



Computer Using Educators of British Columbia

A Provincial Specialist Association of the British Columbia Teachers Federation

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# COMPUTER USING EDUCATORS OF BRITISH COLUMBIA

## CHAPTER GUIDEBOOK

### DESCRIPTION

The Computer Using Educators of British Columbia (CUEBC) is a provincial specialist association (PSA) and forms part of a large group of educational and subject specialist organizations (PSAs) within the British Columbia Teachers Federation (BCTF).

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## **CUEBC - A PSA**

### ***What is CUEBC ...***

CUEBC is a PSA (Provincial Specialist Association) of the BCTF (British Columbia Teachers' Federation) and is an organization of British Columbia educators dedicated to promoting the educational uses of computer technology.

It strives to sponsor regional and provincial activities that promote professional development in the uses of computer technology in education. These activities include sponsoring conferences at the provincial level as well as maintaining CUEBC Chapters throughout the province. CUEBC provides networking opportunities through electronic mail and conferencing for educators interested in the use of technology.

CUEBC makes recommendations and offers advice to appropriate groups within the BCTF on matters affecting the uses of computer technology. CUEBC is the Organizational Affiliate in B.C. for ISTE (The International Society for Technology in Education), the world's largest support group for educational technology. CUEBC is run by volunteers elected at the Annual General Meeting each year.

### ***The Mission Statement of CUEBC ...***

The mission of the Association (CUEBC) shall be to promote the educational uses of information and communications technology. This mission statement is part of the constitution of the Association. The full constitution of the Association can be found through the Association's website at:

<http://cuebc.ca/2005/constitution.html>

### ***The Benefits of Membership ...***

Annual membership costs \$35 and entitles you to the following benefits:

- Allows you to be a part of an organization that displays constructive, teacher-directed leadership in information and communication technology as it applies to education. This provides you with the opportunity to share with and learn from others. Most teachers have something worthy of sharing, would like to share, but do not have the venue. CUEBC is such a venue.
- Provides access to other educators who are experiencing situations similar to your own and who may already have experienced the situation you are trying to problem-solve.

- Receive a free newsletter (up to 10 per year) with articles written by classroom educators that contain news about new products important to education, research on the latest in teaching and learning with technology, links to great websites, ideas and support connections
- Connect to our website. A source of links and resources related to teaching with technology in the K-12 system in British Columbia.
- Become aware of opportunities to sit on BCTF technology committees
- Have CUEBC represent your opinions and positions regarding educational technology issues before the BCTF and the Ministry of Education.
- Have a means of networking with other educators who are using information technology tools in their teaching.
- Receive updates on government initiatives and help with technology (e.g. special brokered pricing or provincially licensed software through organizations like ERAC)
- Receive support for local chapters
- Free access to Atomic Learning video tutorials
- At least one conference per year is sponsored by CUEBC.
- CUEBC is an affiliate of ISTE which means that we have:
  - networking through an affiliate listserv and website
  - Opportunity to take part in collaborative projects such as the Technology Standards for School Administrators (TSSA) and the National Educational Technology Standards (NETS)
  - Career and professional development opportunities in Educational Technology (NECC, and other affiliate conferences)
  - The right to reprint ISTE articles for Inside CUE newsletter or a local Chapter newsletter.
  - Discounts on ISTE-publications and individual membership Free subscriptions to Learning & Leading with Technology and the Journal of Research on Technology in Education.

### *CUEBC Objectives and Priorities ...*

1. To sponsor regional and provincial activities that will promote professional development in the uses of information and communications technology in education.
2. To produce a high-quality newsletter with in-depth information related to educational technology.
3. To support and participate in the development and implementation of the Federation's Public Education Advocacy Plan.
4. To provide advice on curriculum, resources, and best practice for the education of all children both in classrooms and working in a distributed learning environment.
5. To provide a forum for discussion of emerging issues related to education and the use of information and communications technology.
6. To support other PSA's in
  - a. achieving their goals and
  - b. community outreach activities.
7. To provide advice on BCTF governance.
8. To increase PSA membership in order to better provide support to educators across the province.
9. To encourage the formation local chapters or LSAs.

10. To maintain liaison with local, national, and international organizations involved with the use of information and communications technology in education.
11. To encourage the development of high quality educational software and lesson materials.
12. To promote the use of information and communications technology as a medium for teachers and students to interact, communicate, and exchange information.
13. To cooperate with the Ministry of Education, with the sanction of the British Columbia Teachers' Federation, in providing advice on issues concerning the educational uses of computer technology and the impact of technology on the professional lives of teacher.

## LOCAL SPECIALIST ASSOCIATIONS (LSA)

### *Background ...*

A goal of the BCTF Provincial Specialist Association Council (PSAC) and CUEBC is to encourage formation of LSA's. Therefore, a reason for this Guidebook is to support and encourage development of Computer Using Educators of BC (CUEBC) chapters of Local Specialist Associations (LSA's). Another reason for this Guidebook is to clarify the roles, responsibilities and procedures associated with establishment and ongoing activities of an LSA.

### *What is a LSA ...*

An LSA functions at the local or district level to directly provide support and a voice to its members. If the LSA wishes to be associated with the Provincial Specialist Association, then they become a chapter of the PSA. Being a chapter of a PSA such as CUEBC has some advantages such as those identified below.

### *Why have a LSA ...*

Local Specialist Associations are a group of teachers with the same interests as the PSA. A chapter affords opportunity for teachers to discuss local problems and to exchange ideas. A group of enthusiastic teachers can invite speakers to locally sponsored workshops and can work through the local teachers' union on local conditions that need improvement. This group may meet several times during the year. Members have the option of being members of the PSA, although this is not a requirement, except for the executive of the LSA.

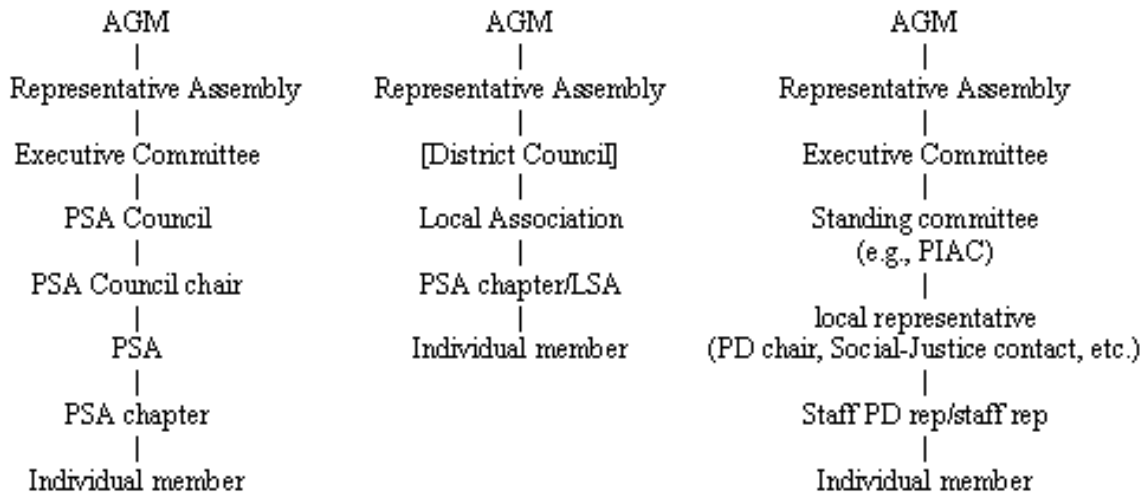
***The Benefits of a LSA ...***

- An annual grant of \$250 is available from CUEBC providing financial details (budget and year-end report), a list of executive member names, an outline of the activities planned for the year, a copy of any policies and procedures established for the LSA, and an indication of memberships is reported to the treasurer of CUEBC.
- CUEBC may be able to assist with professional development plans, presenters, communication, recruitment, and administrative tasks.
- LSA's can bring local concerns to the PSA, which can then be brought forward to the BCTF at the PSAC meetings providing, thus you a voice provincially. (See Appendix B - Where do PSA's fit in the BCTF)
- Some union locals provide up to \$400 per year to support the operation of a LSA.
- You may submit articles to the CUEBC publication chair for inclusion in the Provincial Newsletter.

***Where PSAs Fit Within the BCTF ...***

PSA's are an integral part of the BCTF. The 33 PSA's of the BCTF carry on their operations and activities in accordance with BCTF policies and procedures and their own constitutions. Individual PSA's are represented on the PSA Council through their presidents or a member of the executive acting on behalf of the president. The PSA Council and the PSA Council Executive advise the BCTF Executive Committee on matters of particular concern to PSA's and on educational policy and professional development. The PSA Council meets several times each year to discuss issues and formulate recommendations for the BCFT and its executive.

**Relationship Chart**



### ***Relationship Between CUEBC and the Chapter (LSA) ...***

CUEBC is a grass-roots organization having representation at the provincial level. LSA's are grass-roots organizations having representation at the local district level. CUEBC is a member of the PSA council and can bring issues forward to be considered by the BCTF as a whole.

CUEBC provides annual financial support to a LSA and will invite a member of the LSA to attend CUEBC executive meetings as necessary. Travel expenses will be covered by CUEBC.

### ***Requirements of the Chapter (LSA) ...***

- Submit the previously identified information each year to qualify as a chapter and to be given a \$250 grant from the Association.
  - a list of executive member names;
  - an outline of the activities planned for the year;
  - a budget for the year;
  - a copy of any policies and procedures established for the LSA, and;
  - an indication of memberships is reported to the executive of CUEBC.
- Make no outside representation of CUEBC or BCTF without prior approval.  
Purposes of a PSA (33.04) - A PSA shall not carry out activities to influence the negotiation of salaries and bonuses and other bargaining objectives except through the BCTF Executive Committee or through local presentations to the appropriate teachers' union local.
- Adhere to the BCTF Code of Ethics (See Appendix C)
- Adhere to BCTF Policies
- A PSA may organize or recognize local specialist associations as chapters of the PSA such chapters shall be responsible to the PSA about provincial matters and to the local on local matters. Responsibility to the local teachers' union on local matters is mandatory.
- No PSA chapter or local specialist association shall make representations to any authority or agency outside the BCTF without authorization from the local.
- See Appendix D for Article 11 of the CUEBC Constitution on Chapters.

## **FORMING A PSA CHAPTER**

### ***Organization of a PSA Chapter (LSA) ...***

- Any interested group may form a chapter. As soon as members have made a decision to organize, they should inform the local PD chairperson and the Provincial Specialist Association's President or chapter co-ordinator.

- The majority of chapter members must belong to the provincial specialist association with which the chapter is affiliated. (PSA and LSA dues may be allowed as ProD expenses within your district.)
- A chapter has certain responsibilities to its local union it should keep the executive informed of its plans and projects and should go through the local union in any business with the school board or superintendent.
- The executive of a chapter is elected from the membership at a general meeting of members held annually. All members of the chapter executive must be PSA members and active BCTF members.

### ***Finances for the Chapter (LSA) ...***

- A fee may be charged all members of a chapter. CUE-Surrey charges \$5.00 to cover food costs at meetings.
- A registration fee may be charged for workshops often a collection is taken to offset the cost of refreshments.
- The local teachers' union may have an in-service education budget consult the district PD chairperson.
- The school board may allow in-service education expenses for groups or individual teachers. Apply through the PD chairperson.
- The provincial specialist association (CUEBC) may offer grants to its chapters on behalf of members who are PSA members and BCTF members. Annual support grants from CUEBC must be applied for as indicated in this Guidebook (Requirements of the Chapter).
- If the LSA/Chapter dissolves, the remaining bank balance returns to the BCTF.

### ***Attendance at Chapter (LSA) meetings ...***

- A chapter may invite any people it wishes to attend its meetings, but only members of the teachers' union local and the PSA may vote and/or hold office.
- Written notices of meetings should go to all members at their homes. Duplicated minutes or reports of meetings might be sent to the members. It helps everyone to keep in touch with the group, especially if it is not convenient for all the members to attend every meeting. It is important that material sent out by a chapter be carefully prepared, neat, and accurate.
- The executive will assume the responsibility of organizing activities, but the members should be informed of its plans and decisions. The membership is free to question or to offer suggestions at any time.
- Each chapter determines the offices needed. Suggested: President, Vice-President [President Elect], Secretary, Treasurer, representative to the local union, program conveners, social conveners, committee heads for special projects, and nominations chairperson.
- Meeting dates should be set well in advance and should be well publicized. Choose times and places that are convenient for the majority.
- It is better to have a few good meetings than many poor ones.

***Expectations of the Chapter (LSA) ...***

- Maintain a legislative organization and ratify a constitution. (See Template Constitution Appendix H)
- Ensure that as many local members as possible join the PSA.
- Study the PSA's constitution and literature.
- Promote professionalism as interpreted by the PSA.
- Communicate and co-operate with the parent provincial specialist association.
- Direct appropriate action through the PSA executive.
- Direct appropriate action through the local teachers' union [PD chairperson].
- Information should be current and widely communicated.
- The PSA should be informed of LSA (Chapter) activities.

***Helpful Hints for Starting a Chapter (LSA) ...***

- Complete the attached application form, contact the CUEBC Executive and request permission to create a CUEBC LSA.
- Talk to your local union for contacts and support they can provide
- Talk to district personnel or helping teachers for contacts and ideas
- Request from CUEBC that an email be sent to teachers in your union that are currently CUEBC members. This list can be provided to the LSA once it is established as a CUEBC LSA
- Circulate an invitation via mail, email, or courier to each school in the district. (Sample letter - see Appendix E)
- Apply to CUEBC to become a Chapter (Chapter Application Form - see Appendix F)

**SUPPORT**

If you need any further assistance, please feel free to contact the CUEBC Executive. This can be done through the executive list on the CUEBC website:

<http://cuebc.ca/2005/executive.html> or through the PSA page of the BCTF website:  
<http://www.bctf.ca/about/psa/psac.cfm>

## **APPENDICES**

The following:

- ◆ Appendix A: CUEBC Mission Statement
- ◆ Appendix B: Where PSAs fit within the BCTF / PSA Council Priorities
- ◆ Appendix C: BCTF Code of Ethics
- ◆ Appendix D: Article 11 - Chapters
- ◆ Appendix E: Sample Letter / Invitation to Join
- ◆ Appendix F: Chapter Application Form

### ***Appendix A (Mission Statement) ...***

#### **CUEBC MISSION STATEMENT**

The mission of the Association shall be to promote the educational uses of information and communication technology.

#### **CUEBC OBJECTIVES**

The objectives of this Association shall be:

1. To increase membership in the Association.
2. To sponsor regional and provincial activities that will promote professional development in the uses of computer technology in education.
3. To foster the development of local "Chapters" of the Association throughout British Columbia.
4. To make recommendations and offer advice to appropriate groups within the British Columbia Teachers' Federation on matters affecting the uses of computer technology.
5. To maintain liaison with local, national, and international organizations involved with the use of computers in education.
6. To encourage the development of high quality educational software and lesson materials.
7. To submit articles to be published in our newsletter
8. To submit links and resources to be posted on our website for all members.
9. To offer session at our professional development events and conferences
10. To promote the use of telecommunications as a medium for teachers and students to interact, communicate, and exchange information.

11. To promote professional development for teachers in areas related to the educational uses of information and communication technology.
12. To cooperate with the Ministry of Education, with the sanction of the British Columbia Teachers' Federation, in providing advice on issues concerning the educational uses of information and communication technology.

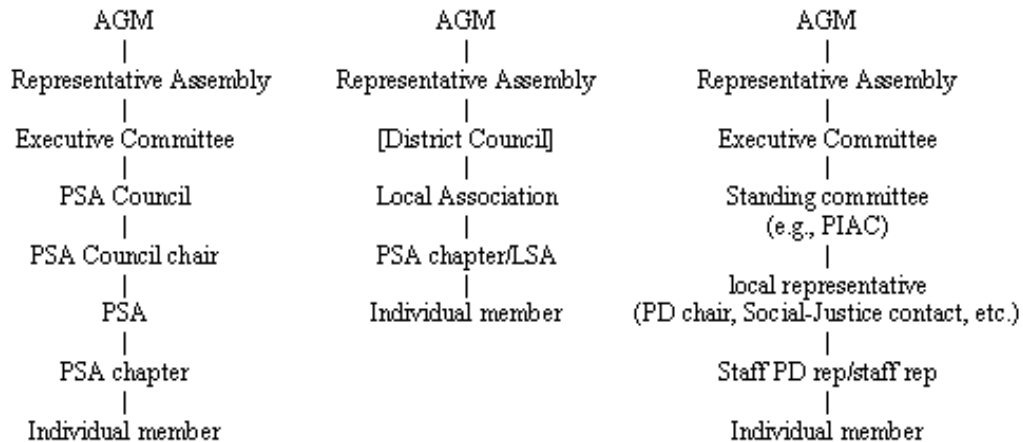
***Appendix B (Where PSAs Fit) ...***

Where do PSA's fit in the BCTF, and PSA council priorities

***Where PSA's Fit Within the BCTF***

PSA's are an integral part of the BCTF. The 33 PSA's of the BCTF carry on their operations and activities in accordance with BCTF policies and procedures and their own constitutions. Individual PSA's are represented on the PSA Council through their presidents. The PSA Council and the PSA Council Executive advise the BCTF Executive Committee on matters of particular concern to PSA's and on educational policy and professional development.

Relationship Chart



***PSA Council Priorities***

Each year the PSA Council reviews the needs identified and sets its priorities for the year. In the past these priorities have included:

1. To support and participate in the development and implementation of the Federation's Public Education Advocacy Plan.
2. To provide advice on curriculum, resources, and best practice for the education of all children.
3. To provide a forum for discussion of emerging issues.
4. To support PSA's in
  - a. achieving their goals and
  - b. community outreach.
5. To provide advice on BCTF governance.

***Appendix C (Code of Ethics) ...***

**BCTF Code of Ethics**

1. The teacher speaks and acts toward students with respect and dignity, and deals judiciously with them, always mindful of their rights and sensibilities.
2. The teacher respects the confidential nature of information concerning students and may give it only to authorized persons or agencies directly concerned with their welfare.
3. The teacher recognizes that a privileged relationship with students exists and refrains from exploiting that relationship for material, ideological, or other advantage.
4. The teacher is willing to review with colleagues, students, and their parents/guardians the quality of service rendered by the teacher and the practices employed in discharging professional duties.
5. The teacher directs any criticism of the teaching performance and related work of a colleague to that colleague in private and only then, after informing the colleague in writing of the intent to do so, may direct in confidence the criticism to appropriate individuals who are able to offer advice and assistance. (See note below and procedure 31.B.10).
6. The teacher acknowledges the authority and responsibilities of the BCTF and its locals and fulfills obligations arising from membership in his/her professional union.
7. The teacher adheres to the provisions of the collective agreement.
8. The teacher acts in a manner not prejudicial to job actions or other collective strategies of his/her professional union.
9. The teacher neither applies for nor accepts a position which is included in a Federation in-dispute declaration.
10. The teacher, as an individual or as a member of a group of teachers, does not make unauthorized representations to outside bodies in the name of the Federation or its locals.

It shall not be considered a breach of Clause 5 of the Code of Ethics to report reasonable grounds for suspecting child abuse to proper authorities according to legal provisions and official protocol requirements

***Appendix D (Article 11 - Chapters) ...***

**ARTICLE 11 - CHAPTERS**

1. The teachers within any local Association (as defined by the British Columbia Teachers' Federation Constitution) or any group of local associations may apply to the Executive for recognition as a Chapter of the Association.
2. The Executive shall have the authority to refuse recognition of Chapters and to establish regulations governing the organization and operation of Chapters.

3. Each Chapter shall submit an annual financial statement, by July 31st of each year, to the Treasurer of the Association for inclusion in his or her report to the Annual General Meeting of the Association.
4. Chapters who do submit their annual financial statements by July 31st of each year will be eligible for an annual grant to the Chapter, the amount to be determined by the Executive at the first Executive meeting to be held after July 31st of each year.

### ***Appendix E (Sample Letter) ...***

#### **Sample Letter / Invitation to Join a Chapter**

A Longstanding Chapter - CUE Surrey

The following letter is a copy of that published in the Horizons 2001 Program Guide.

CUESurrey started in 1978. Today, it still follows the same mandate. CUES started with a group of about 10 interested teachers that contacted the BCTF for a constitution template and formed their constitution. CUES has been advertised through invitations to school ProD chairs, publishing in the local union bulletin, Local Specialist Association meetings and email.

I have been involved with the Executive of CUES for the past five years. Every fall, we invite all interested people together for our AGM and elections. At our fall meeting we set the meeting times and requested topics.

We have six after school meetings per year at one of the secondary schools. Our meetings start with a social time and refreshments provided by the school's teaching cafeteria. Following refreshments we have a short business meeting and a presentation or workshop. Students from the senior IT classes often work off some of their community hours by helping with hands-on workshops.

Our funding comes from three sources. We charge a \$5.00 annual membership fee, the Surrey Teachers Association supports us with a \$400 LSA grant, and CUEBC will provide an annual Chapter grant of \$250.

Last year's program included:

- Troubleshooting sessions
- iMovie
- creating Webpages
- First Class.

This years program includes:

- First Class support
  - beyond the desktop and beginners sessions
  - Personal Home Pages
  - Calendaring features
- iMovie – beginning and advanced techniques
- Inspiration Software and Kidspiration
- 'Something that Works' – a five minute presentation by one of our members.

Making 'Master Boot CD's' – for system repair and resetting

Troubleshooting for beginners:

Web pages

- educational value of a school web page

- how to have a web page that isn't a one person job

- how to get video, still pictures and sound onto your school web site

We are also looking at setting up a technology mentoring program for teachers. We already have a mentoring program established in the district for new teachers. The technology mentoring program would provide novice technology users with a mentor to give them ideas about useful programs and integration ideas at their grade level.

Five years ago, I set up an informal listserv for CUES. You do not need to be a member of CUES to belong to the listserv. We now have 185 members on this listserv. When we first set up the listserv, it was for asking technology questions and seeking help. These issues are now dealt with through our First Class system. The list is still active with many announcements and updates

If you would like further information or would like to be added to the listserv, please feel free to contact me.

Dell Maxwell

President of CUES

dmaxwell@idmail.com

**The 2001/2002 CUES executive is**

President – Dell Maxwell

Vice President – Kevin Amboe

Presentations – Ken White

Secretary / Treasurer – Shelagh Lim

Past President – John Coleman

LSA Contact – Shelley Wilcox

Members at Large

- Elem – Murray Wickham

- Secondary – Paul McNickol

***Appendix F (Chapter Application Form) ...***

**Chapter Application Form for CUEBC**

Becoming a chapter of CUEBC will provide the LSA with the benefits and support offered by the Association. To apply to start up a chapter, you will need to have a minimum of 4 active BCTF members. An application form is on the next page and should be completed and sent to a member of the executive of the PSA. Once the application is accepted, funding up to \$250.00 for initial costs will be paid by CUEBC.

## **Application to Form a CUEBC Chapter**

To apply to form a Chapter complete the following information and submit it for consideration to a member of the executive of CUEBC.

Contact 1 \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Member 2 \_\_\_\_\_ Signature \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Member 3 \_\_\_\_\_ Signature \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Member 4 \_\_\_\_\_ Signature \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Date of Proposed Initial General Meeting \_\_\_\_\_

Location of Proposed Initial General Meeting \_\_\_\_\_

Please describe your initial objectives and program plans. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Identify any other support you will need from CUEBC \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please be sure application is as complete as possible and that your application meets the criteria listed below.

- Minimum 4 active BCTF members identified and signed
- After initial meeting there is a minimum of 10 LSA members
- An executive has been formed and each one is a CUEBC member
- After the initial meeting a report is sent to CUEBC giving the following:
  - a list identifying executive member names and positions;
  - an outline of the activities planned for the current school year;
  - a budget for the current school year;
  - a copy of any policies and procedures established for the LSA/Chapter, and;
  - an indication of the names of the initial members who are BCTF members.