

# Northern Area Teachers' Association (NATA)

## Policy

May - 2016

This handbook states the policies of the Association as set out by common practice, convention resolution, and/or motions. It is expected that it be reviewed annually at the Staff Representative/Staff Liaison Assembly.

May 2016  
Colin Weinberger  
Constitution & Policy  
Chairperson

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## **1.Meetings - Convention, Staff Representative, Assembly, Executive, and Committee**

- 1.1 An STF representative should be invited to all Executive meetings, staff representative/staff liaison, and convention meetings.
- 1.2 Committee Chairpersons are encouraged to discuss their mandates with STF representatives.
- 1.3 Expenses incurred (mileage, accommodation, other) will be at small group rates for all meetings with the exception of convention.
- 1.4 Convention
  - 1.4.1 The annual convention will occur at a time and place agreed upon by the Convention Chairperson and the Convention Committee, in consultation with the Executive.
  - 1.4.2 Days set aside for Convention will include at least one day for the following: NATA Business; Professional Development; and one day for travel.
  - 1.4.3 All NATA members are required to attend.
  - 1.4.4 Only NATA members may attend the Business meeting.
  - 1.4.5 Non-NATA teachers who attend Convention shall pay a registration fee of \$125.00 with the exception of intern teachers.
  - 1.4.6 NATA presenters shall be paid an honorarium of \$100.00 per ½ day session and \$200.00 for a full day session. If more than one NATA member is presenting in one session, the honorarium will be divided equally.
  - 1.4.7 Businesses that advertise their products at Convention will be charged a display fee of \$150.00 per table and \$15.00 per additional table. Non-profit organizations will be charged a minimum fee of \$25.00
  - 1.4.8 One or more schools shall be delegated to introduce the speakers, and to thank the speakers with a presentation of a gift and/or honorarium.
  - 1.4.9 Expenses for Convention members shall be at the large group rate.
  - 1.4.10 The Secretary Treasurer's accommodation expenses shall be covered at Convention.
- 1.5 Honorariums
  - 1.5.1 NATA delegates attending official meetings outside a work week shall receive an honorarium equivalent to the teacher substitute rate.

## **2.Expenses - Large and Small Group**

- 2.1 Large group rate
  - 2.1.1 Mileage \$0.40/km.
  - 2.1.2 Members travelling with other NATA members \$0.10/km.
  - 2.1.3 Meals will be provided as the Convention budget allows.
  - 2.1.4 Accommodation will not be covered.
  - 2.1.5 Child care services will be provided at convention.
  - 2.1.6 Each member attending convention shall receive a \$20.00 per diem (max. of 4 days).
  - 2.1.7 Fly-in members attending Convention shall receive \$40.00/day for travel allowance (max. of 4 days).
  - 2.1.8 Fly-in members' accommodations will be covered if flights are not available immediately before or after convention.

## 2.2 Small group rate

2.2.1 Mileage \$0.45/km.

2.2.2 Members travelling with other NATA members \$0.10/km.

2.2.3 Meal rate: \$10.00 for breakfast, \$12.00 for lunch, \$18.00 for supper.

2.2.4 Accommodation will be covered with receipts attached to the expense form.

Members wishing to stay with family or friends will be given a \$40 /day bedroll.

2.2.5 Airfare will be paid for fly-in school representatives who attend meetings.

2.2.6 Although NATA assumes its members will attempt multiple occupancy to save funds, members requiring / desiring single occupancy will inform the president (reasons are not required).

## 3. Financial reporting to the Membership

3.1 The fiscal year shall run from January 1 to December 31.

3.2 The financial records will be reviewed annually by a professional accountant.

3.3 Cheques and financial records must be retained for at least 7 (seven) years.

3.4 Items and property belonging to NATA may be disposed of through motions carried at Staff Representative/Staff Liaison Assemblies or Convention.

## 4. Professional Growth opportunities

4.1 NATA deems professional growth necessary for all of its members.

4.2 NATA encourages and supports any and all professional activities for its members.

4.3 NATA, in conjunction with NLSA, provides the following professional growth opportunities:

4.3.1 Convention. (see section 2.1)

4.3.2 One to two days for professional growth opportunities at the teacher's discretion. NATA shall pay \$0.30/km. in accordance with the guidelines established by the Professional Growth Committee; however, it is up to the teacher to cover the costs of meals, accommodations, and registration.

4.3.3 NATA members may apply for registration costs for online professional development opportunities.

4.3.3.1 If applying for online professional development registration, mileage and other costs will be assumed at the registrant's expense.

4.3.3.2 Proof of payment for Webinar required

4.4 Teachers must submit a report to the Professional Growth Chairperson to receive NATA funding. See Appendix A

4.5 The Professional Growth Chairperson shall distribute the amount of \$6,000, three times a year (maximum of \$18,000. annually) as allocated in the NATA budget.

4.6 NATA will not cover professional growth related to "for-credit" courses from postsecondary institutions.

## **5.Changes to Policies**

### **Staff Representative Assemblies**

- 5.1 At least two Staff Representative/Staff Liaison Assemblies will occur – one at the beginning of Convention and the other at a time and place agreed upon by the Executive. Any other Assembly will be at the Executive's discretion.
- 5.2 A Northern Lights School Division representative may be invited to the Spring Assembly.
- 5.3 Preliminary plans for the Spring Assembly will be discussed at the first fall/winter meeting of the Executive.
- 5.4 All Staff Representatives/Staff Liaisons are required to attend, as are Executive members and Committee Chairpersons. It will be up to the Chairperson and the President if Committee members may attend.
- 5.5 The Executive and Committee Chairpersons shall meet before Convention, two to three months after Convention, at all Assemblies, and when required.

## **6. Awards and Scholarships**

### **6.1 Teacher Recognition Award**

- 6.1.1 NATA shall recognize their fellow members for their special contributions to the young people of Northern Saskatchewan (max.10 awards with a min. of 1 year service who are returning in the fall, with the exception of retirees). The award shall be \$75.00. See Appendix C.

### **6.2 Service Award**

- 6.2.1 NATA shall recognize their fellow members for their contributions on behalf of NATA at the School, Division, and/or Provincial levels. (max. 2 awards with minimum of 5 years' service). The award shall be \$250.00. See Appendix C.

### **6.3 Scholarships**

- 6.3.1 NATA will make available to the children of NATA members who are entering their first year of post-secondary studies. (max. 3 per academic year at \$1000. each) See Appendix D for eligibility, deadlines, selections, and payments.
- 6.3.2 NATA will make available to the children of NATA members who are continuing their post-secondary studies. (max. 6 awards per academic year at \$500. each) See Appendix D for eligibility, deadlines, selections, and payments.

### **6.4 Retirement Gratuity**

- 6.4.1 NATA shall recognize their fellow members for their contributions toward the teaching profession, upon their retirement at a rate of \$10.00 per year, to a max of \$300.00. See Appendix B.

**APPENDIX - A**

E-mail the report and application to: [natagrowth@gmail.com](mailto:natagrowth@gmail.com)

**N.A.T.A. PROFESSIONAL GROWTH ASSISTANCE  
APPLICATION FORM**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

School: \_\_\_\_\_

School Address: (Include alternate mailing address if required)  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number (work): \_\_\_\_\_ (home): \_\_\_\_\_

E-mail address: \_\_\_\_\_

Name of Workshop/Session: \_\_\_\_\_

Location of Workshop: \_\_\_\_\_ km (return): \_\_\_\_\_\*

Cost of online PD Registration \$ \_\_\_\_\_ \*\*

Date(s) of Workshop: \_\_\_\_\_

Reason for Attending: \_\_\_\_\_

Names of N.A.T.A. members traveling with you (if applicable):  
\_\_\_\_\_

Any other assistance given? Yes No (Please specify)  
\_\_\_\_\_

A formal report on each workshop supported by N.A.T.A. is required, and will be used in the N.A.T.A. newsletter. ***Please send a copy electronically by e-mail as an attachment.*** Reimbursement is restricted to mileage only. Mileage is paid to the driver, at the rate of \$.30/km, plus an additional \$0 .05 for each passenger.

Signature of applicant \_\_\_\_\_ Date: \_\_\_\_\_

Signature of staff rep \_\_\_\_\_ Date: \_\_\_\_\_

Signature of principal/supervisor \_\_\_\_\_ Date: \_\_\_\_\_

\* For workshops attended out of province, mileage will be paid to the airport or to the Saskatchewan border  
\*\* If applying for registration costs for online PD, a member is not eligible for mileage or other costs.

## **NATA PROFESSIONAL GROWTH ASSISTANCE GUIDELINES**

NATA offers its membership the opportunity to receive financial assistance for attendance at professional development activities. This assistance is limited to the driver of the vehicle if more than one member travels together to a conference, or to subsidize a member's airfare if they live in a fly-in community. The travel allowance is dependent upon the following:

1. NATA members are asked to complete the NATA Professional Growth Assistance Application form. As assistance is limited to mileage, it is essential that the kilometers traveled is recorded. For sessions attended out of province, mileage to the Saskatchewan border will be reimbursed. Allowance is \$.30/km for the driver, plus an additional \$.05/km for each NATA passenger. Members are encouraged to travel together as much as possible.\*
  - 1.1 If interested in taking an online PD opportunity see section 4.3.3, and 4.3.3.1 of this manual for how to apply.
2. After attendance at the Professional Growth Session, the NATA sponsored individual is required to submit an electronically typed (not scanned) summary of the session which will be printed on the NATA Website.\*\*
3. The Professional Growth Assistance Representative will acknowledge receipt of the application. If an acknowledgement is not received within three weeks of the application, please contact the Professional Growth Representative: Stefanie Foster, Sandy Bay, ph. (306) 754-2139, fax (306) 754-2130, e-mail natagrowth@gmail.com
4. Payment is made on a trimester basis as follows:
  - Winter Trimester** December 16 to March 31
    - Final date for receipt of applications is March 31
    - Payment will be made by April 30
  - Spring Trimester** April 1 to June 30
    - Final date for receipt of applications is June 30
    - Payment will be made by July 31
  - Fall Trimester** July 1 to December 15
    - Final date for receipt of applications is December 15
    - Payment will be made after the Christmas holiday
5. If Northern Lights School Division has provided for travel costs, then assistance will not be paid by NATA.
6. Assistance is limited to one conference per trimester for each NATA member.

\* Funding is pro-rated. Payment may be a percentage of the request depending on the number of applications in that term.

\*\* The format for the summary is as follows:

- A. Must be an electronic copy
- B. Name of member
- C. Date and place of professional development
- D. Reason for attendance
- E. Topic of professional development
- F. Application to school program(s), student(s) learning
- G. Could this professional growth opportunity be facilitated by NATA or NLSD #113 to better serve Teachers

**APPENDIX - B**

**APPLICATION FORM – RETIREMENT GIFT**

The form must be filled out and sent in to the NATA President by May 31, by the Staff Liaison in your school.

Date \_\_\_\_\_

Name \_\_\_\_\_

Years of Service \_\_\_\_\_ (With NLSD #113)

Write a brief teaching history with Northern Lights School Division #113 with most recent first.

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Hobbies/Interests (Idea for gift)

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Proposed date or gift to be presented is the Divisions Retirement Tea. (TBA)

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**APPENDIX – C**

**Northern Area Teacher’s Association**

**Teacher Recognition, Service Awards**

Indicate for which one you are applying: **(NOMINATOR)**

**Teacher Recognition Award**

During Convention, NATA would like to recognize fellow members for their special contributions toward the young people of Northern Saskatchewan. Please nominate a staff member who has gone “Above and Beyond” during the past school year. Perhaps this person offered special opportunities to their students (in or out of the classroom), had exceptional programming, outstanding extra-curricular involvement, creativity, or fantastic leadership/fellowship and positivism among staff and students. (min. 1 year, must be returning in the fall, only exception is retirees.) Number of awards – 10

**Service Award**

During Convention, NATA would like to recognize fellow members' contributions on behalf of our association. The Service Award recognizes an individual who has contributed at the school, division and provincial levels on behalf of NATA. (NATA – min. 5 years)

Number of Awards – Max of 2 per year

Name of Nominee: \_\_\_\_\_

School/Building: \_\_\_\_\_

Name of Nominator: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of Principal: \_\_\_\_\_ Signature: \_\_\_\_\_  
(or vice principal)

Nominee names should be sent to the NATA President:

**Due date: September 15**





## APPENDIX - D

### NORTHERN AREA TEACHERS' ASSOCIATION SCHOLARSHIPS

NATA will make available a number of scholarships to children of NATA members who are entering/continuing post-secondary studies.

6.3.1 Number of Scholarships: up to 3 per academic year at \$1000.00 each.

6.3.2. Number of Scholarships: up to 6 per academic year at \$500.00 each.

#### **Eligibility Requirements:**

1. Must be a legal child of a NATA member.
2. Must achieve an overall average of 65% minimum using all his/her 30 level classes.
3. 6.3.1 Must have been accepted by a post-secondary institution with a copy of the acceptance letter attached to the application.
4. 6.3.2 Based on the Academic average 65% from the previous year's marks. Applicants will be rated from highest to lowest. Priorities are given to students registered in a
  - A. Teacher Education Program 4 pts.
  - B. Other Degree Program 3 pts.
  - C. Diploma or Certificate program 2 pts.

**Application Deadline:** September 1<sup>st</sup>. Applications received after that date will NOT be considered.

**Selections Committee:** Each year the NATA President may appoint 3 Executive members or Staff Liaisons to make the selections. The committee members cannot be from the same community as any applicant, or be related to any applicant, nor can they have previously taught the applicant.

**Notification and Distribution of Scholarships:** Parents or recipients will be notified by the annual NATA Convention. Scholarships will be distributed after notification by Oct 31st.

## NATA Scholarship Selection Criteria for 6.3.1:

A. **Academic:** Based on the average of the applicant's 30 level classes, minimum 65% required:

90% or better	6 points
80 to 89.5%	5 points
70 to 79.5%	4 points
65 to 69.5%	3 points

B. **Program:**

Teacher Education Program	4 points
Other Degree Program	3 points
Diploma or Certificate Program	2 points

C. **School and Community Involvement:** This could include such things as sports, drama, SRC, clubs, etc., based on the Principal's statement on the application form.

- Very involved (a large number/variety of activities, large time commitment, leadership) 5 points
- Fairly involved (several activities, fairly substantial time commitment) 3 points
- Minimal involvement (one or two activities) 1 point

D. **School Citizenry:** Also based on the Principal's statement on the application form:

Outstanding: near perfect attendance * AND no behavior issues	4 points
Good: either near perfect attendance * OR no behavior issues	2 points
Poor: attendance and behavior concerns	0 points

- Note...when calculating attendance, days missed while representing the school are not counted as absences.

**Students must achieve a minimum of 12 points to be considered eligible.**

# **NATA SCHOLARSHIP 6.3.1 APPLICATION FORM**

Name of student: \_\_\_\_\_

School attending/attended in Grade 12: \_\_\_\_\_

Post-Secondary Institution that has accepted the student (attach a copy of the acceptance letter to the application): \_\_\_\_\_

Program of study and length of program: \_\_\_\_\_

**“Everything from this point on is to be completed by the school principal.”**

- A. Student’s Level 30 marks: All of the student’s 30 level marks are to be listed. Use the final mark where available or the mid-term mark, if student is still taking the course at the time of application.

	ELA A30	_____ %
	ELA B30	_____ %
	NS/His/Soc30	_____ %
	Math A30	_____ %
	Math B30	_____ %
	Math C30	_____ %
	Bio 30	_____ %
	Chem. 30	_____ %
	Physics 30	_____ %
& all other	_____	_____ %
30 level	_____	_____ %
Courses	_____	_____ %

- B. School/Community Activities (to be completed by the principal):

Activity: \_\_\_\_\_

Hours/time commitment: \_\_\_\_\_

Activity: \_\_\_\_\_

Hours/time commitment: \_\_\_\_\_

Activity: \_\_\_\_\_

Hours/time commitment: \_\_\_\_\_

Activity: \_\_\_\_\_

Hours/time commitment: \_\_\_\_\_

- C. Student attendance report (to be filled in by the principal): attendance, grade 12 year: Do not count absences due to school sponsored activities

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- D. Student behavior report (principal’s general comments):

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Signature of principal: \_\_\_\_\_ date: \_\_\_\_\_

Signature of parent: \_\_\_\_\_ date: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_ date: \_\_\_\_\_

Fax this application form to the President of NATA by September 1st.

**NATA Scholarship Selection Criteria for 6.3.2:**

A. **Academic:** Based on the Academic average % from the previous year's marks, minimum 65% required:

90% or better	6 points
80 to 89.5%	5 points
70 to 79.5%	4 points
65 to 69.5%	3 points

B. **Program:**

Teacher Education Program	4 points
Other Degree Program	3 points
Diploma or Certificate Program	2 points

**NATA SCHOLARSHIP 6.3.2 APPLICATION FORM for continuing program.**

Name of student: \_\_\_\_\_

Post-Secondary Institution: \_\_\_\_\_

Program of study and length of program: \_\_\_\_\_

Attach transcripts from their last year of study.

Signature of parent: \_\_\_\_\_ date: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_ date: \_\_\_\_\_

Fax this application form to the President of NATA by September 1st.