



Guidelines for the Student Teacher Funds

(A collaborative document between the Lester B. Pearson School Board
and the Pearson Teachers Union)

Updated: February 2017

STUDENT TEACHER FUNDS

1.0 General Principles

This document is considered a local agreement appendix in addition to that of the provincial entente (re. Appendix XXXVIII). There will be an annual review by a parity committee composed of the Director and Assistant Director of Human Resources and the president and a representative of the Union. This committee will meet at the beginning of each year to:

- review the previous year's budget
- review the procedures governing the distribution and spending of the budget
- recommend revisions as needed

2.0 Participation of Cooperating Teachers

The principal 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 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

3.0 Budget

Central Budget

- The annual budget will be in accordance with the MEES guidelines.

- The Board will administer a Central Fund which will equal 10% of the annual budget and the intent is not to exceed \$100,000 at the Central level
- Part of the Central Fund will be used to cover the salary of a Board employee who will be hired as a stagiaire/recruiting officer.
- A budget surplus in a given year will be carried forward to the next school year.
- By November 1st of each school year, the Board will pay cooperating teachers 50% of the funds allocated per student teacher from the previous year.
- **Of the remaining funds, 50% will go to the in-school budget to be used by the relevant cooperating teacher of that year.**

In- School Budget

- The cooperating teacher may use these local 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
- At the level of the school, a student teacher committee shall be formed. The committee shall be made up of the school/centre administrator, cooperating teachers of the previous year and the cooperating teachers of the current year. The chair of this committee must be a teacher. The committee is responsible for the application of the guidelines and the disposition of the money.
- Each school shall develop a mechanism to track the use of the funds. Both the school/centre administration and the chair will keep records of the fund. The chair of the Student Teacher Committee will inform the Staff Council on the budget.
- Should there be no student teacher committee in the school, the Staff Council shall assume this responsibility.
- Any annual money left over will be considered a carry over fund.
- Should a cooperating teacher move to another school, their carry over fund will remain at the school that they have left.

4.0 Responsibilities of the Board

- The Board shall provide the Union with the following information from the previous year:

- a list of all cooperating teachers in each school
- a list of all student teachers assigned to each school
- all amounts related to both the central and in-school budgets

5.0 Responsibilities of the Principal

- At the beginning of each school year, the principal will ask for volunteers for the student teacher committee. The principal will disseminate information about teacher training, the role of cooperating teachers and distribute applications in order to identify those potentially interested in assuming the responsibilities of a cooperating teacher.
- The principal will make the student teaching budget information available to the school-level student teacher committee.
- The principal will oversee the student teacher dossier at the school level and will be the direct liaison with the universities and Board, unless some other model is agreed upon (i.e. re: the role and functions of the stagiaire officer).
- The principal will ensure that the evaluation of the student teacher is in compliance with the structures of the MEES, the university and the Board.

6.0 Responsibilities of the Cooperating Teacher

- The cooperating teacher will comply with the training structure adopted by the MEES, the universities and the Board.

7.0 Role of the “Stagiaire/Recruiting/Liaison” Officer

- The Board agrees to consult the Union before appointing a “recruiting” officer.

8.0 Use of Carry Over Funds

- The use of carry over funds shall be determined by the Student Teacher Committee or in the absence of such a committee, the teaching staff, through the process of consensus. The use of these funds must be directly related to pedagogical activities/materials and release time.