

**District Professional Development
Policies and Procedures
Handbook**

School District #53

Table of Contents

Section	Page
A. Professional Development Committee	... 2
B. Roles and Responsibilities	... 2
C. Prior Approval/Claims	... 3
D. Categories of Professional Development	... 4
E. Financial Guidelines	... 6
F. Policy and Guidelines	... 7
G. Expenses	... 7
H. Payments for Presenters/Facilitators	... 8
I. Funding	... 8
J. Funding - Teachers on Call	... 10
K. District Funding Guidelines	... 11
L. Guidelines for Professional Development Activities	... 12

A. Professional Development Committee

- A.1 The Committee operates according to guidelines and policies established under Article F.20 of the Teachers' Collective Agreement.
- A.2 Voting members of the committee shall be comprised of:
 - a) one teacher elected representative from each elementary school;
 - b) one teacher elected representative from each secondary school;
 - c) the Union's Professional Development Chairperson;
 - d) one teacher-elected representative from the Teachers-On-Call;
 - e) three representatives of the Employer.
- A.3 The SOSTU Treasurer will serve as the treasurer of the District Professional Development Committee.
- A.4 The Professional Development Committee will usually meet every two months or at the call of the chairperson to address professional development matters.
- A.5 Minutes will be distributed to all committee members, the Superintendent of Schools and the SOSTU President.

B. Roles and Responsibilities

B.1 District Committee Roles and Responsibilities

- B.1.1 To establish policy and guidelines.
- B.1.2 To review the policies and guidelines on a year-to-year basis for approval and recognition by the employer representatives and the teachers' union.
- B.1.3 To recommend a yearly Pro-D Calendar after consultation with the teaching staff at each school and in conjunction with the District's annual calendar.
- B.1.4 To be responsible for directing Professional Development after consultation with the school staffs.

B.2 School Committee Roles and Responsibilities

- B.2.1 To provide the staff with professional development information.
- B.2.2 To assure that teachers complete the proper forms when applying for funds and submit these to the District Professional Development Committee chair.
- B.2.3 To ensure that each school's plans for Professional Development activities are done in consultation with the school staff.
- B.2.4 To ensure that all teaching staff are involved in a professional development activity on school-based and District initiated Pro-D days.
- B.2.5 To ensure that all locally initiated workshop information is distributed to school staff.
- B.2.6 To make it known to all school staff members that they must complete their Professional Development Plan, Appendix 6, by September 30th each year and update it throughout the year as required.
- B.2.7 To provide to the teaching staff an accounting of all school Pro-D funds.
- B.2.8 Provide necessary forms for teachers in the school.
- B.2.9 To replenish all forms sanctioned and used by the District Professional Development Committee.

C. Prior Approval/Claims

- C.1 Prior approval is necessary for any professional development activity. Without prior approval, funding may be denied. To obtain this prior approval applications should be submitted to the School Professional Development Committee at least two weeks prior to the planned activity.
 - C.1.1 Approval for all Pro-D activities will follow this procedure:
 - all pro-d activities will be approved by the school-based committee unless consensus cannot be reached at which time it will be referred to the district committee
 - Application / activity forms will be read to the respective committee. A vote will be taken to determine approval. A majority (50 + 1) vote will be required for approval.

- C.1.2 Approval of all Pro-D activities are subject to requirements of the Collective Agreement, Article F.21 Professional Development Days.
- C.2 All funding requests must be made on the appropriate Pro-D forms which are available in each school.
- C.3 Teachers will not be allowed to run a deficit in their personal Pro-D accounts and will be expected to reimburse their account in the case of teacher error.

D. Categories of Professional Development

There are three main categories:

D.1 Local Professional Development

D.1.1 Activities planned by the District Committee are open to all bargaining unit members and non-members as deemed appropriate by the Committee.

D.2 Local Specialists Association - LSA (PSA Chapters)

D.2.1 An LSA is a group of teachers interested in promotion and advocacy of professional development in the specialist area. There shall be an elected executive with the equivalent of the three following positions:

- Chairperson
- Vice-Chairperson
- Treasurer

D.2.2 In order to be recognized as an LSA the following criteria must be met:

- a. There shall be a BCTF PSA in existence.
- b. The majority of LSA members must belong to the PSA with which the LSA is affiliated.
- c. At least one workshop per year shall be sponsored by the LSA.
- d. At least three LSA meetings shall be held each school year, with a minimum of one meeting in person.

D.2.3 LSAs shall have the responsibility to promote professional development through activities that may include:

- b) Participating in curriculum projects and sharing the results.
- c) Proposing improvements to learning and working conditions.
- d) Proposing curriculum policy positions for PSA adoption.
- e) Maintaining liaison with specialty programs and training beyond curricular needs within the specialty area.
- f) Maintaining liaison with the BCTF PSA.
- g) Initiating and maintaining contact with teachers within the LSA.
- h) Maintaining a system of communication with its members: newsletter, website or other form of regular communication.
- i) Providing a copy of the minutes of each meeting to the District Professional Development Committee's Chairperson.
- j) Producing an annual report of the LSA's activities by May 1st.
- k) It is the responsibility of the LSA to establish a constitution to guide their practice, that is in keeping with Provincial and Local bodies.

D.2.4 LSA Financing

- a) In order for LSAs to receive funding, the LSA must meet the criteria of "LSA responsibilities."
- b) For the purposes of financing, only one LSA should exist per corresponding PSA.
- c) That each LSA will charge a membership fee. (SOSTU Exec. Dec. 07/ 92) **SOSTU recommends that the fee be \$5.00 per year.**
- d) To promote LSAs and endorse provincial membership, LSAs submitting a written plan and budget for the year's activities will be eligible for up to **\$200.00** annually. This written plan should be submitted no later than September 30th of each school year.
- e) LSAs may submit written requests for additional grants or finances at any time throughout the year. These requests will be reviewed by the District Professional Development Committee. (see Appendix 4)
- f) An LSA can invite members and non-members to professional development activities and charge a fee to offset activity costs.
- g) Charges for operating expenses will be borne by the LSA's operating budget.
- h) All LSA expenses shall be recorded by the LSA's treasurer and reported to the District Professional Development Committee along with the LSA's May 1st annual report.
- i) All monies will be processed by the SOSTU treasurer.

D.3 Personal Professional Development

D.3.1 Teachers who complete personal Pro-D activities must complete Appendix 2, attach all appropriate receipts, and submit these to the school Pro-D rep.

E. **Financial Guidelines**

E.1 Keeping Accounts and Records

E.1.1 The Professional Development Fund shall be administered by SOSTU. Two SOSTU signing officer signatures will be required (treasurer, president, vice president).

E.1.2 The Committee will operate an account at a local financial institution. All payments will be drawn on the account, and all revenue will be deposited to it.

E.1.3 The Committee will decide the basis for the allocation of the fund.

E.1.4 Payments to the fund will be made as follows:

By the first working day following October 15th, when the number of teachers is finalized, 100% of the calculated Board's and Union's contributions will be given to the district Professional Development Committee.

E.1.5 The treasurer of the District Professional Development committee ensure financial records are kept. These will be balanced against bank statements, deposits and expenditures and reported on monthly to the District Professional Development Committee.

E.1.6 The accounting year shall be from August 1 to July 31.

E.1.7 The level of separation within the fund will be sufficient to track usage by school allocations, Teacher Teaching-On-Call, LSA, or other allocations of the fund approved by the District Committee.

E.1.8 Other revenues ie. interest, expenditures, and bank charges will be recorded separately in the accounting, and the account balanced with the bank statement monthly.

E.1.9 Preparing Financial Statement of Expenses

For the District Professional Development Committee and SOSTU:

- a) Revenue and expenditure statements as requested.

For the District Committee Chair and School PD reps:

- a) Expenditure statements as updated.

F. **Policy and Guidelines**

F.1 The Professional Development Policy and Guidelines may be reviewed as needed.

F.2 New policy may be established at committee meetings.

F.3 Distribution of Funds

F.3.1 As a guideline, the funds may be allocated in the following manner:

- a) 94% School-Based Personal Development Fund
- b) 1% LSA Support Fund
- c) 5% Contingency Fund

F.3.2 In addition to F.3.1, a sum of \$25.00 per teacher will be allocated to the District Professional Development Fund by the Board on the 15th of October each year for the purposes of districtwide activities (as per collective agreement). \$15.00 will be used for committee meeting expenses and \$10.00 will be placed in the district fund.

F.3.3 Money is to be distributed to each school on a per teacher basis.

G. **Expenses**

G.1 Expense guidelines will be those adopted by the BCTF for the current year. These expenses are expected to be maximum only (on back of Appendix 2).

G.2 All teachers who are granted a Leave of Absence for their personal Professional Development activity during a regular school day, will be charged an amount determined annually to pay for the Teacher Teaching-On-Call. Partial days (.3, .5, .7

FTE) will be charged accordingly. Whether a TTOC is called or not, the teacher will be charged this amount. (See Appendix 2)

- G.3 Pro-D expenses claimed by a teacher attending a workshop within the SOSTU District may include workshop fees and mileage (if to another workplace) but not meals.
- G.4 A teacher may use his/her professional development time and funding for travel to and from Pro-D activities that occur outside of the district.
- G.5 Childcare allowable rates are \$18/hour to a maximum of \$240 in a 24 hour period. Receipts from the provider, containing the hours, the amount, the name and address of the caregiver and the caregiver's signature, are required.
- G.6 Pro D expenses incurred within the 12-month period between June 1 and May 31 MUST be submitted for reimbursement within that same 12-month period. (ex. Receipts from July 17, 2020 and/or February 23, 2021 MUST both be submitted by May 31, 2021.

H Payments for Presenters/Facilitators

- H.1 An honorarium for local personnel shall be:
 - a). \$150.00 for a half-day presentation
 - b). \$300.00 for a full-day presentation

If more than one person presents, the honorarium will be shared accordingly.

I Funding

- I.1 It will be the responsibility of the District Professional Development Committee to develop and maintain a funding policy that shall apply to all teachers currently within the teachers' bargaining unit (per capita, not FTE). The funding policy will be reviewed each year and take effect on the first day of September of each year.
- I.2 By the end of June of each year the District Professional Development Committee shall decide on the fund's allocations for the following school year.
- I.3 Each school will be allocated funds based on the number of teachers assigned to the school during the school year. Teachers joining the school staff during the year will be funded on a pro-rated basis.

- I.4 The District Professional Development Committee will provide each school with additional funding allocations from the Contingency Fund for the following reasons:
- a). foreign exchange teachers (an amount equal to that of a regular teacher on staff)
 - b). temporary teachers who are replacing teachers on a leave of absence (sick/paid leaves), an amount equal to that of a regular teacher on staff, and pro-rated
 - c). teachers joining the District after the 15th of October of each year for a newly created position in the District and pro-rated.

Funding will be made available at the beginning of the appointments.

- I.5 Each school will follow the same funding structures listed below:

- I.5.1 School staffs may, after consultation, choose to allocate a portion of individual teacher Pro-D monies to a staff fund. The school Pro D Rep must advise SOSTU's treasurer of this decision prior to October 15th each year.
- I.5.2 There will be no cap on the amount of money teachers can accumulate in their Pro-D accounts.
- I.5.3 Schools, which have teachers who receive a temporary appointment from the Board and are replacing a teacher on a leave of absence (sick/paid leaves), will be allocated funds from the Contingency Fund for that teacher on a pro-rated basis. Upon completion of the temporary teacher's appointment, any surplus money remaining in the temporary teacher's personal Pro-D account will be returned to the District Pro-D contingency fund. Should that teacher be rehired for September 1st of the following year, any remaining balance will follow that teacher.
- I.5.4 For all teachers who are not returning to regular employment with SD#53, any surplus funds remaining in those teachers' personal Pro D accounts will be returned to the District Committee and placed in the dispersal account.
- I.5.5 Teachers within the bargaining unit who attend Professional Development activities at other schools within the District, will be charged an amount equal to that charged a teacher at the school hosting the activity.
- I.5.6 A teacher transferring from one school to another school in the District will be allowed to transfer their personal Pro-D account to their new school.

I.5.7 Teachers on a Leave of Absence with or without pay will be allowed to maintain their personal Pro-D account for the length of their leave. During the teacher's Leave of Absence, the teacher may only draw funds from their personal Pro-D account. In the case of the teacher choosing not to return to the employment of SD#53, the funds will be placed in the dispersal account and divided among all teachers appointed as of October 15. In the case of the teacher being assigned to another school within the District, the funds will be transferred to the teacher's new school.

J. Funding - Teacher-On-Call

- J.1 The TTOC Professional Development fund will be capped at \$2500. Any surplus will go into contingency.
- J.2 Certified Teachers-On-Call will be subject to the same funding policy as regular teachers, except for the following:
- J.3 Each certified TTOC, who is an active voting member of SOSTU, and who has accepted 30 dispatches in the previous year, may qualify for Professional Development funding up to \$250.00 yearly. Proof of dispatches will be required.
- J.4 New teachers to the certified TTOC list will be unable to claim Pro-D funds during their first year on the certified TTOC list.
- J.5 If a TTOC accepts a temporary or permanent teaching position with a school district, the teacher cannot claim from the TTOC fund during their appointment.
- J.6 Each TTOC claiming for Pro-D funds must complete Appendix 2. These are available from each school or the TTOC rep.
- J.7 Guidelines for Professional Development Activities for Teachers on Call

Such activities may include: see L.3

- J.7.1 TTOC's are able to access \$50.00 of their Pro-D money, as an honorarium, once a year, for a planned classroom visitation within SD#53 for a minimum half-day visit.

K District Funding Guidelines

- K.1 The intent of the District fund is to provide partial funding for professional development activities that are of a districtwide nature.
- K.2 In order to receive funding from the District Fund:
- K.2.1 The School Pro D rep/LSA chairperson must submit an application form (Appendix 4) to the District Professional Development Committee at least 6-8 weeks prior to the date of the activity.
- K.2.2 The Pro-D activity must be advertised to all schools at least 30 days in advance of the activity.
- K.2.3 The activities must be open to all teachers employed by SD#53, and at a minimum, be of interest to a wide range of SD#53 teachers at either the elementary or secondary levels.
- K.3 Schools or LSAs may claim funds once in each school year.
- K.4 Upon the District Professional Development Committee receiving the school/LSA's application form, the Committee will decide the total amount that the school/LSA will receive up to a maximum of \$500.00.

L. Guidelines for Professional Development Activities

- L.1 Professional development is intended to improve teaching, including enhancement of curricular knowledge, development of instructional skills and broadening exposure to:
- changes in education;
 - pedagogical theories;
 - methods and strategies of teaching in the spirit of Professional Development as continuous, well-planned professional growth.
- L.2 The District and/or School Professional Development committees will take into consideration that a teacher is a professional best able to determine, in concert with colleagues, the content of Professional Development activities when approving Pro D activities.
- L.3 Such activities may include: program development, staff development, school plan development and individual in-service. Teachers are encouraged to include Professional Development in their Professional Growth Plans. It does include, but is not limited to, participation in such activities as:

- self-initiated visits to other classrooms or schools;
- conferences and workshops held outside School District #53
- school based or districtwide workshops organized within the district;
- credit or noncredit courses in the field of education and/or administration
- investigation of teaching strategies and technologies intended to enhance student learning;
- involvement in a PSA;
- development of units of study or themes, planning and development of curriculum packages, including resources and assessment tools (especially to support IRP implementation) but which surpasses regular planning and preparation activities;
- coaching and mentorship programs;
- study and discussion of research and literature directly related to teaching and learning (plan/application to include participants and dates);
- activities intended to strengthen school culture;
- job shadowing with the intention of strengthening teaching skills in a specialty area;
- conducting educational research;
- professional materials that are intended to improve teaching, enhancement of curricular knowledge, development of instructional skills and broadening exposure to: changes in education; pedagogical theories; and methods and strategies of teaching. This can include hardware (excluding computers and cell phones).
- or any other approved activity which promotes professional growth.

L.3.1 Out-of-province PD activity approval will be granted only for conferences or school visitations under the following guidelines:

- If the sole purpose of travel is for PD activities then personal PD funds can be accessed subject to approval by the District Committee.
- If PD activities occur while on a personal trip then that portion of expenses for PD may be claimed subject to approval by the District Committee.
- If school visitations are a component of an out-of-province activity then the prorated portion of PD expenses will be considered for approval by the District Committee.

L.4 The Committee shall recognize the documented evidence that Professional Development is most effective when working in collaborative groups, and encourages teachers to work with their colleagues, but does not limit approval to groups only.