



District Professional Development

Policy Handbook

District Professional Development Policy Handbook

Table of Contents

1.	<u>POLICY STATEMENT</u>	P. 4
2.	<u>DEFINITIONS</u>	
	2.1 <u>Professional Development</u>	P. 4
	2.2 <u>Workshop</u>	P. 4
	2.3 <u>Course</u>	P. 5
	2.4 <u>District Staff</u>	P. 5
	2.5 <u>Curriculum Implementation Expenses</u>	P. 5
3.	<u>OPERATING PROCEDURES</u>	
	3.1 <u>Professional Development Committee</u>	
	3.1.1 <u>Committee Members</u>	P. 5
	3.1.2 <u>Committee Responsibilities</u>	P. 5 - 6
	3.1.3 <u>Chairperson</u>	P. 6
	3.1.4 <u>Chairperson Responsibilities</u>	P. 6
	3.2 <u>Pro-D School Representatives</u>	
	3.2.1 <u>Pro-D School Reps</u>	P. 6
	3.2.2 <u>Pro-D School Reps Responsibilities – STA</u>	P. 6
	3.3 <u>School-Based Pro-D Committee</u>	
	3.3.1 <u>Committee Members</u>	P. 7
	3.3.2 <u>Committee Responsibilities</u>	P. 7
4.	<u>FUNDING</u>	
	4.1 <u>Board/STA Fund</u>	P. 8
	4.2 <u>Contributions of Board and STA</u> ***NEW***	P. 8
	4.3 <u>Control of the Pro-D Fund</u>	P. 8
	4.4 <u>Budget Ratification</u>	P. 8
	4.5 <u>Funding Restrictions</u>	P. 8
	4.6 <u>Teachers-On-Call</u>	P. 8
	4.7 <u>Port Renfrew</u>	P. 8
	4.8 <u>Funding Formula</u> ***NEW***	P. 9
	4.9 <u>Group Application Fund</u>	P. 9
	4.10 <u>University Course Policy</u>	P. 9
	4.11 <u>Pro-D Committee Expenses</u>	P. 9
	4.12 <u>Pro-D Chair Expenses</u>	P. 9
	4.13 <u>Pro-D Conference Committee Executive</u>	P. 10
5.	<u>SCHOOL-BASED PRO-D BUDGETS</u>	
	5.1 <u>Part-time Teachers</u>	P. 10
	5.2 <u>School-Based Budget Allocations</u>	P. 10
	5.3 <u>Teachers-On-Call Costs</u>	P. 10
	5.4 <u>Unused/Unallocated Funds</u> ***NEW***	P. 10
6.	<u>PRO-D COMMITTEE YEAR-END OBLIGATIONS</u>	
	6.1 <u>Report to STA Annual General Meeting</u>	P. 11
	<u>APPENDIX “A” SD #62 COLLECTIVE AGREEMENT</u>	P. 12 - 13

District Professional Development

Policy Handbook

1. POLICY STATEMENT

It is an objective of the Sooke Teachers' Association to promote the professional growth of the teaching staff of School District No. 62.

Specifically, the STA wishes to:

- 1.1 Ensure all Pro-D activities are the personal choice of the individual teacher.
- 1.2 Encourage all teachers to develop and/or maintain a high standard of effectiveness in the classroom.
- 1.3 Encourage teachers to keep pace with changes in subject/course content, philosophy, and methodology of instruction.
- 1.4 Encourage teachers to develop/use materials/curricula which best meet the needs of their students.

2. DEFINITIONS

For greater clarity of this policy the terms listed below are defined.

2.1 Professional Development

Any activity whose prime purpose is to facilitate/foster the objectives identified in Section 1. This may be taken to include such activities as:

- (a) Visits by a teacher to other schools/classrooms.
- (b) Participation in conferences, content-oriented workshops/conventions and non-credit courses outside District No. 62.
- (c) Workshops organized by STA or BCTF members within the District, either school based or district wide.
- (d) The use of resource personnel for in-district workshops/activities.

2.2 Workshop

Any educational oriented activities publicized as a "workshop" by an association, college or university or any educationally oriented activity of less than twenty hours.

2.3 Course

Definition of a non-credit course or activity for which a member does not receive academic credit.

2.4 District Staff

Members of the STA not assigned to a particular school or schools.

2.5 Curriculum Implementation Expenses

Expenses relating to the implementation of any new courses or programs mandated by the Board or the Ministry of Education.

3. OPERATING PROCEDURES

3.1 Professional Development Committee

3.1.1 Committee Members

The Committee shall consist of five elected members representing the following areas: Elementary, Middle, Secondary, Special Education and Teachers-On-Call.

The positions shall be two-year terms elected each year at the Annual General Meeting: Special Education and Elementary in odd-numbered years and Middle, and Secondary in even-numbered years. Teachers-On-Call will elect a representative for a one-year term.

3.1.2 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, TOC
- (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.

3.1.3 Chairperson

A chairperson shall be elected annually from within this Committee after the Spring AGM.

3.1.4 Chairperson 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.

3.2 Pro-D School Representatives

3.2.1 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.

3.2.2 Pro-D School Reps Responsibilities - STA

- (a) Attend Training Day.
- (b) Attend additional meetings as needed.
- (c) Attend year-end evaluation/planning meeting.

3.3 School-Based Pro-D Committee

3.3.1 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 School-Based Pro-D Budget.

- (a) Committee members will consist of STA members.
- (b) Administration/CUPE may attend **upon invitation** with voice but no vote.

3.3.2 Committee Responsibilities

- (a) Propose and seek ratification from the teaching staff, the method by which the school Pro-D funds will be dispersed.
- (b) Ensure each teacher is informed of the method of distribution.
- (c) Keep a running balance of the school fund and of each individual member's balance.
- (d) Keep staff members informed re: upcoming workshops, Pro-D opportunities.
- (e) Conduct needs assessments as required.
- (f) Whenever possible provide for presentation, discussion, demonstration or modelling of in-service activities with feedback and follow-up.
- (g) Provide a report of activities, expenditures and future plans to the Pro-D Committee by May 30 of each year or at year-end meeting.
- (h) Liaise with the Pro-D Executive Member responsible for this area; Elementary, Middle School, Special Education, TOC.

4. FUNDING

4.1 Board/STA Fund

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

4.2 Contributions of Board and STA

(a) The Board's contribution to this fund shall be \$100 per teacher as of September 30 of each year.

(b) The STA's contribution to this fund shall be \$40 per teacher as of September 30th of each year.

(c) Fundraising shall not be utilized to fund teacher's Pro-D activities.

(d) 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.

4.3 Control of the Pro-D Fund

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

4.4 Budget Ratification

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

4.5 Funding Restrictions

The Pro-D fund will not be required to finance educational change or curriculum implementation in the district.

4.6 Teachers-On-Call

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

4.7 Port Renfrew

\$300.00 from the Pro-D funds shall be available to the Port Renfrew teachers as a travel allowance for Pro-D activities.

4.8 Funding Formula (effective as of June 30, 2011)

- (a) The school district allotment of \$100 per teacher is allocated to school-based Pro-D accounts and the STA portion of \$40 per teacher is allocated to the STA Collective Fund.
- (b) In addition to the school-based Pro-D funds, teachers may apply to the STA Pro-D Committee for additional funds.
- (c) The STA Pro-D Committee may approve additional funds up to a maximum of \$200 per teacher, every two years. These funds to be approved on a first-come, first served basis.
- (d) These funds must be applied for and approved by the STA Pro-D Committee by the end of April and paid for by the end of May.

Current remaining school Pro-D funds will be returned to the STA fund after one year (June 2011).

All of the above to be reviewed prior to the STA Annual General Meeting in May 2012.

4.9 Group Application 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.

- (a) Control of these funds shall be directed through the Pro-D Executive Committee.
- (b) Criteria for application to these funds has been established by the Committee and is stated on the back of each Group Application Form.

4.10 University Course Policy

You are entitled to use your yearly allotment, or any unused portion of it, towards University Course work as Professional Development in accordance with each school's individual policy of money distribution.

4.11 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.

4.12 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.

4.13 Pro-D Conference Committee Executive

- (a) A portion of the Pro-D Conference Committee funds will be made available to pay for conference committee chairs to conduct or coordinate conference affairs.
- (b) Submissions for such funds shall be made to the Pro-D Executive.

5. SCHOOL-BASED PRO-D BUDGETS

Each school will receive a basic amount based on the number of teachers.

5.1 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.

5.2 School-Based Budget Allocations

Once allocated, funds shall be dispersed and controlled by an elected School-Based 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.

5.3 Teachers-On-Call Costs

The actual cost of any Teachers-On-Call 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 school fund.

5.4 Unused/Unallocated Funds

After June 30, 2011, all unused and/or unallocated funds shall automatically revert to the STA Collective Fund.

- (a) Pro-D funds are not transferable when a teacher leaves a school.
- (b) Funds remaining from a retired teachers' Pro-D allotment shall be returned to the STA Collective Fund.

6. PRO-D COMMITTEE YEAR-END OBLIGATIONS

6.1 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.
- (c) Compilation of school-based Pro-D Committees via the Executive liaison.

APPENDIX “A”

SECTION F – PROFESSIONAL DEVELOPMENT

ARTICLE F1 – CURRICULUM AND PROGRAM CHANGE

The Board and Association agree that teachers are key agents in the implementation of curriculum and program change.

- 1.1 Significant educational changes shall be considered by the Joint Education Change Committee
- 1.2 The Joint Education Change Committee membership shall consist of an equal number of STA and Board Representatives. The Committee shall be co-chaired by one representative of the STA and one representative of the Board.
- 1.3 The committee’s recommendation(s) shall be based on the following:
 - (a) The physical resources, learning resources, and facilities necessary to implement the change;
 - (b) The establishment of criteria for measuring the success of the program or activity prior to its implementation;
 - (c) Necessary time needed to provide clarity, address problems, evaluate, share and report, and plan collaboratively;
 - (d) Adequate training and in-service;
 - (e) Appropriate retraining for teachers whose assignments and/or courses are changed as a result of the implementation of educational change;
 - (f) The overall timing and the amount of time available for the planned implementation including the appropriateness of lead schools and pilot programs in the district.
- 1.4 The Joint Education Change Committee shall make its recommendations to the Education Committee of the Board.

ARTICLE F2 – PROFESSIONAL DEVELOPMENT; FUNDING AND CONTROL

- 2.1 The Board and the Association agree that programs, services, courses and funding which promote and foster the professional development of teachers shall be covered by this clause.
- 2.2 The Board and Association shall establish a fund for the purpose of promoting professional development of the teaching staff of the school district.

- 2.3 During each year of this contract the Board shall contribute \$100.00 per teacher subject to the association contributing \$40.00 per teacher. The Board shall also contribute \$500.00 per year to be applied for the teachers-on-call for Professional Development.
- 2.4 The professional development fund, as established by the Board, shall be controlled by the Professional Development Committee.
- 2.5 The Professional Development Committee shall be chaired by the Association's professional development chairperson and shall be comprised of one member elected from each of the following groups:
- (a) Elementary teachers;
 - (b) Middle School
 - (c) Secondary teachers;
 - (d) Special education teachers;
 - (e) Teachers-on-call.
- 2.6 The Professional Development Committee shall develop terms of reference for the year's operation.
- 2.7 The Professional Development fund will not be required to finance educational change or curriculum implementation in the District.

ARTICLE F3 – 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**.