

Professional Development Policy

Revised May 2017 by the Funding Committee

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The overriding philosophy of the professional development policy is providing the greatest good for the greatest number of C.D.T.A. members.

1. The Professional Development committee administers two funds: Professional Development and Staff Development.

- a) The purpose of the Professional Development fund is to support out of district conferences and workshops
- b) The purpose of Staff Development fund is:
 - i) To support professional development activities within district occurring on professional development days and non-instructional days. Funds may be used to cover speaker fees, facility costs, and coffee break costs (up to 5.00 per teacher)
 - ii) To pay for one PSA/LSA membership per year for every teacher.
 - iii) To support staff retreats, up to \$100.00 per CDTA member. In addition, all staff must agree to participate, and retreats must occur on a professional activity day. Schools are eligible to apply for a retreat every three years.
 - iv) To support RSA day fees.
 - v) To support follow up group activities after a presenter.
 - vi) To support schools to attend school, district and locally based workshops and activities
 - vii) To facilitate within district collaboration including grade group meetings and teacher visitations.
 - viii) To support the Program for Quality Teaching (PQT)

2. The Professional Development Funding Committee meets on the second working Tuesday of each month. Applications must be submitted to the school Pro-D representative or CDTA office prior to that day to be considered during that funding period. **No funding will be given to the Pro-D/Staff Development activities attended without prior written approval.**

3. Accessing funding

Pro-D/Staff Development funds are not allocated to individual teachers but are made available to the collective to be administered by the Pro-D funding committee.

- a) Professional Development funding is as follows:
 - i) Teachers can access the Pro-D fund up to a maximum amount over a two year cycle.
 - ii) The maximum will be reviewed on an annual basis and will be determined based on the availability of funds at the beginning of each school year. Teachers may apply to access these funds, up to the maximum, on a first come first serve basis until all the funds have been committed.

iii) The two year cycle starts the year the teacher accesses the funds. A funding year begins September 1st and ends August 31st.

b) Staff Development funding is as follows:

i) Teachers can access Staff Development funds on a first come, first serve basis and are administered according to a budget set at the start of each year.

4. Eligibility for funding

a) Professional Development

i) Full time CDTA members

ii) Part time teachers (prorated. e.g. a .8 position is eligible for 80% of funds)

iii) Teachers on temporary contracts are eligible for up to half the funding amount each year.

iv) Teachers on call who have worked the minimum of 15 days in the previous 3 months of their request for Pro-D funding are eligible for up to 500 per two year cycle.

v) Teachers on paid leave who are in good standing and are paying CDTA union dues.

b) Staff Development

i) (Full time, part time and temporary) CDTA members

ii) Teachers on call who have worked the minimum of 15 days in the previous 3 months of their request

5. The BCTF Professional Development Lens is used to determine the merit of individual applications and will be at the discretion of the funding committee. The Funding Committee will endeavor to assess each case individually in the best interest of the CDTA, the member, and the financial state of the fund. (Appendix 1)

6. The Pro-D Committee does **not** fund the following:

a) curriculum implementation for new or revised curriculum.

b) credit courses

c) equipment, technology and teacher resources

d) alternate activities that occur on RSA day

e) hotel and meal costs beyond the dates of the activity and the day prior to the activity and the day following the activity.

f) workshops with or for students

7. Each person using Pro-D/Staff Development funds will be expected to submit an Expense Claim Form that includes attached receipts and a short evaluation of what happened at the conference. Funds will not be paid out until the completion of the Pro-D activity.

8. Application and expense forms must be as complete as possible, including totals.

9. People using the Pro-D/Staff Development funds incur an obligation to provide a reasonable amount of inservice within the district if your colleagues desire.
10. Any special case of anyone asking for special consideration will be required to fill out an additional application explaining as fully as possible the circumstances.
11. a) We will continue to recognize and support local specialists associations (LSA).
b) Eligibility guidelines for LSA funding: The LSA is a registered provincial chapter; the LSA has two local meetings per year; and each LSA maintains a staff network.
c) The president of the LSA will be eligible for funding for their annual LSA conference without personal Pro-D deductions.
12. We recognize that special consideration has been and will be given to the secondary schools and specialists because of the small size of most of the individual groups.

Kari Duffy put forth the motion: That the Professional Development Policy revision of May 2017 be adopted as amended and presented to the AGM. .Seconded by Barb Belisle. Carried without dissent.

