



*In order to assist you in your role, this document covers many of the frequently asked questions that come up during the academic year.*

**Pearson Teachers Union**

# ROLE OF THE UNION DELEGATE

PTU Delegates' Handbook

Contents

PTU Delegates Handbook – Introduction ..... 3

Who’s Who?..... 4

The Union System ..... 5

The Role of the Union Delegate ..... 6

Delegates Assemblies – Agenda Guidelines ..... 7

Notes to Help You Write Your Report..... 9

Committee Participation at School Level..... 10

    School Council..... 10

    Professional Improvement Committee..... 10

    Resource Team or Ad Hoc Committee..... 10

    Special Needs Committee (School-Level) ..... 11

    Governing Board ..... 11

Where Can I Find My Answers? ..... 12

Contacts at the LBPSB ..... 12

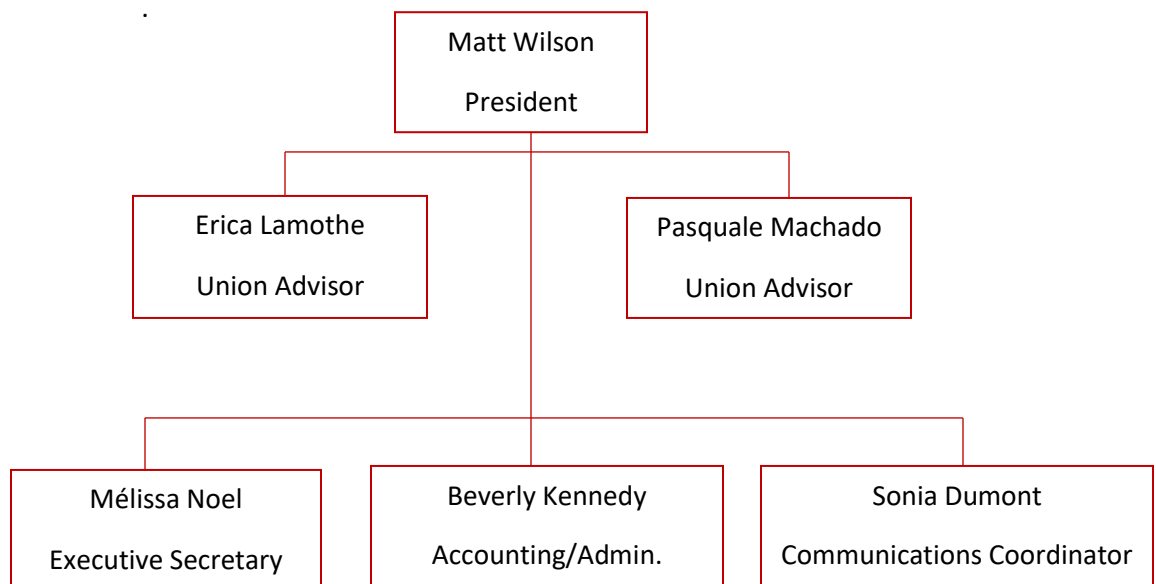
## PTU Delegates Handbook – Introduction

Congratulations! You have been elected to act as Union Delegate for your school or centre! Now, what are you supposed to do?

In order to assist you in your role, we have prepared this PTU Delegates' Handbook, which covers many of the frequently asked questions that come up during the school year.

We hope that this handbook will be useful to you. We understand that it will not answer every question you may have so please do not hesitate to call us for any information.

We would also like to take this opportunity to thank you for agreeing to act as the PTU Delegate for your school or centre.



### **PEARSON TEACHERS UNION**

17035, Brunswick Boulevard  
Kirkland (Quebec) H9H 5G6  
Tel: 514-426-4949

[ptusep.com](http://ptusep.com)

## Who's Who?

### **YOU**

*PTU Delegate*

### **ELECTED MEMBERS OF THE PTU EXECUTIVE**

Matt Wilson, President

Annie Sabourin, Chairperson

Stéphanie Côté, Treasurer

Christina George, Vice-President, Elementary

Marie-Pier Michaud, Vice-President, Secondary

Marguerite Prince, Vice-President, Continuing Education

Jennifer Baltuonis, Secretary

Lara Jreige, Member-at-Large

Jonathan Keane, Member-at-Large

Kyle Rougeau, Member-at-Large

### **PROFESSIONAL STAFF**

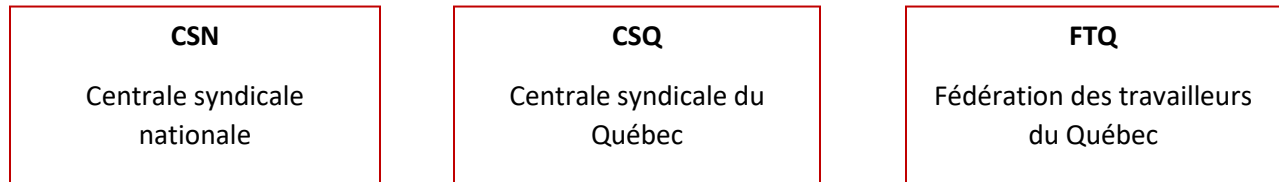
Erica Lamothe, Union Advisor

Pasquale Machado, Union Advisor

## The Union System

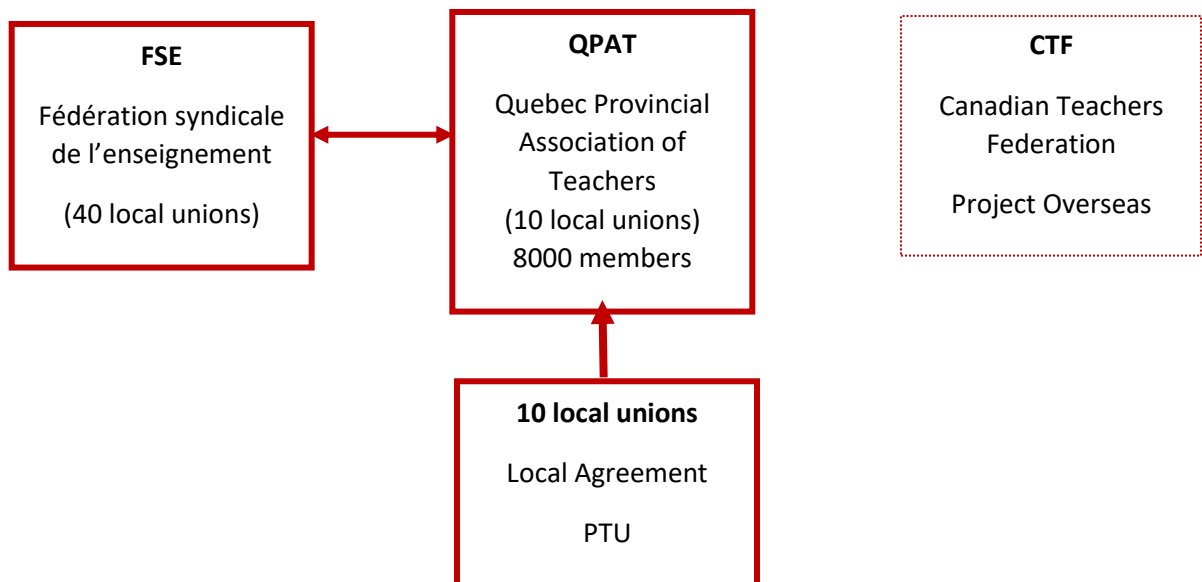
### COMMON FRONT

Intersectorial Table (*salaries, pension, parental rights*)



### CARTEL

Sectorial Table – Provincial Entente (*special needs, special leaves...*)



## The Role of the Union Delegate

In a school or a centre with twenty (20) PTU members or less, there is one (1) delegate who shall be designated as the senior delegate in which capacity they shall be a member of the School Council or Centre Council;

In a school or centre with more than twenty (20) PTU members, there is one (1) delegate for every twenty (20) members or of a major fraction of twenty (20). The delegate with the greatest number of votes shall be designated as the senior delegate in which capacity they shall be a member of the School Council or Centre Council;

The PTU members in a school or centre shall also elect an alternate who shall replace the senior delegate when they are unable to perform their duties, which include:

- Attending meetings (monthly Delegates' Assemblies);
- Serve as a member of School Council;
- Assist colleagues with contractual issues;
- Contact the Union for help on behalf of their colleagues;
- Distribute informative documents from the Union;
- Offer support when a colleague is experiencing difficulties;
- Act as a liaison between colleagues and the Union;
- Direct teachers to the contact person at the Union when a question cannot be answered;
- Be able to provide the names of the Executive members and office staff;
- Be able to provide the telephone and email address of the union;
- Encourage teachers to attend general meetings;
- Share information with colleagues via formal and informal meetings, handouts, minutes or notes from delegates' meetings, etc.;
- Organize elections and referenda;
- Make documents available to colleagues, such as:
  - Provincial Entente;
  - Local Agreement;
  - Governing Board Guide from QPAT;
  - Insurance Booklets.

**\*We strongly encourage delegates to regularly consult the PTU website at [ptusep.com](http://ptusep.com) and to also refer colleagues to the website. We also encourage you to frequently visit the Google Classroom for Delegates.**

**\*\*When acting as delegate, the views and opinion of the delegate should reflect the views and opinions of the colleagues they represent.**

## Delegates Assemblies – Agenda Guidelines

### 1. Opening Remarks

The Chairperson opens the meeting and the PTU President makes a comment or offers some information.

### 2. Adoption of the Agenda

The members of the Assembly adopt the proposed agenda or amend it to include any new items.

### 3. Approval of Minutes

The members of the Assembly approve or amend the Minutes from the last Delegates' Assembly.

### 4. Business Arising

Ongoing items from previous meetings are discussed.

### 5. New Business

New items of discussion are brought to the Assembly.

### 6. Finance and Budget

The Treasurer reports on the revenue and expenses. They also present the Auditor's report and the annual budget. Donations to selected charities are also approved bi-annually under this section.

### 7. Staffing and Technical

#### a) President Report

The President reports on items pertaining to the union.

#### b) Youth Sector

The Union Advisor reports on staffing or technical items pertaining to the Youth Sector.

#### c) Continuing Education

The Union Advisor reports on staffing or technical items pertaining to the Continuing Education Sector.

### 8. Committee Reports

A member representing each PTU committee presents a written or verbal report:

a) EPC – Educational Policies Committee: The mandate of this committee is to develop educational policies and practices within the Board, except those related to special needs (PTU/LBPSB parity committee).

b) CSNPC – Central Special Needs Parity Committee: The mandate of this committee is to facilitate a free exchange of ideas on the development of special needs policies and practices within the Board and to oversee the equitable distribution of resources in the schools (PTU/LBPSB parity committee).

- c) CPIC – Central Professional Improvement Committee: The mandate of this committee is to develop professional improvement policies and practices within the Board (PTU/LBPSB parity committee).
- d) SNAC - Special Needs Advisory Committee:
- e) Council of Commissioners: The PTU President gives a report on the monthly meeting of the Council of Commissioners.
- f) Other committees:

9. Varia

Any item which is not covered under the New Business or the Business Arising sections may be placed under Varia.

10. Next Assembly: Date and location of the next scheduled meeting.

11. Adjournment





# Notes to Help You Write Your Report

Delegates Assembly #

Date:

The PTU President's opening remarks:

Business Arising:

- 
- 
- 

New Business:

- 
- 
- 

Staffing and Technical:

Committee Reports:

- a) *EPC – Educational Policies Committee*
- b) *CSNPC – Central Special Needs Parity Committee*
- c) *CPIC – Central Professional Improvement Committee*
- d) *SNAC – Special Needs Advisory Committee*
- e) *Council of Commissioners*
- f) *Other committees*

1. Varia:

- 
- 
- 
-

## Committee Participation at School Level

### *School Council*

See Local Agreement, clause 4-4.02

- At least three (3) teachers are members selected by secret ballot;
- There is no maximum number of teachers;
- The council represents teachers in the school or centre;
- Discussions are of issues concerning pedagogy, class materials, local programs, rules of conduct, safety measures, etc.

**A complete list of items for Collaboration and Consultation can be found in the Local Agreement, clause 4-4.03.**

### *Professional Improvement Committee*

See Local Agreement, clause 4-4.04

- Is composed of a few teachers and an administrative representative;
- Is responsible for developing and implementing school's professional improvement policy;
- Is a subcommittee of the School or Centre Council;
- Administers local professional improvement budget decentralized from the Central Professional Improvement activities; workshops, conferences, retreats, etc.;
- The budget allocation is \$240 per full-time equivalent teacher in the Youth and Adult Education sectors, and \$300 in the Vocational Training Sector (62% is decentralized to the schools and centres);
- Unused amounts carry over from one year to the next\*.

**\*For schools or centres that don't indicate in their improvement plan that they are holding funds for future projects, the remaining percentage over 100 percent could be returned to CPIC.**

### *Resource Team or Ad Hoc Committee*

This committee is ad hoc because members vary according to cases presented.

See Provincial Entente, clause 8-9.06

- The committee shall include a representative of the school administration, the teacher or teachers concerned and, at the committee's request, a professional. The committee may invite parents to attend;
- The committee shall study cases of students whom teachers feel show signs of behaviour problems, learning difficulties or other special needs;
- Procedures for identifying needs and for convening the committee can be found in the Provincial Entente, clause 8-9.06.

### *Special Needs Committee (School-Level)*

See Local Agreement, clause 4-4.05 or the Provincial Entente, clause 8-9.05 for complete mandate and procedures

- Prepares a plan for the distribution of services within the school;
- Submits requests for additional services for newly identified students throughout the school year;
- Presents the plan to the teaching staff for approval.

Provisions dealing with special needs students can be found in the Provincial Entente at clause 11-14.07 for the Adult Education and at clause 13-15.11 for the Vocational Training Sector.

### *Governing Board*

See QPAT's Practical Guides which can be found at:

[Governing Board in Schools](#) and [Governing Board in Centres](#)

- Legal body constituted by *The Education Act*;
- Composed of parents, teachers, support staff, professional staff and students (except in elementary schools);
- Chairperson is a parent and casts a tie-breaker vote;
- Responsible for the school's or centre's Educational Project and Success Plan;
- Responsible for approving or adopting proposals presented by the principal on issues such as budget, discipline policy and field trips;
- The Governing Board is a policy-making body and should not be addressing micromanagement or day-to-day issues.

## Where Can I Find My Answers?

- PTU office : 514-426-4949
- PTU Website [ptusep.com](http://ptusep.com)
- Local Agreement on PTU's Website at: [Local Agreement](#)
- QPAT – Quebec Provincial Association of Teachers : 514-694-9777
- QPAT website : [QPAT-APEQ](#)
- Provincial Entente on PTU's Website at [Provincial Entente](#)

## Contacts at the LBPSB

**Tel: 514-422-3000**

**Please refer to the [HR Directory on SSO](#)**

