



Supporting

Local Associations

2018-19



Introduction

Supporting leadership in local associations is a constantly evolving endeavour that reflects the changing context in which teachers and their professional organization work. Activities and resources are developed in response to needs and opportunities that may be identified by members, Council or the Federation or that may emerge from changes in the education sector.

Every program, service or resource offered by the Federation reflects the commitment of the teaching profession and is designed to enhance the well-being and success of teaching as we work diligently to ensure the success of students.

Dates to Remember

Fall 2018	Induction Ceremonies
September 14-15, 2018	Local Association Symposium <ul style="list-style-type: none">• Leadership Day 1• LINC Day 2
September 22, 2018	Professional Growth Networks Day
October 2018	School Staff Liaison Forums
October 5, 2018	World Teachers' Day
October 14-20, 2018	Education Week
October 25-27, 2018	Councillor Conference
November 1, 2018	Equalization Grants Deadline for Application
November 15, 2018	Arbos Awards Nominations Deadline
December 1, 2018	Verification of Local Association Representation at Council for 2018-19
January 15-16, 2019 and February 11-12, 2019	Adaptive Schools Foundation Seminar
February 1, 2019 (Noon)	Resolutions Deadline
February 1, 2019	Learning From Practice
February 9, 2019	Presidents' Forum
March 2019	School Staff Liaison Forums
March 18, 2019 (Noon)	STF Executive Candidate Statement Deadline
Spring 2019	Superannuate Gift Ceremonies
May 1-4, 2019	Annual Meeting of Council

2018-19 Federation Contacts

Invitations to STF Staff

From time to time you may wish to have the members of the senior administrative staff or STF President attend a meeting, event or function for any number of reasons. In these instances, please contact Member Services Managing Director Scott Burant, and he will arrange for the appropriate individual(s) to attend. The co-ordination of these activities ensures the right people are made available with the right information or greetings to meet the various needs of local associations.

Collective Bargaining

If your local association has questions or requires information with respect to local or provincial collective agreements or negotiations, you are encouraged to contact Kevin Schmidt, the senior administrative staff member dedicated to collective bargaining support.

Ongoing Support

Local association leaders are also encouraged to contact member support for information or answers to procedural or policy-based questions. This is the easiest way to connect with Federation staff particularly when you need information or support in a timely manner. If a more comprehensive response is needed, arrangements will be made for appropriate followup.

In addition to regular updates sent to members via email, you can expect to receive communication updates for local association presidents at local association meetings or with members at the local level as a means to strengthen communications throughout the year. We are committed to maintaining our high standards of service and the provision of information to local association leaders and to supporting members in their role as educational leaders and professionals. We will continue to provide you with accurate, consistent and timely information in an effort to support you in fulfilling your responsibilities as a local association leader.

Scott Burant

Member Services Managing Director
Phone: 1-800-667-7762 or 306-373-1660
Email: msservices@stf.sk.ca

Kevin Schmidt

Senior Administrative Staff
Collective Bargaining Support
Phone: 1-800-667-7762 or 306-373-1660
Email: administrative.staff@stf.sk.ca

Member Support

1-800-667-7762 or 306-373-1660
administrative.staff@stf.sk.ca
Accessing Member Support on our website at
www.stf.sk.ca.

www.stf.sk.ca

The website is the communications foundation for members and stakeholders. It provides information but also increases opportunities for user engagement.

Members can register and pay for events online, get an estimate of their Saskatchewan Teachers' Retirement Plan pension for a future date, and so much more. Plus the responsive design provides for mobile-friendly viewing from anywhere at any time.

Recent enhancements include:

- Improved functionality of TeacherTalk, the online discussion forum located in the MySTF section of the website.
- View your history of attendance at professional growth opportunities hosted by the Federation and SPDU.
- The Education Today section which provides information, resources and supports on trending topics.

Connect With Us

   @SaskTeachersFed

 TeacherTalk discussion forum in the MySTF section at www.stf.sk.ca.



Member Support

Saskatchewan Teachers' Federation members have access to a variety of services and supports from the provincial organization and its senior administrative staff. Services are confidential and can assist with timely and effective solutions to resolve employment and professional issues.

Advice and assistance are provided to members on a wide range of professional matters including workplace relationships, employment contracts and legal matters.

Members are encouraged to contact the provincial organization if they:

- Are in a conflict situation that arises out of supervision and evaluation processes or interpersonal and professional relationships with others (including fellow teachers, principals, central office staff, school boards or parents).
- Are entering into, amending or terminating a contract of employment, or receive a notice of termination or a proposed change to a contract of employment.
- Require advice on legal matters or require legal assistance from the Federation's solicitors in defence of charges arising out of the practice of your profession.

When a member of the Federation calls the provincial organization, they may be directed to one of the senior administrative staff for information, advice or other kinds of professional assistance, or to the applicable staff of the benefit plans or Federation units for information if appropriate.

In schools across the province, the role of the principal and vice-principal (hereafter referred to as "principals") is becoming more challenging and complex. Principals are tasked with creating an environment conducive to student learning, high-quality teaching and aligning resources with the goals of the school and school division. In addition, principals must balance the responsibilities of being both managers and instructional leaders.

The Saskatchewan Teachers' Federation is keenly aware of the importance of the principal's role in establishing a successful climate for effective teaching and learning. Therefore, the Federation is committed to enhancing the provision of direct supports for principals.

To this end, the Federation has designated a senior administrative staff member to directly support principals. The provision of a dedicated senior administrative staff member intends to support principals in balancing management and instructional leadership. Principals will have the opportunity to discuss issues within their specialized roles with Federation staff who will maintain a focus on the roles of principals.

School Staff Liaisons

School staff liaisons are the vital communications link between members and the Federation. The role of school staff liaison is established and supported by the Federation. Some local associations have used this position to carry out the duties of the school representative serving as the communication link at the local level.

School staff liaisons are encouraged to access www.stf.sk.ca to seek out the latest information about the programs and services available to members. Please encourage members seeking information or supports to access the STF website or confidential service if needed. A member of the senior administrative staff is available for consultation Monday to Friday during regular office hours. Member Support can be reached by calling 1-800-667-7762 or 306-373-1660, emailing administrative.staff@stf.sk.ca or accessing Member Support on our website at www.stf.sk.ca.

Forums for School Staff Liaisons will be held in October 2018 and March 2019.

Local Association President Supports

Local association presidents are encouraged to access the supports available from the Federation. Staff members are available to assist with support in local association administrative functions such as finance and policies. Templates for treasurers are available upon request.

Emails to local association presidents will occur on an as-needed basis. All email correspondence is sent to the members' preferred email address.

The Federation has consolidated requests for information from local associations into an online form provided on the Federation website at www.stf.sk.ca. The information requested assists in planning the supports and resources provided to local associations.

Local associations are also asked to complete the Request for Local Association Information form by June 30 of each year to ensure our records are up-to-date. The form is available on the Federation website at www.stf.sk.ca > Forms and Publications.

Local Requests

Scott Burant

Member Services Managing Director
Phone: 1-800-667-7762 or 306-373-1660
Email: msservices@stf.sk.ca

Greetings

Requests for Federation greetings, including from the STF President, can be sent to the member services managing director. The form to request Federation greetings or presentations can also be found at www.stf.sk.ca > About the STF > Our Team > Local Associations.

Presentations

The Federation is able to provide presentations for local meetings and conventions as plenary session speakers or in breakout sessions. Below is a listing of the sessions available. We strive to provide presentations that are based on our current context and are of importance to the profession. Additional topics may be considered by request. For more information, please contact the member services managing director. The form to request Federation greetings or presentations is available at www.stf.sk.ca > About the STF > Our Team > Local Associations.

Presentation Topics

Accommodation: A Guide for School Divisions and STF Members

In the educational community, one of the most important recent developments in human resource relationships is accommodation for disability. The school division, teacher, medical practitioner and Federation share in the responsibility of managing a successful accommodation. Understanding of the main roles and responsibilities that each party has in the process is key to a successful accommodation and will be a key focus of this session. Participants will be introduced to the work completed by the collaborative project between the Saskatchewan School Boards Association and the Saskatchewan Teachers' Federation.

Addressing Equity Issues in Classrooms

What does an inclusive classroom (and school) look and sound like? This session will address the definition of equity in classrooms and explore ways in which teachers can ensure that their classrooms are inclusive places for all students.

The Context for Teacher Collective Bargaining in Saskatchewan

The purpose of provincial and local bargaining is to reach agreements that address as many issues and bargaining objectives as possible for the parties involved. The benefits and advancements of collective agreements are built over time and achieved according to the values and beliefs expressed by the parties to the agreement in an effort to improve the quality of education in Saskatchewan schools. This session

will create an opportunity for teachers to contextualize provincial and local bargaining in the four interdependent phases: preparation, negotiation, implementation and evaluation.

(Connects with Federation policy on collective bargaining.)

Healthy Assertiveness in the Workplace

This session will explore the differences between passivity, assertiveness and aggressiveness. Participants will learn assertiveness skills for dealing with various populations (i.e. students, colleagues, administration and/or parents).

Professional Relationships Among Federation Members

Teaching occurs in a complex set of interpersonal relationships. It is important that teachers be aware of their professional obligations in all relationships. This session will explore teachers' responsibilities and the professional codes that guide our relationships and practice.

Professionalism in a Digital World

The way we connect and communicate has changed and continues to do so at a rapid pace. Social media and new technology has implications for teachers. This presentation examines the profession's commitment to high professional standards of conduct and competence and how this relates to the use of social media.

Recognizing Signs of Stress in Colleagues and How to Help Them

This session is designed to teach participants how to recognize the signs of stress in colleagues. Attendees will learn strategies for supporting colleagues as well as how to encourage colleagues to seek professional help when needed.

Respect, Responsibilities and Relationships: Creating a Positive Classroom Culture

This session is based on the important work of Kegan and Lahey who offer us hope that the "language of commitment" has the capacity to change how we work and how we feel about our work. Based on this premise, teachers in this session will have an opportunity to:

- Explore what sustains courageous teacher leadership in challenging times.
- Explore the transformative power of the language of commitment.
- Practice using the language of commitment in our work as teacher leaders.

Resiliency and Mindful Self-Compassion

This session is designed to educate participants about resiliency and how to develop it as a means of managing difficult life circumstances and stress. There will be a practice component to this session whereby participants will learn skills in the area of mindful self-compassion.

STF 101

This session will provide a brief overview of the Federation as a teacher organization. The presentation will include a look at the Federation's website, teacher benefits and Federation services. There is an opportunity to ask questions of senior administrative staff. New and experienced teachers are encouraged to attend.

(Connects with *The Teachers' Federation Act, 2006*.)

Supporting the Wellness of Teachers – The Benefits of Membership

This session will explore the benefits and plans that teachers are entitled to by virtue of their contract with a board of education. An overview will be provided of the benefits that have been negotiated, the benefits that have been developed by the Federation, as well as the member supports available.

Stress Management or Keeping it All Together: The Balancing Act of Work and Life

This one hour presentation is designed to facilitate an understanding of stress, symptoms and its impact. Participants will learn to recognize their personal warning signs of stress as well as learn different strategies for managing stress.

Understanding Privilege in a Social Justice Context

This session will address privilege, the definition of equity and explore ways in which teachers can ensure that their classrooms are inclusive places. The session can focus on one or more of the following areas: gender and sexual diversity, Indigenous and aboriginal education and/or intensive supports.

Superannuation Banquets

Local associations interested in inviting a representative from the Federation to bring greetings and congratulations at superannuation events are asked to send their request to the member services managing director. The Federation provides a gift for each superannuate upon request by the local association. Requests can be sent to mervices@stf.sk.ca. **Please provide requests at least two weeks prior to the date gifts are needed.**

Induction

The Federation provides a certificate and pin for each new Federation member upon request by the local association.

Local associations are encouraged to organize an induction ceremony for new teachers. This ceremony plays an important role in strengthening our culture of collaboration and professionalism. Local associations wishing to invite a representative from the Federation to bring greetings and congratulations at induction ceremonies are invited to contact the Federation. A script for the ceremony is also available.

Requests can be sent to the member services managing director for attendance at ceremonies. A copy of the script, certificates and pins for each new Federation member may also be requested.

Displays and Banners

The Federation is pleased to provide displays for local events. The Stewart Resources Centre is able to provide a selection of resources that is specific to one topic or highlights a variety of resources available. A display promoting Professional Growth Networks is also available. Please contact mervices@stf.sk.ca if interested.

The Federation also has the following banners available for lending to local associations. Banners can be booked through stfcommunications@stf.sk.ca.



Constitutions

Local associations are encouraged to contact the Federation prior to implementing their amendment process. Local associations work with Federation staff throughout the process at the local level. As a team, proposals can be reviewed prior to the formal approval.

Once approved at the local level, the constitution is formally submitted to the Federation, along with the summary of amendments and the date it was amended by the membership, for final review and approval. As per STF Bylaw 4.7.2, every local association constitution shall come into effect upon approval by the Federation Executive, and no amendments shall be effective until approved by the Executive. When a constitution is submitted for approval, the Federation does an in-depth analysis of the constitution to ensure it complies with Federation bylaws and policies.

Local associations are asked to submit copies of any policies, practices or guidelines that have been locally developed when a constitution is submitted to the Federation. These documents assist the review process by providing an understanding of how the constitution is operationalized at the local level.

The Federation is also able to provide support with policy development and format.

Contact the member services managing director for support.



Local Collective Bargaining

Local collective bargaining is one of the legislative functions of local associations as per *The Education Act, 1995*. Due to the complex and important nature of this local association activity, it is important that Federation staff be involved in your local bargaining process. STF staff can provide resources, training, strategic advice and information from a provincial perspective.

Local associations are requested to contact Kevin Schmidt, Senior Administrative Staff, prior to beginning the negotiation process for a new collective agreement or at any point during the bargaining cycle. It is also important that Federation staff review all proposed documents to check for compliance with legislation and to highlight items for further consideration prior to being formalized as a tentative agreement.

The goal of the Federation is to foster a strategic, consistent and proactive approach to local collective bargaining through increased involvement and support. Do not hesitate to contact us to discuss how we might strengthen your collective bargaining process.

Resolutions for Council

The Federation welcomes the opportunity to support locals in the consideration of resolutions for Council. Local associations often arrange mini-councils in the spring of each year. Mini-councils offer local associations the opportunity to review resolutions to be considered at Council and engage in dialogue with their own members to increase local understanding and awareness. If your local association requires a Federation staff member to attend, then please contact Member Services Managing Director Scott Burant.

The deadline for submission of resolutions for Council is prior to noon on Friday, February 1, 2019.

Strategic Planning

The Federation welcomes the opportunity to support local associations in their strategic planning processes. Templates, processes and workshops are available upon request. If you are interested, please contact the member services managing director.

Saskatchewan Professional Development Unit

The purpose of the Saskatchewan Professional Development Unit is to create and provide high-quality professional development resources and opportunities for the members of the teaching profession and to provide support for the educational community's pursuit of the same.

SPDU provides the following services:

- Professional growth opportunities
- Workshops
- Conference and in-service planning support
- Resource development

Workshops on a variety of topics are available each year for individuals or teams to attend. In 2018-19, the list of topics include: Early Learning; Supporting Diversity; Literacy; Numeracy; and, Curriculum, Instruction and Assessment, Technology, Leadership, Science Education and French Language. Complete descriptions along with dates, times and locations are provided in the enclosed Professional Growth Opportunities catalogue and in the Events Calendar at www.stf.sk.ca.

Teachers' associations can contract services by the SPDU for their conventions. If you are interested in this kind of support, please contact our office.

Phone: 1-800-667-7762 or 373-1660

Email: spdu@stf.sk.ca



Professional Growth
Opportunities Catalogue



Events Calendar





Saskatoon – Head Office

2317 Arlington Avenue
Saskatoon SK S7J 2H8
T: 1-800-667-7762 or 306-373-1660
F: 306-374-1122
stf@stf.sk.ca

Regina – Appointments Only
Suite 375-3303 Hillside Street
Regina SK S4S 6W9

www.stf.sk.ca