



Sooke Teachers' Association

# PRO-D Policy Handbook

2018-2019

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## 1. DEFINITION OF PROFESSIONAL DEVELOPMENT:

### 1.1 Definition of Professional Development:

- ★ Professional development is a process of continuous growth through involvement in programs, services and activities designed to enable teachers, both individually and collectively, to learn and grow professionally.

### 1.2 Principles of Professional Development Professional Development Activities should:

- (a) provide opportunities for professional growth and learning;
- (b) support members' needs to strive for best practice;
- (c) articulate the vision of public education;
- (d) encourage collaboration with and learning from professional colleagues;
- (e) improve teaching and learning;
- (f) support positive changes in professional practice

### 1.3 Purposes of Professional Development:

- ★ The purposes of professional development are to assist members in:
  - (a) building and strengthening themselves as a body of professional teachers;
  - (b) evolving, discussing, revising and applying educational theories;
  - (c) supporting innovative instructional developments;
  - (d) continually improving the quality of their teaching;
  - (e) addressing issues of professional concern.

### 1.4 History of Professional Development:

- ★ In 1972, PD days (non-instructional days) were added to the school calendar at the request of the teaching profession after years of advocacy from the BCTF. The inclusion increased the number of days of work for teachers with no loss on instructional days for students. PD days in the school calendar recognized that teachers, like professionals in most fields, needed time during the school year to hone their skills, improve practice, and stay current with changes related to teaching and learning. ( <http://www.bctf.ca/publications> )

## 2. OPERATING PROCEDURES

### 2.1 Professional Development Committee:

2.1.1 **Committee Members** will be appointed by the STA Executive.

#### 2.1.2 **Committee Responsibilities:**

- ★ The Professional Development Committee shall promote and coordinate professional development of STA members by:
  - (a) Establishing and coordinating effective liaison communications among members of their elected areas of representation; i.e., Elementary, Middle School, Secondary, Special Education, TTOC
  - (b) Encouraging and assisting members, LSA's, individual schools, and other STA committees to participate in, organize and conduct workshops, clinics, seminars, visitations, short courses and other similar professional activities.
  - (c) Coordinating and planning for professional development days.
  - (d) Encouraging participation in conferences.
  - (e) Coordinating and planning local conferences as required.
  - (f) Acting as liaison and reporter of BCTF professional development activities and issues.
  - (g) Developing and implementing goal statement for the year's operation.
  - (h) The Committee shall submit a brief report of activities and recommendations at the STA Annual General Meeting.
  - (i) The Committee shall submit a proposed Professional Development Fund budget to the Executive for the ensuing year, for ratification

#### 2.1.3 **Chairperson:**

- ★ Pro-D Chairpersons will be elected on 2-year terms at the Spring AGM.

#### 2.1.4 **Chairperson(s) Responsibilities:**

- (a) The Professional Development Chairperson (or delegate) will attend all STA Executive Committee, Rep Assembly, General, and BCTF Zonal Meetings.
- (b) The Chairperson may be required to attend District Curriculum Meetings.
- (c) The Chairperson will report, as necessary, to the Committee.
- (d) The Chairperson will be assigned up to a 0.2 release for the following year to:
  - Process Pro-D forms with STA office

- Liaise with district contacts
- Maintain Pro-D website
- Coordinate and liaise with Pro-D Committee
- Communicate with members (email or phone)

**2.2 Pro-D School Representatives:**

**2.2.1 Pro-D School Reps:**

- ★ The Sooke Teachers' Association Professional Development School Representatives Assembly shall consist of the Professional Development Committee members, all elected school professional development representatives and elected LSA presidents.

**2.2.2 Pro-D School Reps Responsibilities – STA:**

- (a) Attend Training Day.
- (b) Attend additional meetings as needed.

**2.3 Site-Based Pro-D Committee**

**2.3.1 Committee Members:**

- ★ It is the responsibility of each Pro-D School Rep to establish an in-school Pro-D Committee to determine the directions and funding allocations of the site-based funds Pro-D Budget.
  - (a) Committee members will consist of STA members.
  - (b) Administration/CUPE may attend **upon invitation** with voice but no vote.

**2.3.2 Committee Responsibilities**

- (a) Propose and seek ratification from the teaching staff, the method by which the site-based school Pro-D funds will be dispersed and provide a written report of this to the STA Pro-D Committee.
- (b) Ensure each teacher is informed of the method of distribution.
- (c) Keep a running balance of the site-based fund and of each individual member's balance (if applicable).
- (d) Keep staff members informed re: upcoming workshops, Pro-D opportunities.
- (e) Conduct needs assessments as required.
- (f) Liaise with the STA Pro-D Committee.

### 3. FUNDING

#### 3.1 Board/STA Fund:

- ★ The Board of School Trustees and the STA shall jointly establish a Professional Development Fund.

#### 3.2 Contributions of Board and STA:

- (a) The Board's contribution to this fund shall be \$200 per teacher as of October 31st of each year.
- (b) Part-time teachers will be funded at the site in which they have the greatest FTE.
- (c) The STA's contribution to this fund shall be \$40 per teacher as of October 31st of each year.
- (d) Fundraising shall not be utilized to fund teacher's Pro-D activities.

#### 3.3 Charging Fees:

- ★ STA members shall not charge a fee for providing workshops, or other Pro-D opportunities, for other teachers in School District 62. The amount of any honorarium is subject to the approval of the STA Pro-D Committee.

#### 3.4 Control of the Pro-D Fund:

- ★ The Professional Development Fund shall be controlled by the STA Pro-D Committee.

#### 3.5 Budget Ratification:

- ★ The Professional Development budget will be completed by the Pro-D Committee and ratified by the Executive Committee.

#### 3.6 Funding Restrictions (*see also standard and alternative section 6.1*)

3.6.1 The Pro-D fund will not finance **educational change or curriculum implementation** in the district.

3.6.2 **Travel** and event costs outside of British Columbia requires pre-approval. Such applications must meet the following criteria:

- (a) Must be pre-approved at least 10 working days before event
  - *Events attended in July or August may be approved in the following September but funding is not guaranteed*
- (c) Must be a significant workshop or conference
- (d) A similar offering is currently unavailable in BC
- (e) Costs are deemed reasonable by the Pro-D committee
- (f) Must not have students in care for the duration of the event

- (g) Attending sporting events or performances in a non-conference setting will not be funded

**3.6.3 Reasonable expenses:**

- (a) Additional accommodation nights will not be reimbursed if there is a reasonable opportunity to travel to/return home before/after an event.
- (b) It is expected that members will use cost effective means for travel whenever possible. (Carpooling, room sharing etc.)
- (c) Travel, food and accommodation claims are capped at **\$800** unless pre-approved by the Pro-D committee.
- (d) Meals: Meals cannot be claimed when an event provides a meal. Breakfast on the day of departure is not eligible for claims. Meal per diems will be reimbursed in accordance with BCTF guidelines.
- (e) Mileage can be claimed for driving to events **outside** of the CRD in according with BCTF guidelines.
- (f) Alternative events as described in 6.1(b) **must** have pre-approval of the Pro-D committee to ensure reimbursement. **Pre-approval applications must be received at least 10 working days before the event. One month is strongly suggested. Each member is responsible to submit their own individual application.**

**3.7 Teachers-Teaching-On-Call:**

- ★ The Sooke Teachers-On-Call Association shall receive an allotment of \$500.00 from the Board.

**3.8 Port Renfrew:**

- ★ Teachers who reside in Port Renfrew will have access to Pro-D funds for mileage purposes.

**3.9 Funding Formula:**

- (a) The school district allotment of \$100 per teacher shall be allocated to the standing Pro-D accounts STA Collective Fund. The STA portion of \$40 per teacher shall be allocated to the STA Collective Fund.
- (b) In addition to the Site-Based Pro-D funds, teachers may apply to the STA Pro-D Collective Fund up to a maximum of \$500 per teacher every year. These funds are approved on a first-come, first-served basis.
- (c) Funds must be applied for and pre-approved by the STA Pro-D Committee by the end of May and paid out by the end of June. An activity that takes place after June 30 will be part of each member's

Pro-D allocation for the following year. The funds for summer Pro-D will not be available until after September.

- (d) Funds must be applied for within the Fiscal year in which the activity or purchase took place.
- (e) Residual funds in Site-Based Pro-D accounts will carry over to the next fiscal year. Pro-D funds are not transferable when a teacher leaves a school.
- (f) All unused Collective Funds shall remain in the STA Collective Fund Account.

### 3.10 Standing Pro-D Accounts:

#### 3.10.1 Group Application Fund:

##### Application Protocol:

- ★ When the group application is being accessed for the purpose of running a professional development opportunity the following criteria must be met:
  - (a) The application must be submitted a minimum of two weeks prior to the event.
  - (b) The application will include a poster that the STA will distribute to all STA members
  - (c) The STA will run the registration under the Pro-D section of the [www.sooketeachers.org](http://www.sooketeachers.org) website and close it 5 business days before the event is due to run.
  - (d) The greater of 5 STA members or a number of persons who represent 1% of the dollar value sought is required. I.e. applications for \$1100 will require 11 registrants.
  - (e) The maximum amount of funding per event will be no greater than \$3000 dollars.

##### Funding:

- ★ A portion of the Pro-D monies shall be established to make funds available for interest groups to sponsor activities or workshops on a district-wide basis; including, but not limited to:
  - (a) **Book/Video clubs and LSAs** (Local Specialist Association).
  - (b) **Group Application:**
    - Workshops MUST be advertised to ALL STA members. Workshop must be offered after school or on a Professional Development Day. Workshop must conform to this policy.
  - (c) **Pre-approval is required from the PDC**
  - (d) **Limitations:**



- **Food and refreshments** are limited to \$10 per attendee of the event. Receipts are required.
- **Honouraria** are capped at \$75.
- **Local Specialist Associations (LSAs)** can apply for a \$350 seed fund in their first year and can access a further \$250 a year thereafter. If an LSA would like to host a Pro-D event they can apply for further funding from the LSA Fund.
- **Book/Video Clubs:**
  - A minimum of 3 members in a Book/Video Club
  - Funds are provided to purchase professional books/video(s) (or their electronic equivalent) for reading/viewing and discussing
  - Maximum \$300.00 per group (school visa accounts may not be used to make purchases)
  - **Special requests** can be made for further funding to accommodate a larger group as seen fit by the PDC.
  - Funds are limited and reimbursements will be awarded on a **first come first serve basis**.
  - Money is spent on **agreed upon books/video(s)** by the Club members.
  - Books/video(s) become the **property of the purchasers**
  - **Professional summary** of resource will be used for website publication
  - Reimbursement will occur when a professional summary has been submitted to the committee
- (e) **Pro-D Committee Expenses:**
  - A portion of the total Pro-D funds will be set aside for expenses and release time for the Pro-D Committee.
- (f) **Pro-D Chair Expenses:**
  - A portion of the total Pro-D funds will be set aside for expenses and release time for the STA Pro-D Chair.
- (g) **Pro-D Conference Fund:**
  - A portion of the Pro-D Conference Fund will be made available to pay for conference committee chairs to conduct or coordinate conference affairs.
  - Submissions for such funds shall be made to the Pro-D Chair.
- (h) **Pro-D Event Fund:**
  - This fund ensures resources are available to prepare and hold Professional
  - Development events on all Pro-D days and is controlled by the PDC.

- (i) **Pro-D Leave Fund:**
  - This fund holds transferred leave funds from collective and site based accounts to reimburse the district for the cost of TTOCs. See Appendix D.
  
- (j) **Pro-D Leadership Fund:**
  - This fund is under the direction of the Pro-D Committee for release and other costs associated with members working on STA Pro-D projects and initiatives. This could include rep training/support, LSA startup or promotion, workshop preparation or other leadership/capacity building work deemed appropriate by the committee.
  
- (k) **LSA Fund:**
  - This fund is available to LSA's to plan and facilitate local workshops or conferences. The fund is managed by the Pro-D Committee. LSA's may apply for funds to develop resources, plan initiatives and educate members. Please see the LSA Fund application form for more information.

## 4. Site-Based Pro-D Budgets

- ★ Schools no longer receive funding.
- ★ Schools may deplete their Site-Based funds according to their Pro-D Site-Based Policy. *(updated annually and sent to the STA for approval)*

### 4.1 Part-time Teachers:

- (a) Part-time teachers are budgeted as full-time equivalents.
- (b) Part-time teachers in more than one school will usually receive their portion in the school where they teach the largest percentage of time.

### 4.2 Site-Based Budget Allocations:

- ★ Residual funds shall be dispersed and controlled by an elected site-based Pro-D Committee, subject to approval by the STA Pro-D Committee. The school fund may be used for such activities as:
  - (a) Staff development, whole or group.
  - (b) Individual or group visitations to other schools.
  - (c) Individual development.

### 4.3 Teachers-Teaching-On-Call Costs:

- (a) The actual cost of any TOC required for a teacher to attend a professional development activity is considered to be part of the cost of the activity and shall be charged to the appropriate Pro-D fund.
- (b) The costs for TTOC replacement will be paid for by the member up front (by payroll deduction) and upon proof of said deduction, will be reimbursed by cheque from the Pro-D Leave Fund Account, subject to approval. On the Pro-D fund application form a teacher will indicate a reimbursement for TOC costs. The teacher will provide a copy of the pay stub, redacted, where necessary, for privacy concerns.

## 5. Pro-D COMMITTEE YEAR-END OBLIGATIONS

### 5.1 Report to STA Annual General Meeting:

- ★ The Committee shall submit a report to the Annual General Meeting and shall include:
  - (a) An outline of directions and priorities for professional development for the current school year.
  - (b) An overview of activities undertaken by the committee during the year.

## 6. FUNDING CRITERIA STANDARD AND ALTERNATIVE PRO-D

### 6.1 Standard and Alternative Pro-D:

#### 6.1.1 Standard Pro-D:

- (a) Workshops or conferences noted below are considered standard applications. This makes up the majority of opportunities in the province. These events do not require pre-approval from our Pro-D committee as long as they are located in BC.
  - BCTF
  - Provincial Specialist Association
  - Local Specialist Association
  - Local Pro-D Committee
- (b) Other Standard Pro-D claims can include:
  - Alternative Pro-D Events approved and promoted directly on the STA Homepage
  - Classroom Observations/Mentorship Release (located in the CRD)
  - Post-Secondary credit/non-credit coursework up to a limit of \$250 year

#### 6.1.2 Alternative Pro-D:

- (a) **NEW as of September 2017. ALL ALTERNATIVE EVENTS MUST BE PRE-APPROVED TO BE CONSIDERED BY THE COMMITTEE.**
  - There are a variety of professional learning opportunities offered by specialist groups, businesses, universities or other parties that could be acceptable use of Pro-D funds at alternative events.
  - There are many factors that affect the funding of alternative Pro-D events including Local Pro-D policy, the BCTF Pro-D Lens and Revenue Canada. (See section 6.2)
  - Special consideration is available for any event or activity.
  - The Pro-D Committee will consider all applications.
  - Pre-approval is **MANDATORY AT LEAST 10 WORKING DAYS BEFORE THE EVENT.**
  - **ONE MONTH IS STRONGLY SUGGESTED.**
  - Each member is responsible to submit their own individual application.
- (b) Further Alternative Pro-D claims can include:
  - Classroom observations outside the CRD
  - Conferences or workshops held outside of B.C.

## 6.2 Examples of Funded Pro-D:

- ★ Guided by the purposes and principles of professional development and the BCTF's Pro-D Lens (See Appendix B) funded examples listed in categories include:
  - (a) Workshops, conferences, seminars and classroom visits. Costs may include registration fees and release time for in-district professional development activities. Travel, accommodation, meals and parking costs may be included for out-of-district professional development activities. Travel and accommodation costs shall be based upon the most economical alternatives available.
  - (b) Professional association fees and fees levied to access professional collections.
  - (c) Professional journals/periodicals. Members requiring advice as to the eligibility of the item should contact the STA Pro-D Committee before making the purchase.
  - (d) Professional Books (paper and electronic) used for improving teaching practices. These funds must may come from site based or collective funds accounts to a maximum of \$100 per year.
  - (e) University courses/tuition. You are entitled to apply to up to \$250 a year for credit and noncredit coursework. This includes any course, workshop, or program that is tax deductible.

## 6.3 Examples Not Funded Under This Policy:

- ★ Guided by the purposes and principles of professional development and the BCTF's Pro-D Lens (See Appendix B), examples not funded listed in categories include:
  - (a) **Books, videos, software and teaching materials** that will be used directly in the classroom (e.g., workbooks, class sets of novels, newspapers, novels to be read out loud to the class, blackline masters, fitness apps, puzzle books, learning resources and equipment).
  - (b) **Personal Benefits:** This includes what Canada Revenue Agency considers taxable benefits or allowances. Examples include electronic hardware, gym memberships, personal travel, or fees for personal hobbies.
  - (c) **Job Specific Training:** It is the responsibility of the employer to provide time and in-service to address this training. Some, but not all, examples of job specific training are training in how to use school systems (such as student information systems), training in how to interface with other Ministries (such as how to report cases of child abuse), training in job-related, health and safety issues (such as how

to conduct an earthquake drill), mandated Ministry of Education of initiatives. Training, courses, workshops or events that directly support district or school programs/academies/courses, when it relates to a program's certification/accreditation or promotion, are not eligible for funding and should be provided by the employer.

- (d) **Job-Related Duties:** These are the responsibility of the employee. Some, but not all, examples of job-related duties are marking, writing report cards, filing, organizing/ordering classroom materials, and/or equipment or lesson preparation.
- (e) **Extra-curricular activities:** These are the voluntary choices of members. Some, but not all, examples of extra-curricular activities are coaching teams, travel with student dance troupes, bands, or choirs, travel to other venues for student tournaments, contests and performances etc. However, members travelling with students to other venues, may use professional development funds to attend accredited courses, providing they have been relieved of any supervisory role for any of the attending students.
- (f) **Ministry Accountability Processes:** The Ministry of Education Implementation Day may be used to support teachers with these processes. This is not to be confused with staff-determined, site-based goal setting. The latter can be funded professional development providing it is a decision of the committee of the whole and adheres to this policy.
- (g) **Pro-D events sponsored by the Fraser Institute.**
- (h) Funds are not available to members where **partial funding for events is made by the employer.**

## 7. APPENDIX “A”

### 7.1 SECTION F – Professional Development:

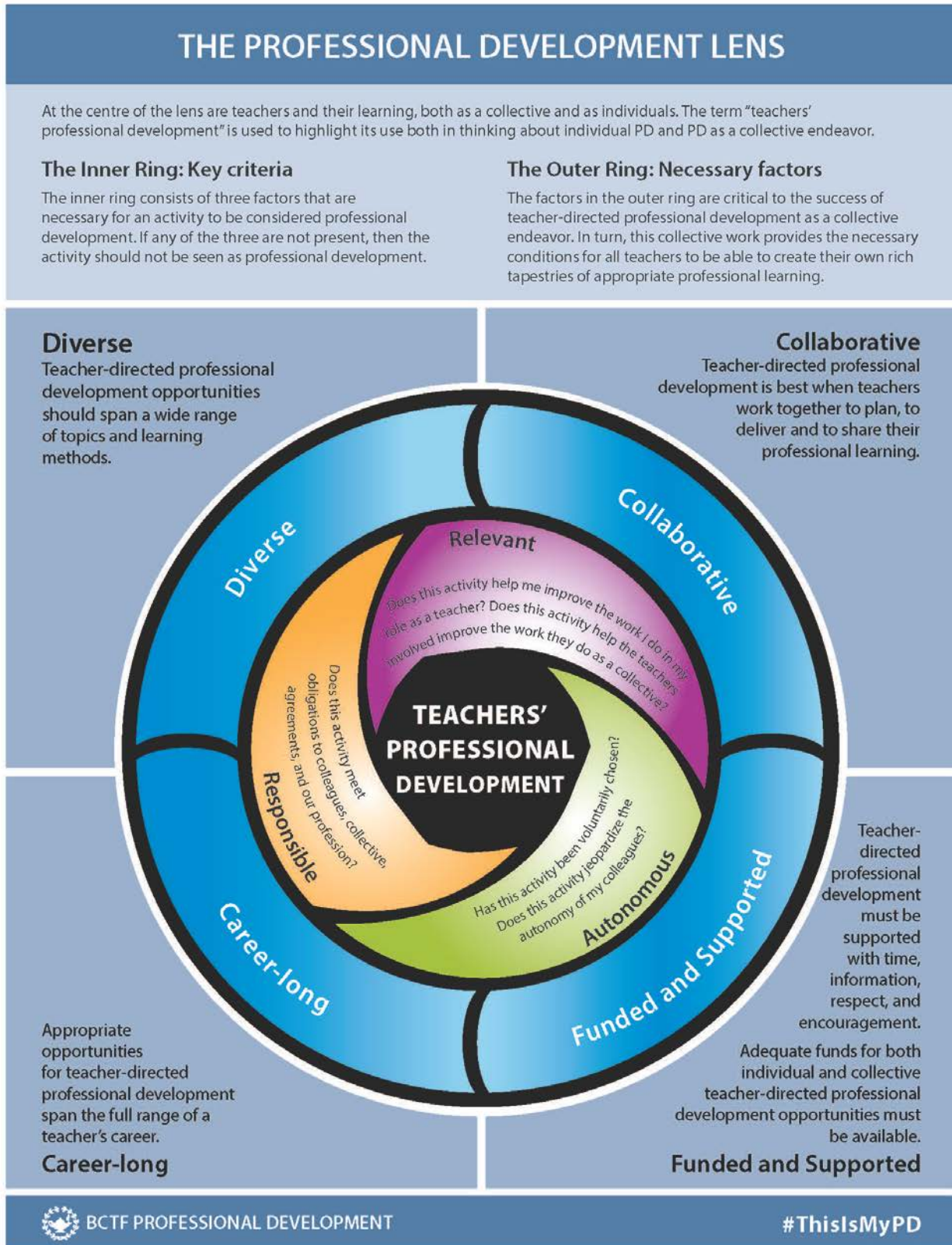
★ Article F1 – Professional Development; Funding and Control:

- (a) The Board and the Association agree that funding which promotes and fosters the professional development of teachers shall be covered by this clause.
- (b) The Board and Association shall establish a fund for the purpose of promoting professional development of the teaching staff of the school district.
- (c) The Board and the STA, in recognition of the role of the Sooke Teachers Association Professional Development Committee having control of the Professional Development Fund, agree to the transfer of funds for teacher professional development.
- (d) The Professional Development Fund shall be controlled by the Professional Development Committee.
- (e) The Board agrees that its annual contribution to the Professional Development fund shall be one hundred (\$100.00) per teacher, subject to the Association contributing forty (\$40.00) per teacher annually. The transfer of funds by the Board to the Association will take place by October 31st of each year. October 21st will be the cutoff date to establish the number of teachers in the district for funding purposes. The Association will provide to the Board confirmation of the Association's per member contribution of forty (\$40.00) per member by December 31st of each year. The Board shall also contribute five hundred (\$500.00) per year to the Professional Development Fund for Teachers Teaching on Call.



## 8. APPENDIX “B”

### 8.1 BCTF PRO-D Lens:



## THE PROFESSIONAL DEVELOPMENT LENS

At the centre of the lens are teachers and their learning, both as a collective and as individuals. The term “teachers’ professional development” is used to highlight its use both in thinking about individual PD and PD as a collective endeavor.

### The Inner Ring: Key criteria

The inner ring consists of three factors that are necessary for an activity to be considered professional development. If any of the three are not present, then the activity should not be seen as professional development.

#### a. Relevant

Does this activity help me improve the work I do in my role as a teacher?

Does this activity help the teachers involved improve the work they do as a collective?

#### b. Autonomous

Has this activity been/voluntarily chosen?

Does this activity jeopardize the autonomy of my colleagues?

#### c. Responsible

Does this activity meet obligations to colleagues, collective agreements, and our profession?

### The Outer Ring: Necessary factors

The factors in the outer ring are critical to the success of teacher-directed professional development as a collective endeavor. In turn, this collective work provides the necessary conditions for all teachers to be able to create their own rich tapestries of appropriate professional learning.

#### a. Funded and Supported

Teacher-directed professional development must be supported with time, information, respect, and encouragement.

Adequate funds for both individual and collective teacher-directed professional development opportunities must be available.

#### b. Career-long

Appropriate opportunities for teacher-directed professional development span the full range of a teacher’s career.

#### c. Diverse

Teacher-directed professional development opportunities should span a wide range of topics and learning methods.

#### d. Collaborative

Teacher-directed professional development is best when teachers work together to plan, to deliver, and to share their professional learning.

## 9. APPENDIX “C”

### 9.1 Protocol for District Involvement on PRO-D Days and Inservice/Professional Learning (March 2015)

- ★ This protocol is based on an agreement, signed by both the STA and the employer in 2005, titled: In-service and Professional Development Agreement in Principle (2005). It states:
  - *“The primary responsibility for the planning and coordination of Professional Development resides with the Association’s Professional Development Committee, as defined in the contract.”*
- ★ The purpose of this protocol is to enhance communication and opportunities for teachers in the district. The intent is to ensure the Professional Development Committee is fulfilling its primary responsibility of planning and coordination of professional development.

#### **Protocol:**

- (a) All events offered on Pro-D days that use district staff or funding requires pre-approval from the Pro-D committee
- (b) In-service will not be funded by the Pro-D committee and not offered on Pro-D days
- (c) Any district professional learning/development offerings that are not fully funded (travel, accommodation, release, fees, etc.) and where the member may wish to avail themselves to additional funding using Pro-D monies, the employer must first seek approval by the Pro-D committee

## 10. APPENDIX “D”

### 10.1 Professional Development Leave:

- (a) Application must be made to the STA Professional Development Committee (PDC) using the latest leave form from the STA website at least 3 weeks prior to the date requested. Only members that have sufficient Pro-D funds to cover the entire costs of the leave will be approved.
- (b) Upon approval, the STA office will write a leave letter to district and copy the member.
  - Furthermore, the member’s Site/Collective Funds are immediately transferred to the Pro-D Leave Fund.
  - While the STA will be billed actual costs of the TTOC, internally a member's account(s) are billed at an averaged fixed rate of Cat 5 Step 4.
  - As of the 2018-2019 school year this number will be rounded down to:
    - \$300 for a full day
    - \$180 for a 0.6
    - \$150 for a 0.5
    - \$120 for a 0.4 (minimum allowed)
- (c) If the leave is unused for any reason, the member may request (by email) the monies be refunded to his/her collective/site based accounts. This must happen before May 31st of the same school year.
- (d) Any situation where the district is involved see Appendix C (Protocol for District Involvement) must be followed.
- (e) The PDC may change the fixed rate as deemed necessary to keep the fund solvent.

## 11. APPENDIX “E”

### 11.1 PRO-D Appeal Process:

- ★ If a member’s application is denied by the Pro-D Committee, the following appeal process is available:
  - (a) Members are invited to provide additional information in writing that could assist the Pro-D Committee in its re-evaluation of the application. The Member will receive a written response from the Pro-D Committee.
  - (b) If the matter remains unresolved, the Member may submit a written appeal to the STA Executive which will be reviewed in camera at the next Executive meeting. The Member will receive a written response from the President of the STA.