expenses to a specific budget line as recommended by the treasurer prior to payment.
 - ii) Reoccurring operational expenses can be approved on an annual basis.
- c) ELECTRONIC PAYMENTS
 - i) PAATA EXPENSES
 - (1) Electronic payments will only be utilized on special consideration when approved by the Executive.
 - (2) All electronic payments need to be authorized as per the signing authority requirements of the Association.

- (3) A copy of the confirmation and corresponding authorization are kept as financial records.
- ii) PAATA RECEIVABLES
 - (1) Electronic payments will be accepted for PAATA events.
 - (2) Electronic payments will be accepted for PAATA products/merchandise
 - (3) All electronic payments will be recorded on the PAATA receivable tracking sheet which will list the following: Name, Transfer Number, Date, Amount, Event
- d) TRAVEL ALLOWANCE
 - i) Any member who must travel in and out of the city of Prince Albert to attend the Representative Assembly or an Executive meeting can apply to receive a travel allowance according to the STF rate.
 - ii) Qualifying mileage is from your school to the location of the meeting and return.
 - iii) Applications will be accepted by the Treasurer in December and June.
 - iv) Carpooling is encouraged whenever possible.
 - v) Any expense for travel not covered by article 3.4 must be approved by the Executive.
- e) SIGNATORIES
 - i) Signing authorities on PAATA accounts(s) will consist of up to a maximum of four: President, Vice-President, Treasurer, and Secretary.
 - (1) In the event that one or more of the principle signing authorities are unable to fulfill their duties the Executive can appoint additional signatories from amongst themselves.
 - ii) All cheques require the signature of two signing authorities.
 - iii) No signatory can sign their own cheque(s).
- f) BUDGET
 - i) The Executive has the authority to move funds from one budget line to another budget line within the approved budget through a motion at an Executive meeting.
- g) DONATIONS TO CHARITABLE ORGANIZATIONS
 - i) That PAATA not directly involve itself in the financing of charitable organizations outside the education sector.

4) COMMUNICATION WITH THE SCHOOL BOARDS

- a) The PAATA shall endeavor to establish and maintain regular, formal contact with the School Boards and to ensure that teachers have input into appropriate areas of Board Policy.

5) SUNSHINE POLICY

- a) The Sunshine Policy is meant to recognize members during significant events during their tenure as members of PAATA. Significant events include the following:
 - i) Any member who is hospitalized.
 - ii) Any member who has suffered the loss of a member of their immediate family defined as: spouse, mother, father, brother, sister, child, parent-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandchild, grandparent, or common-law spouse.
 - iii) The family of a member of the association in the event of the death of the member.
 - iv) A member upon the birth or adoption of a child
 - v) A member of the association suffering a prolonged illness of three weeks or more.
- b) Flowers arrangements can be sent to members from one of two approved direct billed businesses: **Scentiments Floral** 1221 Central Avenue, Prince Albert (306) 763-7333 or **Shellbrook Flowers n More** (306) 747-3960
- c) Second Option: Purchase a gift on behalf of the PAATA for a maximum of \$25.00 (Gift Card, Personalized Gift, etc.)
(Requisition form must be attached to the receipt for reimbursements)

6) MEMBER RECOGNITION

- a) The PAATA believes in recognizing its members. Recognition is done so through:
 - i) Recognition policy (special events, school openings, etc.,)
 - ii) Retirement Tea (PARCSD)
 - iii) Honorary Membership
 - iv) Superannuate Gifts
 - (1) A cheque equivalent to the current year's PAATA membership fee
 - v) Executive Honoraria
 - (1) \$750.00 to the President, Secretary, and Treasurer
 - (2) \$500.00 to the Councillors (President and Vice President are automatic Councillors)
 - (3) \$375.00 to the LINC Chairs, System Chairs (SRPSD & PARCSD) & Vice President
 - (4) \$100.00 to Committee Chairs
 - (5) Dependent on minimum 80% attendance at executive and representative meetings for full honorarium. Attendance of 60% to 79% will be paid out at proration. Below 60% and no honorarium will be issued.
 - (a) STF required meetings will be exempt.
 - (b) School and Division professional responsibilities will be exempt.
 - (c) Extra-Curricular is not exempt.

7) DIVISION BASED PROFESSIONAL LEARNING

- a) The PAATA is committed to the principle that its members share the primary responsibility for the in-service education of the teachers in its school divisions. The association believes that to fulfill this responsibility, the teachers of the school divisions should be actively involved in their respective school division's endeavors to carry out in-service education.

8) CONVENTION

- a) Convention themes will be determined by the Executive.
- b) The Convention Committee will strive to secure keynote speakers a year prior.
- c) ATTENDANCE
 - i) Superannuates may attend Convention without paying a Convention fee.
 - ii) Interns and paraprofessionals may attend Convention without paying a Convention fee.
 - iii) Out of scope personnel in each school division and the regional director may attend the Convention without paying a Convention fee, at the invitation of the Convention Committee.
 - iv) The Convention Chairperson shall direct a letter of invitation to be sent to the Directors of Education of the various jurisdictions that comprise the PAATA, inviting them to make remarks to the Convention.
 - v) Non PAATA members requesting to attend the Convention will be required to pay a Convention fee equal to the amount levied by the Convention Committee, and which has been ratified by the Representative Assembly.

9) PAATA SCHOLARSHIPS

- a) Purpose
The Prince Albert and Area Teachers' Association (PAATA) aims to support and encourage post-secondary education for graduating students in the region. This scholarship program recognizes academic achievement, leadership, community involvement, and the pursuit of a career aligned with PAATA values such as education, service, and social responsibility.
- b) Scholarship Categories (Each \$1,000):
 1. **PAATA (PACSD) Scholarship**
– For students graduating from a school in the *Prince Albert Roman Catholic School Division*.
 2. **PAATA (SRPSD Urban) Scholarship**
– For students graduating from a school in the Saskatchewan Rivers Public

School Division #119; Carlton Comprehensive Public High School, PACI, Wesmor Public High School, Victor Thunderchild Public School.

3. **PAATA (SRPSD Rural) Scholarship**

– For students from rural schools outside the City of Prince Albert; Big River Public School, Birch Hills Public School, Canwood Public School, Kinistino Public School, Meath Park, W.P. Sandin Public School, St. Louis Public School.

4. **PAATA Family Scholarship**

- For children of active PAATA members.
- Must be a current active member; or,
- Have been a PAATA member within the previous five years

c) **Eligibility Criteria**

(i) All applicants must:

1. Be graduating Grade 12 students in the year of application.
2. Be accepted to a recognized post-secondary institution (university, college, trade, or technical school).
3. Submit a completed application with required documentation by the deadline.

(ii) Additional criteria per award:

1. Catholic/Public Awards: Must attend a school within the respective division.
2. Rural Award: Must attend a school considered "rural" (outside Prince Albert city limits).
3. Member's Child Award: Must provide verification of parent/guardian's active PAATA membership.

d) **Application Requirements**

1. Completed Application Form (available from guidance counsellors or PAATA website). Appendix SA 1
2. Personal Essay (500–750 words) addressing:
 - Educational and career goals.
 - How your experiences in school and the community have shaped you.
 - Why this scholarship is important to your goals.
3. Proof of Post-Secondary Acceptance (copy of acceptance letter).

4. Transcript of Marks (Grade 11 final and Grade 12 midterm; unofficial marks are acceptable).
5. Two Letters of Reference:
 - One academic (teacher or principal).
 - One community-based (coach, employer, volunteer coordinator, etc.).
6. (If applying for PAATA Family Scholarship) Statement confirming PAATA membership of parent/guardian.

e) Evaluation Criteria

- 1) Applications will be scored based on the following:
 - Academic Achievement (25%)
 - Community Involvement and Leadership (25%)
 - Personal Essay (30%)
 - References and Overall Presentation (10%)
 - Presentation & Completeness (10%)
- 2) Refer to Appendix SA 2 for the PAATA Scholarship Selection Committee Guidelines

f) Selection Process

- A PAATA Scholarship Committee will review all applications.
- Each award will be given to the top-rated applicant in each category.
- Winners will be notified by mid-June and announced publicly via school and PAATA communications.
- Refer to Appendix SA 3 for the PAATA Scholarship Selection Rubric

g) Application Deadline

- April 30th of each year
Late or incomplete applications will not be considered.

h) Submission Instructions

- Submit complete application packages via email or in person to:
PAATA Scholarship Committee
paata.sk@gmail.com
- Subject: PAATA Scholarship Application – [Your Name]

10) RESOLUTIONS

- a) The Executive member responsible for the Resolutions Portfolio will accept resolutions any time up to, and including, the day before the presentation of resolutions to the association.
- b) Once Received, resolutions will be sponsored by the Executive member responsible for the Resolutions Portfolio. The names of movers and seconders will be kept confidential.
- c) If time allows, written resolutions will be accepted from the floor of the meeting.

11) PAATA FUNDED LEAVE FOR ASSOCIATION MEMBERS

- a) The PAATA believes that the President should be granted paid leave. This paid leave shall be a secondment of fifty percent.
- b) The PAATA will reimburse the President's employing School Board for the salary of the president as agreed to between the two parties.
- c) The PAATA believes that there should be a pool of up to twenty (20) days of paid release time available to Executive and association members to carry out assigned duties or in lieu of duties carried out, on behalf of the association. These leaves must be approved by the (President) Executive.
- d) PAATA believes that Councillors shall be granted two days leave contingent on attendance at the STF Spring Council when Spring Council is held during the Easter Break or on a weekday that is a non-student teaching day.
- e) PAATA believes that the LINC Chairpersons shall be granted up to five days leave to carry out duties or in lieu of duties carried out.

12) PAATA FORMAL EVENTS

- a) COMPLIMENTARY TICKETS shall be given to:
 - i) Inductees at Induction Ceremonies.
 - ii) One staff representative per school to attend the Induction Ceremonies when they have an inductee on staff.
 - iii) Superannuates, honorary members, their spouses or escorts upon the occasion of the respective ceremony.
 - iv) Specific guests so identified by the Executive of the appropriate Standing Committee.
 - v) Executive, at the discretion of the President – to Executive Members shall receive complimentary tickets to the Superannuation Banquet.
- b) TICKET REFUNDS
 - i) Anyone requesting a refund may apply in writing to the Executive of the PAATA, (eg. Banquets and Socials)
- c) TICKET PURCHASE

- i) Events tickets will be purchased from the event coordinator who will track the incoming dollars with payment to be made to the treasurer for deposit.
- ii) Ticket purchases will use the event tracking sheet listed as appendix A.

13) EXTRA-CURRICULAR ACTIVITIES

- a) The PAATA believes that extra-curricular involvement is voluntary.
- b) The PAATA believes that teachers should be consulted in determining extra-curricular programs.
- c) As is outlined in STF Policy 3.5

14) INTERNS

- a) The PAATA urges all interns to become thoroughly familiar with the work of the Saskatchewan Teachers' Federation and the PAATA.

15) INSTRUCTIONAL ASSISTANTS

- a) The PAATA recognizes the need for instructional assistants.
- b) The PAATA believes that the guidelines specified in the Saskatchewan Teachers' Federation Statement of Policy and Bylaws should be adhered to when there is a need for the placement of instructional assistants.

16) SUPERANNUATES ON THE INCOME CONTINUANCE PLAN (ICP)

- (1) Individuals superannuating while on ICP Long Term Disability (LTD) and having the PAATA as their most recent local association shall be eligible to attend the PAATA Superannuation Banquet and to receive the same gift and other recognition as any other member upon payment of the PAATA membership fee for that year.

17) HOSPITALITY

- i) PAATA funds shall not be used to purchase alcoholic beverages for association functions.

18) TECHNOLOGY RENEWAL

Note: In this section, “computer” refers to a laptop, notebook, transformer book, transformer flip book, Chromebook, tablet, or other electronic device as approved by the executive.

- a) The PAATA supplies computers (Technological device) to the President, Secretary and Treasurer. These three positions rely on technology to perform their positions.
- b) It is recommended that computer (Technological device) renewal be based on a 4-year cycle or sooner if the computer (Technological device) is stolen or damaged beyond reasonable cost of repair as determined by the executive. The purchase of technology will require a motion by the Executive before purchase.
- c) The Executive shall set a maximum dollar amount plus taxes for a computer (Technological device) at budget time. The person in that position will select and purchase the computer (Technological device) for their executive position.
- d) When a laptop (Technological device) is at its renewal date, the individual utilizing the computer (Technological device) may choose to purchase the computer. If not, it will be advertised to all members on the PAATA blog, website, and/or Newsletter. Bids will be invited to be submitted by email (time and date stamped) and the current highest bid continuously posted on the PAATA blog/website. The highest offer at the end of the auction shall be accepted.
- e) Files need to be saved in two places – a hard drive and external cloud
- f) All files related to the operation of the PAATA will be transferred from the old computer system (Technological device) to the new computer system (Technological device). All files will be deleted from the old computer using wiping/cleaning software prior to it being sold.

19) PROGRAM DEVELOPMENT FUNDING TO INDIVIDUALS

- a) Individuals are encouraged to access the funding through their systems Professional Development funds (as identified in their system local collective agreements) to cover costs for attendance at STF sponsored workshops or seminars.

20) EVALUATION

- a) The Prince Albert and Area Teachers' Association believes that when the employees are requested to participate in the evaluation of their supervisors, the following principles should apply:
- b) Participation should be voluntary.
- c) The evaluation should be provided directly and only to the person being evaluated.
- d) Valid criticism of a supervisor should be made only to appropriate officials and men only after the supervisor has been informed of the nature of the criticism.

21) SOCIAL MEDIA

a) PURPOSE

- i) This policy provides guidance for the Association's use of social media.

b) DEFINITION

- i) **Social Media** Includes blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

c) ROLES AND RESPONSIBILITIES

- i) The **social media coordinator** is responsible for administering and managing all social media accounts.
- ii) The **Executive** determines which social media accounts the Association will keep.

d) PRINCIPLES

- i) The Association recognizes the role social media plays in modern communication. As such, we respect the right of members to use social networks for self-publishing and self-expression while adhering to our professional codes.

- ii) Members are not to publish, post or release any information that is considered confidential or not public.
- iii) As a member of the association, individual commentary is not only a direct reflection of a member personally but also our profession and Association.
- iv) Engaging with and sharing content posted by the Association is encouraged and appreciated.
- v) Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
- vi) If the Association encounters a situation while using social media that threatens to become antagonistic, the Association should disengage from the dialogue.
- vii) Sharing photographs of other members without their permission through social media is prohibited.
- viii) The President must be notified if the media or press inquire about any post that relates to the Association.
- ix) Violations of any of the guidelines listed in this policy will be brought to the attention of the Executive.

e) ADMINISTRATION OF ASSOCIATION'S SOCIAL MEDIA

- i) Only Executive authorized individuals may have access to the Association's social media accounts.
- ii) The authorized individuals should keep in mind the following when managing social media:
- iii) Follow appropriate policies, laws and regulations
- iv) Be informed and interesting – and listen
 - (1) Stick to area of expertise. Provide unique, individual perspectives on what is happening in the Association and within the educational community.
- v) Always be respectful, official and polite
 - (1) Do not pick fights in a misguided attempt to drive traffic. The goal is to engage and encourage, not offend. Do not make negative comments about the Association, affiliate organizations or other sites that may reflect poorly on the Association or profession.
- vi) Make sure to properly attribute all content

- (1) When reposting or retweeting content from other users, make sure to attribute it and link to it appropriately. Respect proprietary information, content, and confidentiality at all times.

vii) Be responsive

- (1) Always pause and think before posting. That said, reply to comments in a timely manner, when a response is appropriate and will advance the topic and understanding.

viii) Use discretion at all times

ix) Transparency, honesty, and integrity are paramount

x) Don't mix worlds – know the line between professional and personal

xi) Respond to violations of standards and guidelines

22) RELATED POLICIES AND FORMS

- a) [Cyber tips for Teachers \(CTF\)](#)

APPENDIX A



PAATA FORMAL EVENT TRACKING SHEET

Name	Date Paid	Method			Amount
		Cash	E-transfer	Cheque	
