

Appendix C

STUDENT TEACHER FUNDS

1. General Principles

On an annual basis, the Director and Assistant Director of Human Resources and the President and a representative of the union will meet to review the previous year's budget and to review the procedures governing the distribution and spending of the budget.

2. Participation of Cooperating Teachers

The administration shall choose cooperating teachers based on the following criteria:

- participation on a voluntary basis
- must be a legally qualified teacher
- a preference for a minimum of five years' teaching experience unless circumstances do not permit it
- a demonstration of continued involvement in personal and professional development
- willingness to follow the cooperating teachers' training sessions offered by the universities or the school board
- a maximum of two cooperating teachers per student-teacher
- the number of student-teachers assigned to a cooperating teacher shall be no more than two (2) at a time

3. Budget

Distribution of Funds

- The annual budget will be in accordance with the Ministry guidelines. Funding is based on the previous year's student-teachers.
- The school board will administer a central fund which will equal 10% of the annual budget and the intent is not to exceed \$125,000 at the central level.
- By November 1 of each school year, the school board will pay cooperating teachers 80% of the remaining funds following the allocation to the central fund.
- Following the allocation to the central fund and the payment of the cooperating teachers, the remaining funds will go to the in-school or in-centre budget to be used by the Student-Teacher Committee as outlined below.
- Part of the central fund will be used to cover human resource expenditures related to managing the student-teacher dossier.

- A budget surplus at a school or centre in a given year will be carried forward to the next school year in the same school or centre.

In-School or In-Centre Committee

- At the level of the school or centre, a Student-Teacher Committee shall be formed. This committee shall be made up of the school or centre administrator, cooperating teachers of the previous year and the cooperating teachers of the current year. The chairperson of this committee must be a teacher. The committee is responsible for the application of this appendix.
- Should there be no Student-Teacher Committee in the school or centre, the School or Centre Council and the administration shall assume this responsibility.

In-School or In-Centre Budget

- The Student-Teacher Committee may use the in-school or in-centre funds for:
 - release time for training or any activity related to the role of cooperating teachers
 - costs related to producing workshop materials and/or materials for student-teachers
 - registration fees and/or allowances to cover expenses related to teachers attending workshops on their role as cooperating teachers
 - modest expenditures related to social/team building activities for cooperating teachers and student-teachers
- Each school or centre shall develop a mechanism to track the use of the funds. Both the school or centre administration and the chair will keep records of the fund. The chair of the Student Teacher Committee will inform the School or Centre Council about the budget.
- Should a cooperating teacher move to another school or centre, the funds carried forward shall remain at the school or centre of origin.

4. Responsibilities of the School Board

- The school board shall provide the union with the following information from the previous year:
 - a list of all cooperating teachers in each school or centre
 - a list of all student-teachers assigned to each school or centre
 - all amounts related to both the central and in-school or in-centre budgets

5. Responsibilities of the School or Centre Administration

- At the beginning of each school year, the administration shall facilitate the creation of the Student-Teacher Committee.
- The administration will disseminate information about the role of cooperating teachers and shall establish the mechanism to identify those potentially interested in assuming the responsibilities of a cooperating teacher.

- The administration shall make the student-teaching budget information available to the Student-Teacher Committee.
- The administration shall oversee the student-teacher dossier at the school or centre and will be the direct liaison with the universities and the school board.

6. Responsibilities of the Cooperating Teacher

- The cooperating teacher shall comply with the training structure adopted by the Ministry, the universities and the school board.

7. Role of the “Stagiaire/Recruiting/Liaison” Officer

- The school board agrees to consult the union before appointing a “recruiting” officer.

