

MENTORSHIP FRAME OF REFERENCE
WETASKIWIN REGIONAL PUBLIC SCHOOLS
AND
ALBERTA TEACHERS' ASSOCIATION LOCAL NO. 18

1. Name

The name of this committee shall be the Mentorship Steering Committee of Wetaskiwin Regional Public Schools and the teachers of Wetaskiwin ATA #18.

2. Objects

The Mentorship Steering Committee shall assume general responsibility for mentorship/protégé activities undertaken in the jurisdiction. These activities will be undertaken in accordance with Wetaskiwin Regional Public Schools' Policies, Provincial ATA Policies, and Wetaskiwin ATA Local #18 Constitution.

3. Program Goals

- a. To support development of the knowledge, skills and attributes needed by beginning teachers to be successful in their teaching positions.
- b. To transmit the culture of the school, school system and teaching profession to beginning teachers.
- c. To provide an opportunity for beginning teachers to analyze and reflect on their teaching with coaching from experienced teachers.
- d. To initiate and build a foundation with beginning teachers for the continued study of teaching.
- e. To promote the personal and professional well being of teachers of Wetaskiwin Regional Public Schools.
- f. To develop the knowledge and skills of effective mentoring for participating teacher-mentors.
- g. To improve teaching performance of participating beginning and experienced teachers or administrators.

4. Membership and Responsibilities

The Mentorship Steering Committee shall consist of the following voting members:

- 1) Maximum of 3 teacher representatives
- 2) 1 representative from central office
- 3) Maximum of 2 representative from school based administrators
- 4) 1 local Professional Development Committee member

For the 2004-2005 school year, the members of the Committee are:

Paul Mason, Director: Instruction
Janet Ward, Wetaskiwin ATA Local #18 Professional Development Chair
Stu Wilson, Vice-Principal, C.B. McMurdo School
Clint Neis, Vice-Principal, Clear Vista School
Cathy Butler, Representative, Wetaskiwin ATA Local #18
Kevin Durston, Representative, Wetaskiwin ATA Local #18
Kristien Holtby, Representative, Wetaskiwin ATA Local #18

The members of the Mentorship Steering Committee are expected to:

- a. promote and organize the Mentorship Program
- b. disseminate information about the mentorship/protégé activities to all stakeholders.
- c. formulate a plan to recruit and match mentors with protégés
- d. hold an orientation meeting for mentors and protégés
- e. attend all meetings of the Mentorship Steering Committee
- f. elect annually from its members the following officers: a chair and a secretary.
These positions are called “the officers of the committee.”
- g. set an annual budget and ensure that procedures for distribution of funds are followed
- h. establish guidelines and procedures for disbursement of funds
- i. plan and attend call-back meetings
- j. review policies, documents, and the frame of reference on a regular basis
- k. evaluate the program by seeking feedback from all stakeholders
- l. work cooperatively with the committees of Wetaskiwin ATA Local #18 and Wetaskiwin Regional Public Schools central administration.

5. **Officers**

- a. The officers of the Mentorship Steering Committee shall consist of a chair* and a secretary, to be elected from and by members of the committee
- b. The officers of the Mentorship Committee are expected to:
 - 1) **Chair**
 - Prepare and circulate an agenda for each meeting
 - Chair Mentorship Steering Committee meetings
 - Represent the Mentorship Steering Committee in its relationship with the general membership
 - Provide leadership on planning, implementation and evaluation of the Mentorship program
 - Attend local council meetings as required by the local constitution
 - 2) **Secretary**
 - Keep accurate business records of all Mentorship meetings
 - Perform such other internal communications functions as may be assigned from time to time.

* selection of the chair subject to provisions within the local constitution

6. Term of Office

All ATA committee members are deemed to be elected (as per local constitution). Central Office and administration representatives are appointed on a yearly basis.

7. Committees

The Mentorship Steering Committee shall establish subcommittees from time to time as required.

8. Emergency Replacements

Vacancies in any office or subcommittee shall be filled at the next properly called meeting of the Mentorship Steering Committee.

9. Meetings of the Mentorship Committee

- a. The Mentorship Steering Committee shall meet a minimum of 4 times annually
 - 1) Subcommittees shall meet as necessary
- b. Notice of Intent to hold a meeting shall be given to members as soon as possible
- c. It is the duty of each member of the Mentorship Steering Committee to attend meetings for the purpose of reporting and communicating

10. Quorum

One-half of the committee members shall constitute a quorum

11. Rules of Procedure

The proceedings of all meetings shall be regulated by the official rules of procedures as published in the ATA Members' Handbook.

12. Finances

- a. The Mentorship Program will be funded annually by the Local and the Board.
- b. The Mentorship Steering Committee shall prepare and submit an annual budget to the Local and the Board.
- c. Expenses will be paid according to guidelines developed by the Mentorship Steering Committee and approved by Local Council and Board.

13. **Amendments to Terms of Reference**

Amendments to this frame of reference shall be made in accordance with the following procedure:

- a. Notice of motion of intent to amend shall be given at a preceding Mentorship Steering Committee meeting.
- b. Except where time is of the essence, the text of proposed amendments shall be made in writing to the members prior to the meeting.
- c. The amendment shall be approved by a majority vote of the Mentorship Steering Committee members.
- d. The amendment shall be approved by a majority of the teachers of the Local Council at a properly called meeting / and by the Board.

Expense Guideline

Mentor / Protégé

1. Funding will be provided for first year pairings.
2. Mileage to initial and callback meetings will be paid as per Local Council rates.
3. Reimbursement for mentor and protégé costs shall be established each year and shall include:
 - a. substitute costs to a maximum of 2 days for mentor and 2 days for protégé.
 - b. other pre-authorized expenses
 - (1) mileage
 - (2) meals
 - (3) other.

Mentorship Steering Committee

1. Funding will be provided for the costs of committee meetings, including:
 - a. mileage for committee members, not including central office
 - b. meals
 - c. speaker expenses
 - d. gifts and gratuities
 - e. office expenses
 - f. miscellaneous expenses approved by the Steering Committee

**Mentorship Program
Budget Proposal for 2004/2005 School Year**

11 pairings with 2 sub days each

Sub Costs	\$6600.00
Mileage	\$1800.00

Beginning Teachers Conference sub costs	\$1000.00
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Fixed Costs

Meals	\$1000.00
Speakers	\$ 300.00

Steering Committee Expenses	\$ 800.00
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Total Budget Expenses	\$11,500.00
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Requested A. T .A. Contribution	\$ 2,700.00
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Requested WRPS Contribution	\$ 8,800.00
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Total Amount	\$11,500.00
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