



Sooke
Teachers'
Association

PRO-D Policy Handbook

2025-2026

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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

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, and
- g) align with the BCTF Professional Development Lens.

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, and
- e) addressing issues of professional concern.

1.4 History of Professional Development

In 1972, Pro-D 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 of instructional days for students. Pro-D 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. (<https://bctf.ca/history>)

2 - OPERATING PROCEDURES

2.1 Professional Development Committee

2.1.1 Membership

- ★ The Pro-D Chair shall be elected for a 2-year term at the Spring AGM and assigned up to a 0.2 release.
- ★ The Professional Development Committee shall be appointed by the STA Executive.

2.1.2 Chair's Responsibilities

- ★ The Professional Development Chair (or delegate) should
 - a) attend all STA Executive Committee, Rep Assembly, General, and BCTF Zonal Meetings,
 - b) attend District Curriculum Meetings and liaise with district contacts, as necessary,
 - c) liaise with the Pro-D Committee and report, as necessary, to the Executive Committee,
 - d) process Pro-D forms with STA office,
 - e) coordinate with Office Manager to maintain Pro-D website,
 - f) communicate with members (email or phone), and
 - g) coordinate and plan local conferences as required.

2.1.3 Committee Responsibilities

- ★ The Professional Development Fund shall be controlled by the STA Pro-D Committee.
- ★ The Professional Development budget shall be completed by the Pro-D Committee and ratified by the Executive Committee.
- ★ 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, Inclusive Education, TTOC, etc.
 - 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, including local conferences,
 - d) encouraging participation in conferences,
 - e) acting as liaison and reporter of BCTF professional development activities and issues,
 - f) submitting a brief report of activities and recommendations at the STA Annual General Meeting, and
 - g) submitting a proposed Professional Development Fund budget to the Executive for the ensuing year, for ratification.

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

- ★ Pro-D School Reps should
 - a) attend training workshops and additional meetings as needed,
 - b) inform members of upcoming workshops and Pro-D opportunities,
 - c) conduct needs assessments as required,
 - d) liaise with the STA Pro-D Committee,
 - e) support members in the application process as required (i.e. which funds to apply for, filling out forms etc.) and,
 - f) ensure members are informed of the following in relation to applying for funding:
 - where to find Pro-D information on the www.sooketeachers.org website,
 - the difference between standard and alternative events and how to apply for both,
 - the different accounts that can be accessed and what they are used for,
 - when and how an LOA Form needs to be filled out.

3 - FUNDING

3.1 Board/STA Fund

- a) Effective July 1, 2024, the employer shall provide professional development funding not less than one fifth of one percent (0.20%) of the Category 6 maximum step, multiplied by the total teacher FTE in the District, as of September 30 of the previous year.
- b) ~~The Board shall contribute an additional \$200 per teacher until the Letter of Intent, signed in September 2020, is revoked. (See Appendix F)~~ The letter of intent was revoked in April 2022 by Superintendent Scott Stinson.
- c) The Board shall contribute \$500 per year to the PD Fund for TTOCs.
- d) The Board shall contribute an annual payment equal to ten percent (10%) of the Professional Development funding allocation, as outlined in 3.1.a, for TTOC professional development opportunities.
- e) The STA's contribution to this fund shall be \$40 per FTE as of September 30th of the previous year.

3.2 Funded Pro-D

- ★ Guided by the principles and purposes (sections 1.2 and 1.3) of professional development and the BCTF's Pro-D Lens (see Appendix B) funded examples include
 - a) workshops, conferences, seminars and classroom visits: Costs may include registration fees and release time for professional development activities (See Sections 3.3 & 3.4 for detailed information),
 - b) some optional teacher professional association fees and fees levied to access professional teaching 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: Through the STA – Munro's Catalogue, members, including those on a leave, can place an order once per semester (one order from November to January and one order from February to May) up to a total of \$150 per school year. TTOCs who have worked at least 2 days in the previous pay period are also eligible for up to \$150 in Pro-D books. If purchasing professional books outside the STA – Munro's Catalogue, books must be pre-approved, are limited to \$100 and additional fees from alternative vendors including, but not limited to, shipping will not be covered,
 - e) university courses/tuition: Members can apply for up to \$500 per calendar year from the annual collective fund allotment, for credit and non-credit coursework. This includes any course, workshop, or program that is tax deductible,
 - f) honoraria for workshops or presenters: The amount is subject to the approval of the STA Pro-D Committee,
 - g) expenses not covered by the host conference when attending as both a presenter and a participant (documentation must be provided),
 - h) expenses not covered while being co-sponsored to attend an event (documentation must be provided) (except for the restrictions listed in 3.4), and

- i) reasonable expenses for accommodation, travel, meals, and mileage as set out in the table below.

Pro-D Expenses	Funded	Not Funded
Accommodation:	Hotel costs for multi-day conferences within the CRD	Hotel costs if there is reasonable opportunity to travel to/return home before/after an event
	Hotel costs if weather, road conditions or other emergent factors prevent a safe and timely return home.	
	Hotel costs on the night before the event, if travel the day of would mean leaving home before 6:30 am.	
	Hotel costs equal to the number of days of the conference if outside the CRD.	Hotel costs for single day events within the CRD
Meals:	Meals for (virtual & in person) events when they take place before, after and/or during a meal. (e.g. <i>Travelling home on the same day of your event via ferry over dinner time, or submitting a lunch stipend for attending a full day local workshop</i>)	Meals when provided by the event or hotel (e.g. <i>breakfast or lunch</i>).
	Meal per diems will be reimbursed at a flat rate: Breakfast - \$24.14 Lunch - \$23.29 - Dinner - \$49.05	A partial day event (e.g. <i>a morning session</i>)
	Receipts are not required for meal stipends.	Breakfast on the day of departure to the event or breakfast if the event is local and/or virtual.
Mileage:	Mileage for events outside the CRD. Teachers who reside in Port Renfrew may have access to Pro-D funds for mileage purposes between Port Renfrew and the CRD: \$0.72/km	Mileage within the CRD
Other:	Reasonable transportation costs to and from your approved event (ferry/train/bus etc.)	Sporting Events or performances in a non-conference setting
<p>All mileage and meal expenses are set in accordance with BCTF guidelines at the time the annual Pro-D budget is passed, starting in the 2024-2025 school year. It is expected that members will use the most cost effective means for travel whenever possible. (Carpooling, corporate hotel rates, etc.)</p>		

3.3 Funding Restrictions

- ★ Guided by the principles and purposes (sections 1.2 and 1.3) of professional development and the BCTF's Pro-D Lens (see Appendix B), examples of funding restrictions include
 - a) teacher fees and dues required to teach in BC (such as union dues and annual PCU/TRB fees) and Local Specialist Association fees,
 - b) events sponsored or funded by the Fraser Institute, Google and/or the BCPVPA,
 - c) events partially funded by the employer or PAC,
 - d) committee work related to PSAs, government ministries, etc.,
 - e) 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.),
 - f) job-related duties: These are the responsibility of the employee. (Some, but not all, examples of job-related duties include marking, writing report cards, filing, organizing classroom materials, and/or lesson preparation),
 - g) in-service: Pro-D Funds cannot be used to facilitate educational change nor new curriculum implementation. It is the employer's responsibility to provide time and funds for such in-service training. (Some examples include implementation of new student information systems, or health and safety training or Ministry of Education initiatives. Training courses that directly support a district program, academy or course, particularly as related to a program's certification, accreditation or promotion are the responsibility of the employer.),
 - h) extra-curricular activities: These are the voluntary choices of members. (Some, but not all, examples of extra-curricular activities include coaching teams, supervising clubs, travelling 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 approved courses, providing they have been relieved of any supervisory role for any of the attending students.),
 - i) personal benefits: This includes electronic hardware, gym memberships, personal travel, personal wellness activities (massage, mindfulness, yoga, etc.), fees for personal hobbies, and what Canada Revenue Agency considers taxable benefits or allowances,
 - j) 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 and language apps, puzzle books, learning resources and equipment)
 - k) teachers on a leave will not have access to Pro-D funds, except for up to \$150 in Pro-D books, as per 3.3(d).
- ★ Fundraising shall not be utilized to finance teachers' Pro-D activities.
- ★ STA members shall not charge a fee for providing workshops, or other Pro-D opportunities or services in regard to a Pro-D Event, for other teachers in School District 62.

3.4 Standing Pro-D Accounts

- a) 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. Pre-approved Pro-D activities beginning in June will be reimbursed in September, drawing from the member's funds from the previous school year. An activity that takes place after June 30 will be part of the member's Pro-D allocation for the following year. Expenses for summer and fall Pro-D will not be reimbursed until the Pro-D budget is approved by the STA Executive in the fall.
- b) Funds must be applied for within the fiscal year in which the activity or purchase took place.
- c) All unused Collective Funds shall remain in the STA Collective Fund Account.
- d) Events attended in July or August may be approved in the following September, but funding is not guaranteed.

Standard Pro-D

- ★ Workshops or conferences noted below make up the majority of Pro-D opportunities in the province and are considered standard events. These events do not require pre-approval from our Pro-D committee, as long as they are located in BC.
 - a) BCTF
 - b) Provincial Specialist Association
 - c) Local Specialist Association
 - d) Local Pro-D Committee
 - e) Other Pro-D Events approved and promoted directly on the STA Website
 - f) Classroom Observations (located in the CRD)
 - g) Tuition will be funded at \$500 per **calendar year**. Tuition funds will be reimbursed upon receipt of proof of completion of the course. Courses completed between July 1 and May 31 must have proof of completion submitted by May 31 for reimbursement prior to the end of the academic year. Courses completed between June 1 and June 30 must have proof of enrolment submitted by May 31 and proof of completion submitted by August 31 for reimbursement in September. Courses completed from June 1 to June 30 will be reimbursed using the teacher's Pro-D funds from the academic year wherein the course was taken. Tuition must be claimed in the academic year it took place.
- ★ All members attending events on instructional days must complete an LOA form <https://sooketeachers.org/pro-d-expense-claim/> a minimum of 10 business days in advance. It is STA policy that all teachers be replaced, including non-enrolling positions.

Alternative Pro-D

- ★ 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, as alternative events.
- ★ Before applying for funding for an alternative event, members are encouraged to consider the factors the Pro-D Committee must assess to determine whether or not to approve the funding claim: STA Pro-D Policy, the BCTF Pro-D Lens and Canada Revenue Agency. (see sections 3.2, 3.3, and Appendix B)

- a) Pre-Approval applications must be received at least 15 days prior to the event, but one month's lead time is strongly recommended.
- b) Pre-approval must demonstrate relevance to the applicant's teaching practice now or in the future.
- c) Each member must submit their own individual application.
- d) Alternative Pro-D claims can include classroom observations outside of the CRD.
- e) Alternative Pro-D claims can include conferences or workshops held outside of BC, provided that they:
 - o are a significant workshop or conference,
 - o are currently unavailable in BC (including similar offerings),
 - o present costs that are deemed reasonable by the Pro-D committee, and
 - o do not have students in care for any portion of the event
- f) Special consideration can be granted for any event or activity.
- g) All members attending events on instructional days must complete an LOA form <https://sooketeachers.org/pro-d-expense-claim/> a minimum of 10 business days in advance. It is STA policy that all teachers be replaced, including non-enrolling positions.

3.4.1 Collective Funds – Contract Teachers with ≥ 0.4 FTE on September 30th

- a) ≥ 0.4 FTE teachers may apply to the STA Pro-D Collective Fund up to a maximum of **\$700** per teacher every school year, of which a maximum of \$150 can be spent on Pro-D books (see 3.5.8). *These funds are approved on a first-come, first-served basis.*
- b) ≥ 0.4 FTE teachers who avail themselves to a professional development workshop or classroom observation on an instructional day will be granted up to a **1.0 FTE TTOC** credit per Pro-D school year.
- c) Full time, locally released officers, seconded to the STA Office can access the same amount of funding as ≥ 0.4 FTE Teachers for Pro-D on a first come, first served basis from the Collective Fund.

3.4.2 Collective Funds – TTOCs & Contract Teachers < 0.4 FTE on September 30th

- a) Contracted teachers not covered under the ≥ 0.4 FTE can access \$300 for Pro-D on a first come, first served basis from the Collective Fund < 0.4 FTE account. *These funds are approved on a first-come, first-served basis.*
- b) TTOCs must have worked a minimum of 2 days in the previous pay period to be eligible for funds.

3.4.3 Conference Fund

- ★ This fund is the STA's contribution to the Multi-District Conference.

3.4.4 Group Application/LSA Fund

- ★ 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:

Group Application

- ★ When the group application is being accessed for the purpose of running a professional development opportunity, the following criteria must be met:
 - a) pre-approval is required from the Pro-D Committee,
 - b) the application must be submitted a minimum of three weeks prior to the event,
 - c) workshops must be offered after school or on a Pro-D Day,
 - d) the application must include a poster that the STA will distribute to all STA members,
 - e) the STA will run the registration under the Pro-D section of the STA website and close it 5 business days before the event is due to run,
 - f) group applications require a minimum of 5 STA members in attendance.
 - g) group applications will be funded up to \$100 per attendee to a maximum of \$3000.
 - h) honouraria are capped at \$50 per 75 minute session,
 - i) food and refreshments are limited to \$25 per attendee of the event (receipts are required), and

Local Specialist Associations

- ★ Local Specialist Associations (LSAs) can apply for a \$350 seed fund in their first year and can access a further \$250 a year thereafter. LSA funds will be held in trust by the STA. To withdraw money from the trust account, two signatures are required. LSA funds roll over from year to year up to a maximum of \$500. If an LSA would like to host a Pro-D event, they can apply for further funding from the Group Application Fund. LSA Presidents may attend the annual Pro-D Rep training session, subject to STA approval. Individual claims for LSA fees shall not be funded.

3.4.5 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. All members attending events on instructional days must complete an LOA form <https://sooketeachers.org/pro-d-expense-claim/> a minimum of 10 business days in advance. It is STA policy that all teachers be replaced, including non-enrolling positions.

3.4.6 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 Pro-D Committee.

3.4.7 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.

3.4.8 Pro-D Books

- ★ All Pro-D Books are funded from this account.

3.4.9 TTOC Calendar

- ★ The TTOC Calendar Account shall be used each year to provide a professional development training opportunity to eligible TTOCs.

3.4.10 Employee Wages and Benefits

- ★ A portion of the Office Manager's salary will be paid from this fund to reflect the operating costs of running Pro-D.

3.5 Teachers-Teaching-On-Call Costs:

3.5.1 TTOC Costs:

- ★ Teachers who avail themselves to a professional development opportunity on an instructional day, regardless of replacement, will be charged either their 1.0 FTE TTOC credit or a flat rate fee from their collective fund allotment if the credit has already been accessed. (See *Appendix D*)

4 - STA CONFERENCES

4.1 STA Conferences

- All facilitators will be initially contacted a minimum of 10 business days prior to registration going live, except in circumstances where this is not possible due to late confirmation.
- All facilitators are required to complete an STA Workshop Proposal Form and submit it online by the deadline stated.
- Once registration is live on our website, we are unable to accommodate additional facilitators.
- All fees and expenses must be pre-approved by the STA Pro-D Committee. All non-STA members who are charging a fee for their workshop or have expenses must submit invoices and receipts directly to sooketeachers@shaw.ca. STA members who have expenses must also submit their receipts to sooketeachers@shaw.ca.
- All workshops require a **minimum of 8** participants to run.
- A week prior to the conference, all workshop facilitators with fewer than **8 participants** will be notified that their workshop is unable to run (and if applicable, will not be paid an agreed upon fee). In addition, all the participants in the cancelled workshops will be notified via email and given the option to register for an alternative session.
- In the event that a workshop needs to be cancelled due to unforeseen circumstances, attendees will be notified via email. If the workshop is cancelled on too short notice, attendees will be notified at the event. In both circumstances, attendees will be given opportunity to register for an alternative session.
- STA members shall not charge a fee for providing workshops, or other Pro-D opportunities or services in regard to a Pro-D Event, for other teachers in School District 62.
- Honoraria amounts for workshops or presenters is subject to the approval of the STA Pro-D Committee.

- j) The Pro-D Committee will invite all SD62 Elders and role models to attend our locally developed conferences, free of charge.
- k) The fee for all non-members per conference will be reviewed and agreed to by the Pro-D Committee each year (\$50 in 2025/2026).
- l) STA members who register for local conferences but fail to attend will have \$30 deducted from their Pro-D funds.

5 - VIRTUAL PRO-D EVENTS

5.1 Virtual Recordings

- a) Virtual Pro-D Events shall not be recorded without prior written consent of all participants.
- b) Recordings become the property of the Sooke Teachers' Association.

5.2 Virtual Platform

- a) The STA will provide the digital platform for virtual Pro-D events.

5.3 Eligible Claims

- a) Only the registration fee and applicable meal per diem shall be reimbursed.

6 - APPENDIX A

6.1 Collective Agreement Article F.22 – 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 as per F.1 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 shall also contribute five hundred (\$500) per year to the Professional Development Fund for Teachers Teaching on Call.

7- APPENDIX B

7.1 BCTF PRO-D Lens

THE PROFESSIONAL DEVELOPMENT LENS

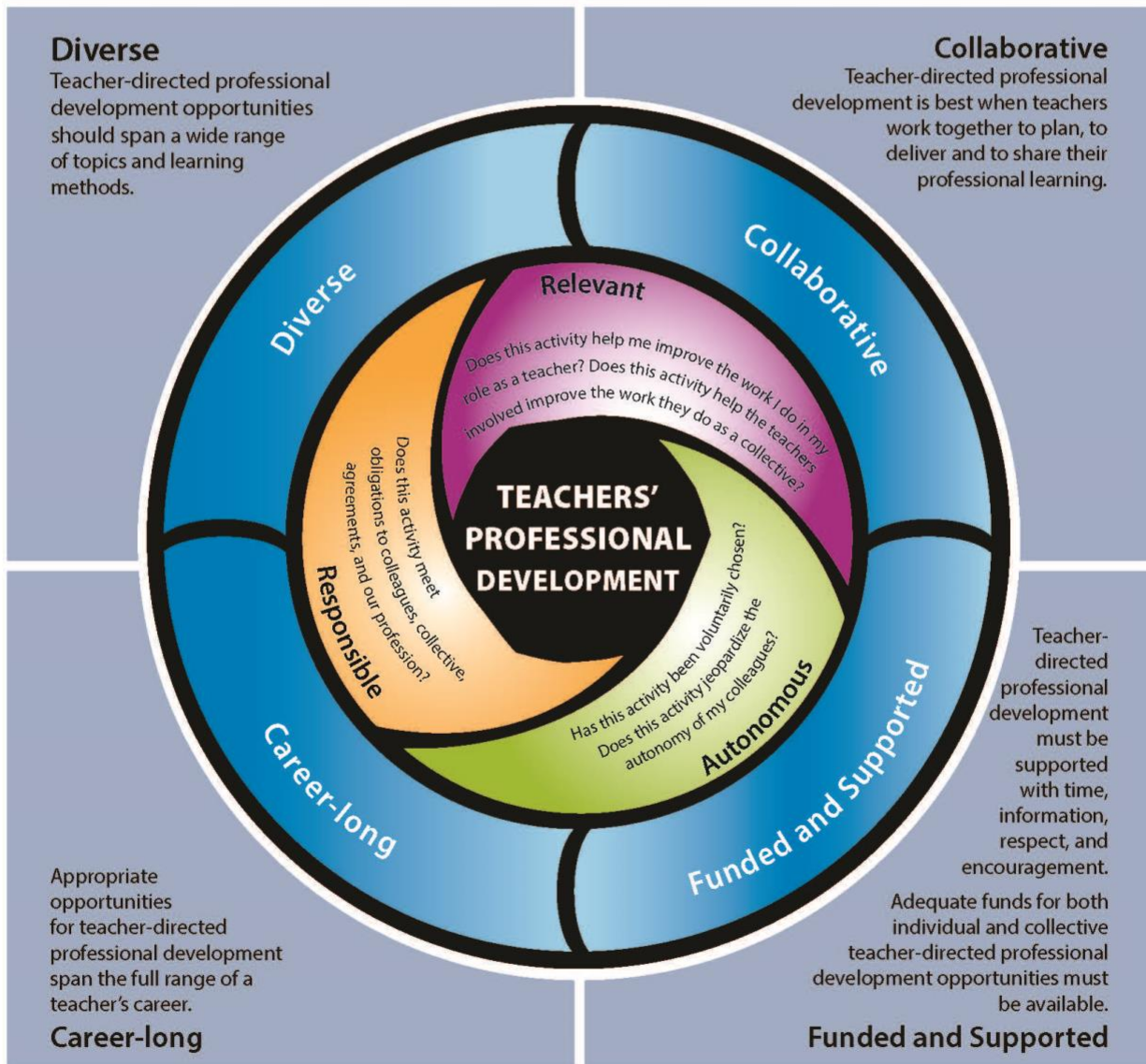
At the centre of the lens are teachers and their learning, both as a collective and as individuals. The term “teachers’ professional development” is used to highlight its use both in thinking about individual PD and PD as a collective endeavor.

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.

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.



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.

8 - APPENDIX C

8.1 Protocol for District Involvement on PRO-D Days and Inservice or Professional Learning (March 2015)

- a) 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).
- b) 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.”*
- c) 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:

- ★ All events offered on Pro-D days that use district staff or funding requires pre-approval from the Pro-D committee
- ★ In-service will not be funded by the Pro-D committee and not offered on Pro-D days
- ★ 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

9 - APPENDIX D

9.1 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.
- c) 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 2025-2026 school year this number will be rounded down to:
 - \$400 for a full day
 - \$240 for a 0.6
 - \$200 for a 0.5
 - \$160 for a 0.4 (minimum allowed)
- d) If the leave is unused for any reason, the member may request (by email) the monies be refunded to their collective accounts. This must happen before May 31st of the same school year.
- e) Any situation where the district is involved Appendix C (Protocol for District Involvement) must be followed.
- f) The PDC may change the fixed rate as deemed necessary.

10 - APPENDIX E

10.1 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 then submit a written appeal to the STA Executive which will be reviewed in camera at the next Executive meeting.
 - c) The member will receive a written response from the President of the STA, if the appeal is denied.

11 - APPENDIX F

11.1 Professional Development Funding – Collaboration Day Letter of Intent



SOOKE SCHOOLS 62
Shaping Tomorrow Today

SCHOOL DISTRICT NO. 62 (SOOKE)
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November 19, 2020 (supersedes letter of September 16, 2020)

Ms. Jennifer Anderson
President
Sooke Teachers' Association

This agreement was rescinded by Superintendent Scott Stinson on April 20, 2022, because supporting teacher professional development didn't align with the district's Strategic Plan.

Re: Letter of Intent regarding Professional Development Funding

Dear Jennifer:

The intent of this letter is to provide, in writing, to the Sooke Teachers' Association (STA), the intent of the Sooke School District to further support teacher professional development.

We have agreed that, as set out in the Collective Agreement, article F.3: Professional Autonomy, "the Board recognizes and respects the professionalism of teachers covered under this collective agreement. Teachers shall, within the bounds of the prescribed curriculum and consistent with recognized effective educational practice, have individual professional autonomy". Further, the District acknowledges the rights of the STA articulated under article F.2: Professional Development: Funding and Control.

The District further agrees that it is in the STA and the District's best interest to support learning opportunities for teachers; therefore, we agree to the following:

1. The Board agrees, that in addition to its obligations under the Collective Agreement, to provide annually the amount of two hundred dollars (\$200) per teacher for the purposes of professional development. 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.
2. For one of the five (5) Professional Development Days, set aside on a date mutually agreeable to the parties, the STA and the District will work together collaboratively to organize a full day of learning opportunities for teachers.
3. Other employee groups may participate in the day's activities.
4. Subject to mutual agreement between parties, event costs associated with the opportunities described in 2 above will be shared.
5. All part-time teachers who choose to participate fully on this day may do so consistent with clause C.14.6 of the Collective Agreement.
6. Teachers-Teaching-On-Call will be invited to attend but will not be paid on professional development days.
7. Either party may withdraw from this agreement on three months' notice.
8. If issues arise regarding the application of this letter of intent, they will be resolved by agreement between the STA and the District.

Respectfully,

Scott Stinson,
Superintendent of Schools

c: Dan Haley, Exec. Director of Human Resources
Jennifer Auerbach, Manager of Labour Relations
Harold Cull, Secretary-Treasurer
Heather Smith, Employee Relations Co-ordinator
Dawn Irmscher, Director of Finance