



NVTA ANNUAL GENERAL MEETING

Wednesday, April 26, 2017

4:00 p.m.

LOCATION: St. Martin's Anglican Church
195 East Windsor Road
North Vancouver, BC

**The business meeting will be
followed by a supper and social
5:30 pm – 7:00 p.m.**

Child-minding services are unavailable for the AGM; however, children are welcome to sit with their parents during the meeting.

In this AGM Booklet you will find the Agenda, Minutes from January's General Meeting, Financial Statements, proposed changes to the NVTA PD Policy, and a list of elected positions and declared candidates, along with candidate statements with respect to the Executive and Standing Committee Chairperson positions available for the 2017-2018 school year. Also included are reports from some of our NVTA and joint committees. Do take time to read about the endeavours of these committees, and to thank those who gave their time, energy, and expertise to explore issues and make decisions on your behalf.

Please attend this important meeting and exercise your right to vote!



NVTA ANNUAL GENERAL MEETING & Social

April 26, 2017, 4:00 p.m.

LOCATION: ST. MARTIN'S ANGLICAN CHURCH

195 East Windsor Road, North Vancouver

Refreshments: 3:30 pm

Business Meeting: 4:00-5:30 pm

Social 5:30-7:00 pm

AGENDA

1. **Adoption of Agenda**
2. **Adoption of Minutes** (General Meeting, January 25, 2017)
3. **Welcome & Introductions** (Martin Stuible, NVTA President)
4. **AUDITOR'S REPORT** (NVTA Auditor/C. Fraenkel, NVTA Treasurer)
 - **Finance** (*See over for Motions*)
5. **NOMINATING & BALLOTING** (Petra Willemse, Nominating & Balloting Officer)
 - a. Appointment of Scrutineers and Introduction of Candidates
 - b. Election of 2017-2018 NVTA Executive Committee and Chairpersons of Bargaining, Professional Development and Social Justice
6. **CHANGES TO PD POLICY** (C. Pena)
7. **ACKNOWLEDGMENTS**
Martin Stuible, NVTA President; Robin Deleurme, NVTA First Vice President;
Carolyn Pena, NVTA Second Vice President

“Celebrating the Life of the Union”

8. **REPORTS:**
 - a. **Committee Reports** (see AGM Booklet)
 - b. **President's Report** (Martin Stuible)
9. **ADJOURNMENT**

MOTIONS

- 1. That the Auditor's Report for 2015-2016 be accepted.**
- 2. That Clearline Chartered Accountants be appointed Auditor for the upcoming year 2016-2017.**



NVTA General Meeting

January 25, 2017

St. Martin's Anglican Church, 4:00 p.m.

Minutes

1. **Adoption of Agenda**

Megahy/Zlotnik – That the Agenda be adopted as amended, by adding a new #4 Local Progress on MOA and renumbering. CARRIED

2. **Adoption of Minutes** (General Meeting, September 28, 2016)

Hunt/Dash – That the Minutes of Sept 28/16 be adopted as circulated. CARRIED

Nicols/Megahy – That the GM endorse the candidacy of Bowinn Ma, NDP candidate for Lower Lonsdale.

Hunt/Megahy – That the meeting move into Committee of the Whole. CARRIED

3. **Guest Speaker: BCTF First Vice President, Teri Mooring**

Giese – The meeting rose from Committee of the Whole to report the **Local Progress** motion.

4. **Local Progress on Memorandum of Agreement**

Aiello/Dash – That the new provincial funding provided during the 2016/2017 school year, as a result of the Supreme Court of Canada win, be allocated to class composition issues to reflect the restored language to the fullest extent possible. CARRIED UNANIMOUSLY.

5. **Nominating & Balloting**

a) Elections – NVTA Delegates to the BCTF AGM 2017

Giese/Fraenkel – That the following members be appointed as scrutineers: S. Megahy, J. Manara and D. McKay CARRIED

Fairy/McKay – That the following members were acclaimed as delegates and an alternate to the BCTF AGM. CARRIED

Mary Aiello, Tara Alexis, Diane Arbez, Alexa Bennett-Fox, Christine Bird, Milan Boljuncic, Natasha Dash, Stephanie Eglington, Carolann Fraenkel, Ieke Giese, Owen Howell, Roy Hunt, Val Jessiman, Wendy Lee, Katrina Russell, Martin Stuible. Alternate: Angelee Bulsara

Boljuncic/Megahy – That the NVTA endorse C. Pena as a BCTF Member at Large candidate and provide her with \$900 for the campaign. CARRIED

Motion to the BCTF AGM –

Boljuncic/Zlotnik – That the BCTF demand from the government that it financially support and promote teacher mentoring projects which are directed by teachers. **CARRIED**

6. President's Report

- Giese/Megahy – That the NVTa provide a forum and invite M. Pearmain, K. Barter and IT, inviting teachers to share their experience and questions about reporting and report cards.

CARRIED UNANIMOUSLY

There is a Call-out for the following committees that will be needed as per our restored language:

- Special Needs Schools Committee
- Screening Committee
- Mainstreaming/Integration Committee
- Secondary Elective and Adapted Academic Committee

- Register for the NVTa Professional Development conference if you haven't already.

7. Door Prize Draw

- R. Tevendale

8. Adjournment

Boljuncic/Megahy – That the meeting adjourn.

CARRIED

NVTA AGM – POSITIONS AND DECLARED CANDIDATES			
2017-2018 Executive Positions Available	Declared Candidates	Location	Point Time
PRESIDENT	Martin Stuible	NVTA Office	1.0
LOCAL REPRESENTATIVES (three positions)	Robin Deleurme Owen Howell Sue Megahy	NVTA Office Carson Graham Upper Lynn	
ALTERNATE LOCAL REPRESENTATIVE			
FIRST VICE PRESIDENT	Robin Deleurme	NVTA Office	1.0
SECOND VICE PRESIDENT	Carolyn Pena	NVTA Office	0.8
SECRETARY	Katrina Russell	Larson	
TREASURER	Carolann Fraenkel	Cove Cliff	
MEMBER AT LARGE (Two year terms) (three positions available)	Tara Alexis Alexa Bennett-Fox Eric Stamper	Sutherland Cleveland Handsworth	
2017-2018 Standing Committee Chairs	Declared Candidates	Location	
BARGAINING CHAIRPERSON	Carolyn Pena	NVTA Office	
PROFESSIONAL DEVELOPMENT	Carolyn Pena	NVTA Office	0.2
SOCIAL JUSTICE CHAIRPERSON	NO DECLARED CANDIDATE		
NOMINATING & BALLOTING 2017-2018	NO DECLARED CANDIDATE		

Candidate Statements 2017

NVTA Executive Committee 2017/2018

Position: President

Candidate: Martin Stuible (NVTA office)

Union/Local Involvement

NVTA President 2016-2017

NVTA First Vice President 2014-2016

NVTA Secretary 2013/2014

NVTA Second Vice President 2005-2007

BCTF AGM Delegate 2014, 2015, 2016, 2017

NVTA Local Bargaining Committee 2012

RA Chairperson 1994-95

NVTA Executive Member at Large 1993-1995

School Involvement

Lonsdale School CSR 1991-1996

Dorothy Lynas CSR 1999-2003

Upper Lynn CSR 2004-2011

Upper Lynn Pro D Chair 2011-2012

Upper Lynn Staff Committee Chair 2011-2013

Teachers have faced more change this year than at probably any time in recent history. New Curriculum and new reporting orders have added to the already challenging classrooms teachers face. We must ensure supports are there along with all necessary resources. With our tremendous victory in the Supreme Court of Canada, we look forward to seeing classrooms that finally begin to address those needs of our students that for over fifteen years we have been strongly fighting for. As President, I will continue to be your advocate and your voice as we work together to seek the successful implementation of our language next year. This means ensuring the District makes best efforts to create classrooms that meet all our restored language. It would be my honour to receive the confidence of the members to serve them for another year.

Position: Local Representative

Candidate: Robin Deleurme (Windsor Secondary School)

Experience:

Local #56 (Nechako): Association First Vice President (3 years), Bargaining Committee (5 years), Negotiating Team (1 year), BCTF AGM delegate (2 years), Professional Development Treasurer (3 years), School CSR (8 years), BCAMT Regional Representative (2 years), Science/Mathematics Local Specialist Association Chairperson (3 years), Association Representative on numerous school and district committees, Secondary School Teacher (14 years).

Local #44 (North Vancouver): First Vice President (1 year), Local Representative (2 years), Alternate Local Representative (1 year), Treasurer (3 years), Member-at-Large (1 year), Bargaining Committee (3 years), BCTF AGM delegate (4 years), School CSR (5 years), Secondary School Teacher (11 years).

I am writing to ask for your support for my candidacy for Local Representative of the North Vancouver Teachers' Association. I would like to continue the work of past Local Representatives of the NVTA in making sure the BCTF Rep Assembly hears the voice of average members and their day-to-day challenges. I would be honoured to represent you at the BCTF Representative Assemblies as a Local Representative for the 2017-2018 school year.

Position: Local Representative

Candidate: Owen Howell (Carson Graham)

Experience:

NVTA Alternate Local Representative, 2016/2017; BCTF AGM Delegate, 2017; NVTA Nominating and Balloting Chair, three years; three 2-year terms as NVTA Member-at-Large since 2006; Carson Graham Staff Committee Chair, three years; Secondary School Teacher, 20 years.

It has been my privilege to serve the membership of the NVTa in a number of capacities over the last decade. I am excited for the opportunity to continue on the NVTa Executive and to represent the interests of the NVTa membership at BCTF Representative Assemblies for the coming school year. To this end, I am seeking your endorsement for my candidacy as Local Representative.

Position: Local Representative

Candidate: Sue Megahy (Upper Lynn)

I have been on the NVTa Executive from 2014-2016 as a Member-at-Large, and this past year a Local Representative.

Being part of the decision-making on behalf of our members has been challenging, insightful and rewarding. This year while attending the BCTF RAs, it was intriguing to hear the discussions around the restoration of our Collective Agreement language, and the discussions about Equity and Inclusion.

Prior to becoming a Member-at-Large, I was a Chief Staff Representative at two different schools for a total of nine years and the Professional Development Representative at both schools for six years.

For the past four years I have attended the BCTF AGM. It is very interesting to learn how the BCTF works and to meet people from all over our province who come together once a year to elect the executive and to make decisions on the direction members want the BCTF to go.

With your support I would once again like to be elected as a Local Representative for the NVTa. This would allow me to continue attending meetings with both the NVTa and the BCTF to work and speak on your behalf. Thanks for your support!

Position: Alternate Local Representative

Candidate: NO DECLARED CANDIDATE

Position: First Vice President

Candidate: Robin Deleurme (NVTa Office)

Experience:

Local #56 (Nechako): Association First Vice President (3 years), Bargaining Committee (5 years), Negotiating Team (1 year), BCTF AGM delegate (2 years), Professional Development Treasurer (3 years), School CSR (8 years), BCAMT Regional Representative (2 years), Science/Mathematics Local Specialist Association Chairperson (3 years), Association Representative on numerous school and district committees, Secondary School Teacher (14 years).

Local #44 (North Vancouver): First Vice President (1 year), Treasurer (3 years), Member-at-Large (1 year), Bargaining Committee (3 years), Negotiating Team (2 years), Alternate Local Representative (1 year), Local Representative (2 years), BCTF AGM delegate (5 years), School CSR (5 years), Secondary School Teacher (11 years).

I am writing to ask for your support for my candidacy for First Vice President of the North Vancouver Teachers' Association. This school year turned out to be a monumental year for teachers here and around the province when the Supreme Court of Canada in November ruled in favour of the BCTF in our 15-year struggle of the class size and composition language having been stripped from the collective agreement. As we prepare for the implementation of the restored language, I expect next year to be another important year ensuring the language is implemented correctly. I welcome this challenge because it means teachers once again will have better supports for their students. Through my experience here and in my previous Local, I have been a strong voice for members. I hope to continue doing this at the NVTa as the First Vice President. I believe my past experience as a First Vice President, Treasurer, Member at Large, and CSR in the Union have well prepared me for the job as First Vice President of the NVTa. My experience and qualifications can help support the excellent work already being done by the NVTa Table Officers and Executive. I would be honoured to represent you once again on the NVTa Executive as the First Vice President for the 2017-18 school year.

Position: Second Vice President

Candidate: Carolyn Pena (NVTa Office)

Union/Local Involvement

NVTa President – 2014/2015, 2015/2016

NVTa First Vice-President - 2012/2013, 2013/2014

NVTa Second Vice-President – 2016/2017

Local Representative - 2012/2013, 2013/2014, 2016/2017

Strike Coordinator - March 2012, May/June 2014

NVTa Executive Member-at-Large - 2007/2008, 2011/2012

BCTF AGM Delegate - 2011, 2012, 2013, 2014, 2016, 2017

NVTA Pro-D Committee - 2010/2011

NVTA Local Bargaining Committee - 2005/2006, 2012/13

School Involvement

Carson Graham Chief Staff Rep. - 2009/2010, 2010/2011, 2011/2012

Carson Graham Staff Rep. - 2006/2007, 2007/2008, 2008/2009

Keith Lynn Chief Staff Rep. - 2000/2001, 2001/2002, 2003/2004, 2005/2006

Keith Lynn Strike Captain – 2005

In my first year as Second VP, I have worked with many members to provide support for individual and collective issues faced by teachers. As a released officer with the NVTA for the past five years, I have a wide variety of experiences with the issues faced by members and the supports available, both through the NVTA and the BCTF. I would be honoured to continue to work with members as Second VP next year.

Position: Secretary

Candidate: Katrina Russell (Larson)

I have been the Secretary for the NVTA during the 2016-2017 school year. My involvement in our Local has included being Staff Rep for one year, Chief Staff Rep for three years, a BCTF AGM delegate for three years, and secretary for the RA for the past year. This was my first year on the NVTA Executive and I have found it to be intellectually stimulating and fulfilling. I am now comfortable with the job of Secretary and would like to be able to use the efficiency that I gained this year to contribute even more in the following school year.

Position: Treasurer

Candidate: Carolann Fraenkel (Cove Cliff)

I will put my name forward to continue as Treasurer to support the Association in this important role.

Position: Member-at-Large

Candidate: Tara Alexis (Sutherland)

I have an analytical mind, am democratically motivated, and would like to direct my energy towards helping my colleagues for the betterment of our district. I have been to the BCTF AGMs, been Staff Committee Chair for 17 years and am currently CSR at Sutherland. I have also served on the NVTA Executive in an interim position.

Position: Member-at-Large

Candidate: Alexa Bennett-Fox (Cleveland)

Experience:

BCTF TTOC Advisory Committee, Member-at-Large – 2016-2019

BC Early Career Teachers' Association, Member-at-Large – 2016/17

Cleveland Elementary School, CSR – 2016/17

Tri-National Conference for the Defence of Public Education, BCTF Delegate – 2016

BCTF AGM, Delegate – 2015, 2016, 2017

NVTA Executive, Member-at-Large (and liaison to NVTA TTOC Committee) – 2015-2017

As an early career teacher (next year will be my fifth in the classroom), I bring a different perspective to the Executive table. I have taught at a number of elementary and secondary schools in North Vancouver, and serving as an NVTA Member-at-Large for the past two years has allowed me to develop a sense of the issues across our district.

Three years ago, I went to my first BCTF AGM, and since then I have worked hard to acquire the skill set needed to do the work of our union. I hope to be able to continue this learning and most importantly, to continue to work on behalf of North Vancouver teachers.

Position: Member-at-Large

Candidate: Eric Stamper (Handsworth)

I have been on the NVTA Executive for four years and been a CSR for five years. I believe that the union needs to be proactive in dealing with the Board and its representatives. This involves building a relationship with all levels of the Board, and getting them to understand that our positions are in the best interests of students, teachers and the Board itself.

I believe that I have had an impact on various Board members and the trustees. I would like the opportunity to continue to work for the NVTA as a member of the Executive.

NVTA Committee Chairs

Position: Bargaining Chairperson

Candidate: Carolyn Pena (NVTA Office)

Our Collective Agreement expires in June 2019 and although this may seem a long way away, as a Local, we need to start engaging members and developing goals in order to be successful in our next round of bargaining. In my five years at the NVTA office, I have seen the importance and strength of our local CA language but also the emerging needs of members that are not addressed by the local language that is largely unchanged in the last decade. I would like to work as Bargaining Chair, to work for members to lay the groundwork for our next round of bargaining.

Position: Nominating & Balloting Chairperson for 2017 calendar year

Candidate: NO DECLARED CANDIDATE

Position: Professional Development Chairperson

Candidate: Carolyn Pena (NVTA Office)

After one year as PD Chair, I would like to continue to work for members in this area to provide continuity for this role and to begin the early organizational work for the next NVTA PD Conference in February 2019. This year I have worked closely with the PD Steering Committee to address the needs of members across our Local and would be honoured to continue this work next year.

Position: Social Justice Chairperson

Candidate: NO DECLARED CANDIDATE

COMMITTEE REPORTS 2017

Executive Committee Report *(respectfully submitted by Martin Stuible, President)*

The Executive Committee has faced an unprecedented year of change this year with the restoration of our stripped language, new reporting orders, and new curriculum.

The 2016-17 Executive has continuously helped shape the NVTAs response to these changes in a thoughtful manner that has ensured North Vancouver teachers are well represented by their elected representatives.

Executive members played an integral role in visiting schools and updating members on the restored language and its implication for next school year.

Further, Executive members examined a variety of key areas, making decisions that impact all members.

Finance Committee Report *(respectfully submitted by Carolann Fraenkel, Treasurer)*

As a professional union, the NVTAs has many responsibilities. The budget is a detailed representation of these responsibilities. Before being adopted, the budget is discussed by the Finance Committee, the Executive Committee, the Representative Assembly, and then finally adopted at the first General Meeting of the school year. Throughout the year, monthly financial reports are prepared by the bookkeeper and presented by the Treasurer to the NVTAs Executive.

Goals of the NVTAs Finance Committee this year include:

- seeking membership endorsement of the budget
- following standard, conservative financial planning procedures
- maintaining a strong Reserve Fund, controlled by the Representative Assembly, that can cover emergent expenses
- providing release days for training of Staff Representatives
- providing funding for beginning teacher initiatives and new teacher mentorship.
- providing funding for member support outside of the grievance process

In determining the proposed budget, the Reserve Fund will continue to have a balance of at least \$100,000, as is recommended by the NVTAs Constitution. This will allow the NVTAs to remain a financially strong union with the ability to respond immediately to the needs of its members. Currently, the Reserve Fund continues to carry a healthy balance of over \$150,000. At the end of the school year, the Finance Committee will review the audited statements and determine whether more money can be allocated to the Reserve Fund.

The purchase of our new office space has reduced our office building expenses by over \$12,000 per year and allowed us to reallocate those funds to better serve our members.

In preparing a budget for next year (2017-2018), the NVTAs Treasurer, the NVTAs Finance Committee and the Executive Committee will review this year's budget and financial statements and will, throughout the next few months, create a fiscally conservative budget that will allow the Association to continue to provide a level of services and resources expected by our membership. Financial resources must be allocated appropriately to do the work of our Table Officers and Executive, standing committees, staff representatives and NVTAs office staff. Membership input will determine the final budget, which will be adopted at the first NVTAs General Meeting of the 2017-2018 school year.

Joint Educational Programs Implementation Committee – JEPIC Report *(respectfully submitted by Carolyn Pena)*

The Joint Educational Program Implementation Committee provided two sessions for JEPIC reps this year focused on the implementation of the new curriculum. The first session provided an opportunity for JEPIC reps to provide feedback to the committee on the needs of teachers and to explore specific aspects of the implementation. At the second session, JEPIC reps explored the District's Curriculum Hub which provides a platform for teachers to find and share example lessons for the new curriculum.

Mentorship Committee Report *(respectfully submitted by Carolyn Pena, Mentorship Co-Chairperson)*

The Mentorship Committee continued to grow the Mentorship Program this year with more teachers accessing the program. The committee provides training to mentors and pairs them with new teachers in a similar teaching area. The Committee's focus is to develop partnerships between mentors and new teachers where all teachers are growing and learning through the experience. The committee members work with mentorship experts from across the Lower Mainland to develop a quality program for participants.

NVTA Delegation to the BCTF AGM Report *(respectfully submitted by Robin Deleurme, Delegation Chairperson)*

NVTA Delegation: Mary Aiello, Tara Alexis, Diane Arbez, Alexa Bennett-Fox, Christine Bird, Milan Boljuncic, Angelee Bulsara (alt), Natasha Dash, Robin Deleurme, Stephanie Eglington, Carolann Fraenkel, Ieke Giese, Owen Howell, Roy Hunt, Val Jessiman, Wendy Lee, Sue Megahy, Carolyn Pena, Katrina Russell and Martin Stuible.

The NVTA delegation to the BCTF AGM consists of our three Local Representatives, plus the delegates elected at the NVTA's January General Meeting. The delegation met a number of times throughout February and gave a presentation to the NVTA March Representative Assembly.

The BCTF 101st AGM took place during Spring Break from March 18 to 21, 2017 and included evening sessions. Congratulations to our very own, Carolyn Pena, for her fantastic election victory to the BCTF Executive as Member-at-Large. Also, elected to the BCTF Executive: President, Glen Hansman; First Vice President, Teri Mooring; Second Vice President, Clint Johnston. Members-at-Large: Rory Brown (Vancouver Secondary), Rae Figursky (Burnaby), Shawn Gough (Vancouver Island North), Carolyn Pena (North Vancouver), Jody Polukoshko (Vancouver Elementary).

Delegates at the Annual General Meeting carried numerous motions related to recruitment and retention, privacy of student information, and appropriate use of technology in schools, as well as a statement of principles protecting rights of transgender students and teachers.

The AGM also carried structural changes to the provincial Executive Committee that will take effect at next year's AGM. Designated equity seats have been created for members identifying as Aboriginal and as racialized.

I encourage all members to go to the BCTF portal and view the key decisions and minutes of the meeting to see the specific motions that were passed and/or defeated. Our delegates worked very hard to represent the voices of North Vancouver teachers. Thank you to the delegation who gave up part of their Spring Break to attend the BCTF AGM.

Occupational Health & Safety Committee Report *(respectfully submitted by Robin Deleurme, First Vice President)*

The District Occupational Health and Safety Committee meets every two months to review health and safety issues from around the district. The district position of Occupational Health and Safety Manager was vacant for the first few months of the school year which created a slow start to this committee. The new manager hired in early January is Hans Loeffelholz. The committee has reviewed workplace injuries and discussed ways of preventing similar occurrences. An important issue for teachers in North Vancouver is the increase of violent incidents in the work place. A continuing on-going issue that has been raised with the district is the proper heating of classrooms after the return from a holiday, on a Professional Day, and after 4:00 p.m. Another area of concern was the clearing of snow and ice from the school grounds during the winter months. The committee also discussed the new Ministry directive on testing drinking water for lead. One-third of the schools are tested each year and the District Emergency Preparedness Committee also meets every two months to continuously examine ways to ensure a high level of large-scale disaster preparedness across the District. The focus this year has been to update the emergency preparedness procedures in the district.

Professional Development Report *(respectfully submitted Carolyn Pena, PD Chairperson)*

The Professional Development Steering Committee reviewed many applications for Special Grants this year and the funds were fully allocated prior to Spring Break to a variety of special activities. The PD Steering Committee also proposed possible changes to PD funding allocations for members to consider. This year was also a conference year and the PD Conference Committee worked very hard to put on a very successful conference with a wide variety of workshops. Many members offered workshops for their colleagues to share some of the great work being done across our district. Keynote speaker, Chief Ian Campbell of the Squamish Nation, provided an engaging opening address to attendees, speaking about various issues of importance to Aboriginal people.

Representative Assembly Report (*respectfully submitted by Robin Deleurme, First Vice President*)

Each month staff representatives from schools across North Vancouver gather to discuss issues and concerns at the NVTAs Representative Assembly (RA). This year the RA has dealt with many issues from within single schools, our local district and provincially. The new elementary report cards were discussed at multiple meetings this year. Another topic that was discussed at meetings was the restoration of the class size and composition language following the Supreme Court of Canada decision in November. Other important issues this year: heat in schools, EA replacement, ice and snow clearing around school grounds, LST/LAC positions in schools, Teaching to Diversity Checklist, Outdoor School, and lack of TTOC coverage. As we move into Spring, staffing and planning for next year will become significant topics at the RA, especially with the restoration of the language.

Another important function of the RA is to provide an opportunity for North Vancouver's Local Representatives to the BCTF RA to report back to staff representatives key decisions made at the provincial level and for staff representatives to provide guidance for LR's on voting on provincial matters. LR's and AGM delegates informed members about important decisions at the BCTF RAs and AGM so that members could understand the discussions behind the ultimate decisions.

NORTH VANCOUVER TEACHERS' ASSOCIATION

AUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JULY 2016

Stated in Canadian Dollars

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MANAGEMENT'S RESPONSIBILITY

To the Stakeholders of the North Vancouver Teachers' Association:

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian Accounting Standards for Not-for-Profit Organizations. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of the financial statements.

The Board of Directors is composed primarily of Directors who are neither management nor employees of the Association. The Board is responsible for overseeing management in the performance of its financial reporting responsibilities. The Board fulfils these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external auditors. The Board is also responsible for recommending the appointment of the Association's external auditors.

Clearline CPA, an independent firm of Chartered Professional Accountants, is appointed by the Directors to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the Board and management to discuss their audit findings.

1 February 2017

Director

Director

To the Stakeholders of the North Vancouver Teachers' Association:

We have audited the statement of financial position of the North Vancouver Teachers' Association (the "Association") as at 31 July 2016 and the statements of operations and changes in fund balances and cash flows for the year then ended. These financial statements are the responsibility of the Association's management. Our responsibility is to express an opinion on these financial statements based on our audit.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Accounting Standards for Not-for-Profit Organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Association as at 31 July 2016, and the results of its operations and its cash flows for the year then ended in accordance with Canadian Accounting Standards for Not-for-Profit Organizations.

Emphasis of Matter

Without qualifying our opinion, we draw attention to Note 9 in the financial statements which describes certain breaches of banking covenants that suggest the mortgage payable may be called by the lender.

1 February 2017
North Vancouver, BC



CHARTERED PROFESSIONAL ACCOUNTANTS

STATEMENT OF FINANCIAL POSITION

	Note	General Fund	Building Fund	Professional Development Fund	Other Funds	Year Ended 31 July 2016 Total	Year Ended 31 July 2015 Total
ASSETS							
Current							
Cash and cash equivalents		\$ 249,827	\$ -	\$ 39,442	\$ 62,198	\$ 351,467	\$ 448,916
Amounts receivable		8,575	-	-	-	8,575	-
Loans receivable	(4)	-	-	-	2,100	2,100	9,410
Prepaid expenses		9,805	-	-	-	9,805	3,856
		268,207	-	39,442	64,298	371,947	462,182
Non-current							
Deposits	(5)	-	-	-	-	-	30,000
Plant and equipment	(5)	-	702,573	-	-	702,573	17,841
		268,207	702,573	39,442	64,298	1,074,520	510,023
LIABILITIES AND FUND BALANCES							
Current							
Accounts payable and accrued liabilities	(7)	148,676	-	1,885	-	150,561	109,998
Mortgage payable	(9)	-	499,388	-	-	499,388	-
		148,676	499,388	1,885	-	649,949	109,998
Non-current							
Long service recognition liability	(10)	7,000	-	-	-	7,000	6,101
Fund Balances							
Unrestricted		112,531	-	-	-	112,531	96,392
Invested in capital assets		-	203,185	-	-	203,185	17,841
Restricted		-	-	37,557	64,298	101,855	279,691
		112,531	203,185	37,557	64,298	417,571	393,924
		\$ 268,207	\$ 702,573	\$ 39,442	\$ 64,298	\$ 1,074,520	\$ 510,023

Nature of operations (1)
Significant accounting policies (2)

The financial statements were approved by the Board of Directors on 1 February 2017 and were signed on its behalf by:

Director

Director

STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCES

	Note	General Fund	Building Fund	Professional Development Fund	Other Funds	Year Ended 31 July 2016 Total	Year Ended 31 July 2015 Total
REVENUE							
Membership fees		\$ 564,312	\$ -	\$ -	\$ -	\$ 564,312	\$ 522,289
Professional development grant		-	-	94,500	-	94,500	94,500
Grants		42,553	-	4,515	-	47,068	40,231
Interest and other income		3,230	-	-	-	3,230	7,599
Donations	(11)	-	-	-	-	-	38,667
		610,095	-	99,015	-	709,110	703,286
EXPENDITURES							
Salaries and benefits		349,740	-	-	-	349,740	364,674
Professional development		-	-	102,999	-	102,999	112,304
Committees		55,854	-	-	-	55,854	50,157
Office and general		49,554	-	-	-	49,554	29,226
Training		36,293	-	-	-	36,293	28,476
Amortization	(5)	-	18,537	-	-	18,537	4,948
Mortgage interest	(9)	-	17,249	-	-	17,249	-
Meetings and assemblies		13,601	-	-	-	13,601	12,108
Professional fees		12,650	-	-	-	12,650	10,703
Rental		8,583	-	-	-	8,583	74,899
Labour council		7,753	-	-	-	7,753	5,008
Automobile allowance		6,000	-	-	-	6,000	6,500
Teachers on call		2,920	-	-	-	2,920	-
Scholarships and sick leave		2,500	-	-	-	2,500	3,000
Bad debts	(4)	-	-	-	1,230	1,230	-
Hardship grants	(11)	-	-	-	-	-	38,517
		545,448	35,786	102,999	1,230	685,463	740,520
Excess of Revenue over Expenses		64,647	(35,786)	(3,984)	(1,230)	23,647	(37,234)
FUND BALANCE – BEGINNING OF YEAR		114,233	-	41,541	238,150	393,924	431,158
Transfer to general reserve	(8)	(2,470)	-	-	2,470	-	-
Transfer to sick leave reserve	(8)	(1,000)	-	-	1,000	-	-
Transfer to purchase building		-	146,092	-	(146,092)	-	-
Transfer of deposit		-	30,000	-	(30,000)	-	-
Transfer of funds		(62,879)	62,879	-	-	-	-
Fund Balances – End of Year		\$ 112,531	\$ 203,185	\$ 37,557	\$ 64,298	\$ 417,571	\$ 393,924

STATEMENT OF CASH FLOWS

					Year Ended 31 July 2016 Total	Year Ended 31 July 2015 Total
Cash provided by (used in)	Note	General Fund	Building Fund	Professional Development Fund	Other Funds	
OPERATING ACTIVITIES						
Membership fees		\$ 564,299	\$ -	\$ -	\$ -	\$ 564,299
Professional development grant		-	-	94,500	-	94,500
Other income		37,221	-	4,515	-	41,736
Salaries and benefits		(311,304)	-	-	-	(311,304)
General administrative expense		(197,572)	(17,249)	-	-	(214,821)
Professional development expense		-	-	(104,019)	-	(104,019)
		92,644	(17,249)	(5,004)	-	70,391
						55,185
INVESTING ACTIVITIES						
Loans receivable	(4)	-	-	-	6,080	6,080
Deposits		-	-	-	-	(30,000)
Purchase of fixed assets	(5)	-	(673,308)	-	-	(673,308)
		-	(673,308)	-	6,080	(667,228)
						(26,310)
FINANCING ACTIVITIES						
Mortgage financing	(9)	-	509,375	-	-	509,375
Repayment of mortgage		-	(9,987)	-	-	(9,987)
		-	499,388	-	-	499,388
						-
INTERFUND TRANSFERS						
Transfer to general reserve	(8)	(2,470)	-	-	2,470	-
Transfer to sick leave reserve	(8)	(1,000)	-	-	1,000	-
Transfer to purchase building		-	146,092	-	(146,092)	-
Transfer of mortgage payments		(9,987)	9,987	-	-	-
Transfer of funds		(35,090)	35,090	-	-	-
		(48,547)	191,169	-	(142,622)	-
						-
NET INCREASE (DECREASE) IN CASH						
		44,097	-	(5,004)	(136,542)	(97,449)
Cash, beginning of year		205,730	-	44,446	198,740	448,916
						420,041
CASH, END OF YEAR						
		\$ 249,827	\$ -	\$ 39,442	\$ 62,198	\$ 351,467
Supplementary Disclosure						\$ 448,916
Cash paid for interest		\$ -	\$ 17,249	\$ -	\$ -	\$ 17,249
						-

NORTH VANCOUVER TEACHERS' ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

1) Nature of operations

The North Vancouver Teachers' Association (the "Association") is located at 240 – 233 West 1st Street, North Vancouver, British Columbia, Canada. The Association has represented teachers in North Vancouver since 1940. The Association is a local of the British Columbia Teachers' Federation and became a union of professionals in 1987. The Association provides teachers with ongoing opportunities for professional growth through formal workshops, working with colleagues, and professional reading. The Association supports various types of professional development activities for members and coordinates all professional development activities in the district along with each school's staff committee.

2) Significant accounting policies

a) Basis of accounting

These financial statements have been prepared in accordance with Canadian Accounting Standards for Not-for-Profit Organizations ("ASNPO").

b) Fund accounting

The Association follows the restricted fund method of accounting for contributions.

The General Fund reports the programs, administrative activities, revenues, and expenses related to the Association's day-to-day operating activities. Revenues and expenditures related to the General Fund are not restricted and can be used at the Association's discretion.

The Building Fund reports all long-term capital assets of the Association such as plant and equipment net of accumulated amortization. Any associated loans, mortgages, financing costs, and related amortization expenses are reported in this fund.

The Professional Development Fund reports receipts and expenditures related to professional development activities for teachers. The Professional Development Fund provides teachers with the opportunity for continuous and lifelong learning.

Other Funds report the receipts and expenditures relating to the General Reserve and Sick Leave Reserve funds.

Any Professional Development, General Reserve or Sick Leave Reserve balances are restricted amounts not available for general operating purposes.

c) Revenue recognition

Externally restricted contributions related to general operations are recognized as revenue in the General Fund in the year in which the related expenses are incurred. Externally restricted amounts can only be used for the purposes designated by the contributor. All other externally restricted contributions are recognized as revenue of the appropriate restricted fund when received.

Unrestricted contributions are recognized as revenue in the General Fund when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Membership fees, grants, and interest and other income are recognized as revenue in the General Fund when received or receivable.

NORTH VANCOUVER TEACHERS' ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

Professional development contributions are recognized as revenue in the Professional Development fund when received or receivable.

Investment income is recognized as revenue in the General Fund when earned on an accrual basis.

d) Measurement uncertainty

The preparation of these financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period.

Significant areas that require estimates as the basis for determining the stated amounts include assumptions related to amortization, and accounts payable and accrued liabilities. Amortization and depletion of capital assets are dependent upon estimates of useful lives and reserve estimates, both of which are determined with the exercise of judgement. The assessment of any impairment of capital assets is dependent upon estimates of recoverable amounts that take into account factors such as reserves, economic and market conditions and the useful lives of assets.

The Association bases its estimates and assumptions on current facts, historical experience, and various other factors that it believes to be reasonable under the circumstances, the results of which form the basis for making judgments about the carrying values of assets and liabilities and the accrual of costs and expenses that are not readily apparent from other sources. These estimates require extensive judgement about the nature, cost and timing of the work to be completed, and may change with future changes to costs.

The actual results experienced by the Association may differ materially from the estimates. To the extent there are material differences between the estimates and the actual results, future results of operations will be affected.

e) Plant and equipment

Amortization of plant and equipment is calculated on the specified basis at the following annual rates:

Office equipment	Declining balance	20%
Furniture and fixtures	Declining balance	20%
Building	Straight line	25 years

The Association regularly reviews its capital assets to eliminate obsolete items. Capital assets are amortized at half the normal rate in the year of acquisition, and are not amortized in the year of disposal.

f) Cash and cash equivalents

Cash and cash equivalents consist of cash on hand, deposits in banks and highly liquid investments with an original maturity of three months or less.

g) Impairment of long-lived assets

Long-lived assets are reviewed for impairment whenever events or changes in circumstances indicate that the asset no longer has any long-term service potential to the Association. When a capital asset is unable to contribute to the Association's ability to provide services, its carrying amount would be written down to its residual value.

As at 31 July 2016, no events or changes in circumstances had occurred that indicated the long-lived assets were unable to contribute to the Association's services.

NOTES TO THE FINANCIAL STATEMENTS

3) Financial instruments

a) Fair value

The carrying value of cash and cash equivalents, amounts receivable, and accounts payable and accrued liabilities approximates the fair value of these financial instruments due to their short-term maturity or capacity of prompt liquidation.

The composition of accounts payable consists of accruals made for future pension obligations. During the year ended 31 July 2016, the Association accrued \$37,538 (2015 - \$38,020) of future pension obligation. As at 31 July 2016 the cumulative future pension obligation is \$110,866 (2015 - \$71,789).

b) Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Association is not exposed to significant credit risk. Approximately 80% of the Association's funding is derived from its members. The Association has a significant number of members which minimizes concentration of credit risk.

c) Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Association is exposed to this risk mainly through the receipt of funds from its contributors and the discharging of its accounts payable and accrued liabilities. As at 31 July 2016 the Association had unrestricted cash of \$73,144 to settle current monetary liabilities of \$148,676. Therefore, the Association is exposed to significant liquidity risk.

d) Currency risk

Currency risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. The Association holds all funds in Canadian dollars and therefore is not exposed to significant foreign currency risk.

e) Interest rate risk

Interest rate risk is the risk of losses or expenses that arise as a result of changes in contracted interest rates. The Association's exposure to interest rate risk relates to its ability to earn interest income on cash and cash equivalents and pay interest on the mortgage at variable interests. A 1% change in interest rates will increase or decrease investment income and interest payments by approximately \$3,000 and \$5,000 respectively.

4) Loans receivable

During the year ended 31 July 2016, the Association advanced \$nil (2015 - \$15,200) to members in the form of interest-free loans. The loans were provided to eligible members who had demonstrated financial hardship. The loans are non-interest bearing and are repayable within eighteen months from the date of issuance. As at 31 July 2016 it was determined that loans totalling \$1,230 (2015 - \$nil) were uncollectible and have therefore been written-off to bad debts. As at 31 July 2016 loans totalling \$2,100 (2015 - \$9,410) remained outstanding.

NORTH VANCOUVER TEACHERS' ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

5) Plant and equipment

	Office Unit	Office equipment	Computer equipment	Furniture and fixtures	Total
COST OR DEEMED COST					
Balance at 1 August 2014	\$ -	\$ 149,592	\$ 90,918	\$ 26,680	\$ 267,190
Additions	-	-	-	-	-
Balance at 31 July 2015	\$ -	\$ 149,592	\$ 90,918	\$ 26,680	\$ 267,190
Additions	685,468	17,801	-	-	703,269
Balance at 31 July 2016	\$ 685,468	\$ 167,393	\$ 90,918	\$ 26,680	\$ 970,459
AMORTIZATION					
Balance at 1 August 2014	\$ -	\$ 127,764	\$ 90,399	\$ 26,238	\$ 244,401
Amortization for the period	-	3,690	1,170	88	4,948
Balance at 31 July 2015	\$ -	\$ 131,454	\$ 91,569	\$ 26,326	\$ 249,349
Amortization for the period	13,709	5,408	(651)	71	18,537
Balance at 31 July 2016	\$ 13,709	\$ 136,862	\$ 90,918	\$ 26,397	\$ 267,886
CARRYING AMOUNTS					
At 1 August 2014	\$ -	\$ 21,828	\$ 519	\$ 442	\$ 22,789
At 31 July 2015	\$ -	\$ 18,138	\$ (651)	\$ 354	\$ 17,841
At 31 July 2016	\$ 671,759	\$ 30,531	\$ -	\$ 283	\$ 702,573

During the year the Association purchased an office unit located at 233 West 1st Street, North Vancouver, British Columbia, Canada. The Association set aside a \$30,000 deposit for the purchase in Fiscal 2015, which was applied against the cost of purchase in Fiscal 2016.

6) Fund management

The Association's objective when managing its funds is to ensure sufficient funds are available to meet its obligations and to safeguard the Association's ability to continue as a going concern so that it can continue to provide support for its members. The Association intends to achieve this objective through continued training, consultations, and cost control.

7) Accounts payable and accrued liabilities

Included in accounts payable accrued liabilities is \$110,866 (2015 - \$71,786) related to a pension payable. The Association has accrued this estimate in the accounting records and is currently in discussions with legal counsel to resolve on the timing and final payment amount.

NORTH VANCOUVER TEACHERS' ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

8) Other funds

Certain amounts, as approved by the Board, are set aside in accumulated surplus for future purposes. Transfers to and from funds are an adjustment to the respective fund when approved.

	31 July 2016	31 July 2015
GENERAL RESERVE		
Fund balance – beginning of the year	\$ 234,150	\$ 227,150
Transfers in	2,470	7,000
Transfers out	(176,092)	-
Bad debt expense	(1,230)	-
Fund balance – end of the year	\$ 59,298	\$ 234,150

	31 July 2016	31 July 2015
SICK DAY RESERVE		
Fund balance – beginning of the year	\$ 4,000	\$ 2,000
Transfers in	1,000	2,000
Transfers out	-	-
Fund balance – end of the year	\$ 5,000	\$ 4,000

9) Mortgage

On 17 August 2015, the Association acquired office space located at 240 - 233 West 1st Street, North Vancouver, British Columbia (the "Property") for \$685,467. In connection with the purchase, the Association committed to the following mortgage:

Details of the mortgage outstanding are as follows:

	31 July 2016	31 July 2015
Vancity mortgage of \$511,875, bearing interest at a fixed rate of 3.20% per annum, compounded semi-annually not in advance, repayable in monthly blended payments of \$2,476 secured by the office unit. Initial term of the mortgage is 60 months and matures in August 2020	\$ 499,388	\$ -
Current portion	499,388	-
Long-term portion	\$ -	\$ -

Under the banking agreement with Vancity, the Association is subject to a number of financials and non-financial covenants. As at 31 July 2016, the Association has breached certain covenants imposed by the bank and therefore, the mortgage has been presented as a current liability on the Statement of Financial Position. Vancity has the right to call the mortgage and demand repayment. If such a circumstance were to arrive, the Association would not have sufficient cash on-hand to repay Vancity, and would be required to sell its office space to cover the obligation in full.

NORTH VANCOUVER TEACHERS' ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

10) Long service recognition liability

Employees of the Association are entitled to long service recognition payment upon retirement as an acknowledgment of their service tenure. As at 31 July 2016, an accrual of \$7,000 (31 July 2015 - \$6,101) has been accrued as a liability in the financial statements.

11) Donations and hardship grants

During the year ended 31 July 2016, the Association received hardship grants totalling \$nil (2015 - \$38,667) from the British Columbia Nurses Union, the North Vancouver District Firefighters, and the North Vancouver City Firefighters. These grants were restricted for use as gifts to eligible members demonstrating financial hardship. During the year ended 31 July 2016 the Association provided grants totalling \$nil (2015 - \$38,517) to eligible members.



Proposed

Professional Development Policy & Guidelines

PHILOSOPHY

Professional development is a process of ongoing growth through involvement in programs, services and activities designed to enable teachers, both individually and collectively, to enhance professional practice. The BCTF and the NVTA advocate individual ownership and professional autonomy by professional teachers.

Professional development may include: workshops, conferences, lectures, staff retreats, teacher inquiry projects, self-directed PD, non-credit courses, online courses, PSA memberships, visits to other classrooms, reading professional journals/books, presenting workshops, mentoring, serving as a sponsor teacher; and collaborating with colleagues.

NVTA PD money is available to each NVTA member currently paying NVTA dues, including part-time teachers, TTOCs and teachers on paid leave. The following PD guidelines shall apply to every NVTA member.

ROLE OF ELECTED MEMBERS OF THE PD NETWORK

Each North Vancouver educator involved with professional development is an advocate for PD. The PD Contacts, Chairperson and Steering Committee members are specially charged as advocates, evaluators, communicators and mentors for the PD network. The following are meant as guidelines for each PD rep's role.

Role of the PD Contact

Each school's NVTA staff committee shall elect its PD contact at the beginning of the school year and report the name to the NVTA.

The role of the PD contact shall be to:

- attend the annual School PD Rep Training sponsored by the NVTA and BCTF;
- attend NVTA PD contacts' meetings or find a replacement;
- assemble a school-based committee to facilitate PD activities for staff;
- support members in understanding the NVTA PD Policy;
- provide members access to a PD record form prior to each PD day and ensure the form is approved by Staff Committee prior to each PD day;
- inform any member whose PD activity has not been approved by Staff Committee;
- liaise between the staff committee and NVTA PD;
- provide feedback regarding PD services at school and district levels;
- meet with the school based committee to ratify the staff PD record;
- submit staff PD record forms to the NVTA office by June 30 of each school year.

Role of the Steering Committee

The Professional Development Steering Committee shall consist of the Chairperson and a minimum of six elected members. The members shall be elected by the PD school contacts at the first meeting of every year and submitted to the NVTa Executive Committee for ratification. The elected reps shall be made up of a minimum of two elementary and two secondary representatives.

The role of the Steering Committee shall be to:

- make recommendations concerning policy;
- set the goals and priorities for the year, including suggestions for PD activities;
- make recommendations for the annual budget;
- make recommendations to PD Contacts about District-wide PD dates;
- review Special Grant application submissions;
- make specific recommendations for allotting Special Grant funds;
- keep NVTa members informed of opportunities provided for professional development.

Role of the PD Chairperson

The NVTa elects its PD Chair at its Spring AGM.

The role of the PD Chair shall be to:

- organize the annual School PD Rep Training sponsored by the NVTa and BCTF;
- chair the steering and the district-wide PD committees;
- co-chair the Joint Education Planning and Implementation Committee;
- establish a budget for PD funds annually;
- ensure that Guidelines for the distribution of PD funds up-to-date;
- maintain PD expense records and ensure that NVTa PD Policy & Guidelines are followed;
- process PD expense claims that are submitted by the members;
- keep PD financial records, ensuring PD Guidelines are followed;
- collaborate with the Steering Committee, the NVTa Treasurer and the NVTa Executive regarding financial matters;
- facilitate organization of school-based PD activities as requested by PD contacts;
- liaise and attend meetings on behalf of the NVTa PD committee, with groups such as PD contacts, the steering committee, NVTa Executive committee (including the Executive's PD liaison), the NVTa Rep Assembly, any NVTa general meeting, JEPIC and the BCTF zone meetings;
- facilitate coordination of the biannual NVTa PD conference;
- facilitate NVTa PD activities and training deemed relevant by NVTa members (which could include mini-conferences, or workshops after school or on PD days);
- liaise with community partners regarding potential PD opportunities;
- communicate with PD contacts and others via updates at meetings, bulletins, emails and current information on the NVTa website;
- prepare an annual PD report for the Executive Committee and the NVTa AGM;
- establish the agenda for PD Contact and Steering Committee meetings;
- send out email reminders in advance of meeting dates;
- keep a record of attendance at PD contacts meetings to be used for meeting minutes;
- ensure meeting minutes are recorded and formatted for records;

- maintain current records of PD related processes.

ALLOCATION OF NVT A PD FUNDS

The NVT A PD fund receives \$94,500 from the School Board each year (*as per clause F.20.2 of the Collective Agreement*). This NVT A PD fund is used exclusively for PD activities, not for office supplies or release time for the PD Chair.

The annual PD budget includes funds for:

- the PD conference held on odd-numbered years;
- individual allotments;
- allotments for TTOCs;
- allotment for Local Specialists' Associations;
- special grants;
- gift cards for Presenters.

Any monies not used in one year are rolled over into the following year's PD fund.

INDIVIDUAL ALLOTMENTS FOR CONTRACT TEACHERS

On an annual basis, each member can request the following level of reimbursement:

- Contract Teacher working 50 percent or more – up to \$250 or one TTOC day.
- Contract Teacher working less than 50 percent – up to \$150.

Procedural Practice for Reimbursement of Funds for PD Activities

When planning a PD activity which will require reimbursement from the PD fund, members should keep the following in mind:

Retreats: For schools undertaking a staff retreat or event (school event with overnight included) the funding cap shall be \$100, which will come out of each individual allotment.

Budget Allocation

There will be three **Funding Periods** per school year:

- **Fall Funding Period – September to January 31;**
- **Winter Funding Period – February 1 to April 30;**
- **Spring Funding Period – May 1 to June 30**

Of the annual PD funds available, 70 percent can be accessed during the Fall Funding Period; 15 percent can be accessed during the Winter Funding Period; and 15 percent can be accessed during the Spring Funding Period. Any money not used in a Funding Period will be rolled into Top-Up Funding.

PD done during July or August can be submitted for reimbursement during the Fall Funding Period.

Funding: First Come, First Served

Funds will be allocated on a first come, first served basis per Funding Period until the funds are used up.

Not every member is guaranteed \$250 for PD funding. Members can submit forms at any time prior to a PD event to request funds and at that time funding will be allocated to the member, but not paid out until the PD event is completed. Once all the funds for the Funding Period have been allocated to members, any further requests (even within the Funding Period) will wait until Top-Up for possible payment.

TTOC ALLOTMENT

Philosophy

Professional Development is any experience that allows a teacher to grow. It enables teachers to maintain high standards of professional practice. Teachers Teaching On Call must be given equal opportunity to receive financial support for their professional development and must have autonomy in making decisions regarding the nature of their professional development.

Policy

As early as is reasonably possible after the beginning of the school year, the Teachers Teaching On Call shall elect a Professional Development contact. The Professional Development contact person shall be responsible, in conjunction with the Teachers Teaching On Call representatives, to make all Teachers Teaching on Call aware of the funds available. The Teachers Teaching On Call representatives, and the Professional Development contact person will make an annual needs assessment of the professional development needs of the group.

Guidelines

The following guidelines will be followed while processing the TTOC Allotment:

- a. No more than 50 percent of the Professional Development budget for Teachers Teaching On Call may be used prior to December 31 of each school year.
- b. Maximum claims for individuals shall not exceed **\$175** and will not include loss of wages or childcare expenses. In the event that there are remaining funds in the TTOC allotment in the NVTa PD budget by June 15, TTOCs will receive Top-Up as part of general top up.
- c. Applications will be considered on a first come, first served basis.
- d. All Policy & Guidelines about Forms and Allowable Expenses apply to TTOC requests.

TOP-UP FUNDING

Top-Up will be done for all members (full time, part time, and TTOCs) after June 15 with any remaining funds. Any Top-Up funds will be distributed in the following priority order:

- 1) To unpaid or partially paid (less than \$250 paid because of Funding Period budget shortfall) applications submitted on time;
- 2) To late applications;
- 3) And equally distributed to any members needing top up.

FORMS

Teachers access PD funds directly from the NVTa on a yearly basis. Forms with receipts attached are submitted by teachers directly to the NVTa office through the milkrun.

Members can submit forms prior to an event and determine access to funding at any time; once a member has attended the event, they must submit a second copy of their form to receive reimbursement.

All forms for PD **attended** during that Funding Period must be submitted by the last day of the Funding Period. Otherwise, any forms received after the deadline will be dealt with during Top-Up Funding after June 15.

Original receipts are required, along with a copy of the activity's brochure stapled to the form. Hard copy forms with the member signature must be submitted to the NVTa office as soon as possible through the milk run or other means. NVTa PD bookkeeping must be kept by generally accepted accounting procedures: Reimbursements will only be given for expenses with receipts.

Requests that include TTOC coverage must be submitted to the PD contact prior to the event date. The form should be submitted to the NVTa office two weeks prior to the leave. If a member does not have prior approval for TTOC release time or there are no PD funds left for the Funding Period, the member will need to pay for any outstanding PD expenses out of pocket.

ALLOWABLE EXPENSES (FOR ALL REQUESTS)

1. Teacher initiated (not Board initiated) activities, which could be used to enhance professional practice by an individual or staff may include: workshops, conferences, lectures, staff retreats, teacher inquiry projects, self-directed PD, non-credit courses, online courses, PSA membership, visits to other classrooms, reading professional journals/books, presenting workshops, mentoring, serving as a sponsor teacher, collaborating with colleagues, and guest speakers.
2. Release time for a TTOC. TTOC fees may be incurred for a member to be released from their regular work to attend any approved PD activity.
3. PD funds shall only be used to buy materials when they are an integral component of a specific PD activity; that is, if materials are required for the course itself or to implement the approach. Materials may not include student resources, school supplies or equipment, including computers.
4. PD funds will not be used to finance locally developed or new provincial program implementation, specific board initiatives or enhancement projects.
5. PD funds will not be used to cover PD provided by SD44 administrators or JEPIC activities.
6. PD funds will not be used for: any activity including students, such as field trips; Class 4 driver's license; or long distance phone bills.
7. PD funds will cover travel expenses such as:
 - accommodation, up to a maximum of \$125/night;
 - meals, only when overnight accommodation is required, receipt required and paid at maximum as per BCTF per diem;
 - mileage, in excess of 30 km/return as per BCTF rate;
 - parking, with receipt;
 - and other expenses with receipt such as transit or ferry.

8. Cheques reissued may have a cheque cancellation fee applied.

APPEAL PROCEDURE

1. A member may appeal a decision to the PD Chairperson who will consult with the Steering Committee.
2. If the appeal cannot be resolved satisfactorily by the Steering Committee, the member may appeal the decision, in writing, to the NVTa Executive Committee.
3. The Executive PD liaison shall bring the appeal to an NVTa Executive meeting where it shall be given final decision using the NVTa PD Policy and Guidelines.

SPECIAL GRANTS FUND

A special fund will be set up for application for special PD activities over Three Hundred Dollars (\$300). This fund shall only be used for activities which have a higher than average cost. Applications will be considered on a first-come/first-served basis. Criteria for granting funds shall be set by the PD Steering Committee in the spring for the upcoming school year. Should changes to criteria be made, these will be presented to the PD contacts for feedback at the next meeting. The maximum grant for any individual shall be Five Hundred Dollars (\$500), plus up to two (2) days TTOC costs.

DRAFT