

Abbotsford District Teachers Association

PROFESSIONAL DEVELOPMENT POLICY

amended April 14, 2009

passed at the May 20, 2009 ADTA AGM

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PURPOSES OF PROFESSIONAL DEVELOPMENT (PD)

The purposes of Professional Development are to assist members in:

1. building and strengthening themselves as professional teachers;
2. enhancing professional relationships with students, parents and colleagues;
3. developing, discussing, revising and applying educational theories;
4. supporting innovative instructional developments;
5. continually improving the quality of their teaching;
6. and, addressing issues of professional concern.

GOVERNANCE

The ADTA PD Committee is a standing committee of the Abbotsford District Teachers' Association and the PD Chairperson is an elected position of the ADTA Executive. The ADTA PD Committee consists of the elected ADTA PD Chairperson and shall include other interested members. The ADTA PD Committee shall be ratified by the ADTA Executive Committee annually.

PROFESSIONAL DEVELOPMENT CHAIR RESPONSIBILITIES

In accordance with Section 2.8.1 (Duties of the Professional Development Chairperson) of the ADTA constitution, the Professional Development Chairperson shall:

1. carry out the mandate of the BCTF in matters pertaining to professional development
2. oversee the implementation of PD policy and the disbursement of ADTA PD funds
3. chair a committee of the school PD chairpersons to make recommendations to the executive committee on policy
4. communicate with the PD chairpersons of each school staff
5. organize the PD representative training
6. chair the credit/noncredit fund
7. chair and ensure that the executive's PD committee meets to allocate funds according to the PD policy
8. coordinate activities on district-wide days where they are held on province-wide PD days
9. assist committees and members should there be any dispute over the interpretation of policy
10. report on her/his activities to each meeting of the executive committee

11. perform such other duties that the executive may assign
12. represent the ADTA on any committees or task forces pertaining to the professional development and continuing education of its members, or which impact upon ADTA members
13. attend the summer conference of the BCTF and the zone conferences when invited
14. oversees the provision of an annual financial accounting for the previous calendar year to the School Board by January 30th

ADTA PROFESSIONAL DEVELOPMENT COMMITTEE RESPONSIBILITIES

15. The ADTA PD Committee shall be formed in September.
16. The ADTA PD committee meets monthly and as needed throughout the school year.
17. The ADTA PD committee is responsible for the development, revision, interpretation and application of PD policy.
18. The committee will make recommendations to the PD chair for the allocation of funds. reviewing and making decisions on self-directed PD applications and PD appeals.
 - 18.1. Members who are dissatisfied with the PD chair's or committee's decision may appeal, in writing, to the ADTA Executive. The decision of the ADTA Executive shall be final.

PROFESSIONAL DEVELOPMENT SCHOOL COMMITTEE

19. The school PD Committee shall be composed of ADTA members who will set the agenda and carry out planning.
20. The school PD Committee shall be elected and ratified by the staff by September 30th of the school year.
21. The school PD Committee must submit a calendar, identifying the 5 professional development days for the upcoming school year by June 15. This calendar must be submitted prior to any PD claims being processed.
22. The school PD Committee and PD representative provide leadership to the staff by:
 - 22.1. planning school-wide PD events that are endorsed by a majority of ADTA members on staff
 - 22.2. informing members of PD opportunities
 - 22.3. advocating for member-directed PD
 - 22.4. representing the staff at the annual PD Representative training sessions
 - 22.5. reviewing all PD forms to ensure that they are accurately completed before they are sent to the ADTA office

ALLOCATION AND DISBURSEMENT TO MEMBERS

23. Professional development funds belong to the Association and not to individual members. The allocation of PD funds will be determined and administered by the ADTA PD committee in consultation with the ADTA Executive. PD funds are generated by the September 30th staffing list, supplied to the Association by the Board.
24. All PD funds will be administered out of the ADTA office, according to Article 6:1.3 of the Collective Agreement, which states "funds will be allocated in the following areas: School Based, Local Specialist Association, District-Wide Day, Administrative Costs." PD funds will be allocated as follows:
 - 24.1. Administration - 10%
 - 24.2. Disbursement to Members - 90%
 - 24.2.1. School-based/individual based funding
 - 24.2.2. Teacher On Call Fund
 - 24.2.3. Temporary Teacher Fund
 - 24.2.4. Local Specialist Associations
 - 24.2.5. District-wide Day/conference fund

25. Members may accumulate a maximum of \$1500.00 in their own PD account.
25.1. Sept. 30th of each year, any amount exceeding \$1500.00 will be transferred back to the Association for redistribution to member.

26. Members who are in a .4 FTE or less position, may apply to the Temporary Teacher Fund for supplemental funds. The TOTAL amount claimed is not to exceed \$150.00 per year, subject to availability

27. Temporary teachers who do not appear on the September 30th staffing list may apply to the Temporary Teacher account for PD funds. The TOTAL amount claimed is not to exceed \$150.00 per year, subject to availability.

28. Teachers-On-Call (TOCs) may apply to the TOC Fund for PD funds once they appear on two successive TOC lists supplied to the Association by the Board. These lists are forwarded to the ADTA 3 times a year.

28.1. TOCs may hold their receipts until they are eligible for PD funds.

28.2. TOCs will have access to a PD allotment of \$150.00 per year, subject to availability.

28.3. TOCs may not bank their funds from year to year.

28.4. Once depleted, the TOC and the Temporary Teacher Fund will not be topped up within the current school year.

29. Members-on-leave and members who are seconded to other institutions as of September 30th are not entitled to the current years' Professional Development funds.

29.1 The ADTA President and 1st Vice President will continue to receive professional development funding as of September 2009.

30. Only those hospital/homebound teachers on the staff list supplied to the Association by the Board are eligible for PD reimbursement.

31. No fund will be disbursed before Oct. 15th.

REIMBURSEMENT

32. Professional Development Funds will only be used to pay for:

32.1. registration fees for workshops, conferences, seminars, university coursework

32.2. teacher-on-call average costs/release time for classroom visits

32.3. membership in a PSA or other Professional Association(s)

32.4. professional materials such as: journals, videos, DVDs, audio tapes, textbooks for course work, professional books, software for professional use, subscriptions to professional materials, etc.

32.5. PD activities that support public education

32.6. accommodation and travel costs as per the ADTA expense guidelines, if traveling to an event outside the Abbotsford school district

32.7. expenses incurred as part of a pre-approved self-directed PD plan

33. Professional materials do not include classroom instructional or assessment materials, learning resources or blackline masters.

34. Professional Development funds may not be used for computer hardware or Internet access.

35. PD funds will only be used for TEACHER driven PD activities.

36. PD funds will not be used for ADMINISTRATION driven staff development activities.
37. No teacher will be required to use their funds for a staff voted PD activity if they choose to do an alternative activity AND voted against the original activity.
38. PD funds will be used for, accessed by and given to ADTA members only.
39. PD funds will NOT be used for, accessed by or given to administrators, TAs or other individuals or groups that are outside of the ADTA bargaining unit.
40. PD funds will NOT be used for Ministry curriculum implementation.
41. PD funds will be disbursed upon the completion of the Professional Development activity and only with the submission of the ADTA PD form and attached original receipts. Itemized electronic receipts are acceptable. Receipts must be in the name of the member who is applying for reimbursement.
42. Any funds reimbursed for university credit are considered a taxable income. A letter will accompany these reimbursements to assist you at Income Tax time.

Clarification of Group Activities:

When the PD committee in a school proposes a plan for Professional Development the teaching staff shall vote on this plan. All teachers voting in the affirmative are expected to attend the school's PD activity. Teachers voting in the negative can either attend the school PD event or have a professional conversation with the ADMINISTRATION regarding an alternate plan. Out of courtesy for the staff, the teacher will inform the school's PD planning committee they will not be attending the school's activity.

TRANSFER OF FUNDS

43. There is no transferring of funds between members.

SELF-DIRECTED PD - e-mail ideas to ADTA PD Chair via AbbyNet prior to the monthly meeting if you want help with the process.

44. Any PD activity where funds are required and there is no conference or registration receipt is considered self-directed. Self-directed PD includes classroom visits, cooperative planning, peer coaching, action research, study groups, etc. (Please see Appendix 2: MANY WAYS TO GROW PROFESSIONALLY)

45. Self-directed PD proposals must include the following information:

- 45.1. What is the focus of this PD event? How does this focus support professional growth?
- 45.2. Who is organizing the PD? Who will be participating?
- 45.3. What will the participants be doing?
- 45.4. Where and when will this PD take place?
- 45.5. What are the anticipated budgetary needs for this PD?
- 45.6. A self-directed PD proposal form (see Appendix 3) must be received by the ADTA PD chair for pre-approval one week in advance of the scheduled activity.
 - 45.6.1. Members who are unsure if their planned PD is self-directed in nature are strongly urged to complete and submit a self-directed PD proposal.
 - 45.6.2. PD funds will be disbursed upon the completion of the PD activity and only with the submission of the ADTA PD form and any applicable original receipts.

46. Individual members may choose to use their own PD funds for ADTA member-planned PD activities, as part of a group self-directed PD activity.

46.1. The costs for member-driven, pre-approved group PD activities must be shared among the participants.

46.2. A completed self-directed PD proposal for the whole group shall be submitted to the ADTA PD committee, indicating the amount to be debited from each participants PD account.

46.3. Group self-directed activities must have the signatures of each participant.

LOCAL SPECIALIST ASSOCIATIONS

47. A Local Specialist Association (LSA) may apply each year to the PD committee for a grant from the PD Fund.

48. The amount of the grant will be determined by the PD committee and will depend upon the extent to which the LSA holds regular meetings, communicates with its members and sponsors professional development or other activities.

49. All members of an LSA's executive shall be BCTF/ADTA members.

50. Applications must be submitted by November 30 of the current year and must include the following:

50.1. proof of PSA connection

50.2. proposed budget for expenses for the upcoming year

50.3. financial statement for the previous year

50.4. sample of minutes from membership meeting

50.5. a list of activities undertaken the previous year

50.6. a list of active members

CREDIT/NON-CREDIT FUNDS

51. The Credit/Non Credit Fund is maintained, according to contract, to defray legitimate teacher expenses in maintaining or upgrading specialist qualifications or for taking courses for credit or non credit.

52. Teachers making application to this fund may not claim any portion of their expenses from professional development funds.

53. Members may apply for funds for credit courses or training sessions of three days or more during one school year, July 1 to June 30.

54. All applications for the previous year, accompanied by a proof of registration, an itemized receipt and a copy of official transcript must be in by September 30th. Verifiable, itemized electronic receipts are acceptable.

55. An ADTA member must have been part of the bargaining unit for the time period that the claim covers.

56. TOCs, teachers on leave and teachers seconded to other institutions do not qualify for Credit/Non Credit reimbursement.

57. Calculations for reimbursement will be based on tuition fees only.

58. The amount of money that each member will be reimbursed will be dependent upon the amount of applications received in that year.

59. \$500.00 will remain in the Credit/Non Credit fund each year for administrative purposes.

Appendix 1:
e.COLLECTIVE AGREEMENT

6 : **PROFESSIONAL DEVELOPMENT**

6:1 **Professional Development Funding**

- 6:1.1 The Board shall pay to the Association 0.5% of annual teachers' payroll calculated as of September 30 each year, to be distributed not later than October 20 of each year, in support of professional development activities for its members.
- 6:1.2 The Association shall provide the Board an annual report of professional development activities and expenditures by October 31 of each year giving an audited accounting of disbursements from the fund.
- 6:1.3 Funds will be allocated in the following areas:
 - School Based
 - Local Specialist Associations
 - District-Wide Day
 - Administrative Costs
- 6:1.4 The allocation and administration of the fund will be determined by the Association's Professional Development Committee, in consultation with the Board.
- 6:1.5 PD Fund: Credit/Non-Credit Course Funding
- 6:1.5.1 The Board shall provide annual funding of \$20. per teacher as of September 30 in each year to defray the legitimate teacher expenditures in maintaining and upgrading specialist's qualifications or for taking courses for credit or non- credit.
- 6:1.5.2 The fund established pursuant to Article 6:1.5.1 will be administered by the Association.

6:2 **Curriculum Implementation**

- 6:2.1 When new curriculum is being introduced to the School District, in accordance with Article 4:9- Adjustment Plan, the Superintendent or designate shall strike a District committee involving personnel who will be directly affected by the implementation of such curricula, to consider and make recommendations to the Superintendent on the following:
- 6:2.1.1 Time Considerations
- 6:2.1.1.1 The time necessary for the entire implementation process.
- 6:2.2 The time necessary for teachers who are expected to implement the new curriculum to:
- 6:2.2.1 become familiar with the new content, materials and skills;

6:2.2.2 provide the transition between the old curriculum and the new curriculum;

6:2.2.3 develop necessary supplemental material.

6:2.3 Materials

6:2.3.1 Identification of materials required.

6:2.4 Funding

6:2.4.1 In-service and/or retraining needs;

6:2.4.2 materials required;

6:2.4.3 resource people;

6:2.4.4 release time for teachers.

6:3 **TEACHER PROFESSIONALISM**

6:3.1 The Board recognizes and respects the professionalism of teachers covered under this collective agreement. Teachers have the professional right and the professional responsibility to determine the planning, presentation and methods of instruction for their classes within the following criteria:

6:3.1.1 teaching methods shall be consistent with recognized educational practices;

6:3.1.2 prescribed provincially and locally developed curriculum shall be followed;

6:3.1.3 resources used shall be consistent with prescribed and authorized materials.

MANY WAYS TO GROW PROFESSIONALLY

1. Attend a local/provincial conference or workshop.
2. Attend a workshop/conference or summer institute course.
3. Be a sponsor teacher for a student teacher.
4. Become a BCTF PD associate.
5. Become a BCTF Program Against Racism or Status of Women Program associate.
6. Become active in your local association.
7. Attend a workshop/conference or summer institute course.
8. Attend a local/provincial conference or workshop.
9. Be a sponsor teacher for a student teacher.
10. Become a BCTF PD associate.
11. Become a BCTF Program Against Racism or Status of Women Program associate.
12. Become active in your local association.
13. Become a facilitator and give a workshop.
14. Begin/continue university studies.
15. Develop innovative programs for use in your classroom.
16. Develop an annual personal PD plan and maintain a PD portfolio.
17. Form or join a teacher research group.
18. Participate in group planning.
19. Hop on the Internet through BCTF Online or another PD site.
20. Job-shadow in a related work situation.
21. Join a professional organization - ie. provincial specialist association, local specialist association, international network (ASCD, MSCD)
22. Mentor a beginning teacher.
23. Observe another teacher and talk together about the lesson/program.
24. Participate in curriculum development.
25. Pilot new curriculum and programs.
26. Read professional literature.
27. Reflect, discuss and research for the purpose of planning individual or group PD.
28. Develop the discipline of reflective journal keeping.
29. Serve as your school's PD representative.
30. Share with colleagues what you learned at a conference or workshop.
31. Subscribe to/read professional journals.
32. Watch professional videos.
33. Work on a provincial committee (Min of Ed or BCTF).
34. Work on your local's PD committee.
35. Work with a colleague to discuss, observe and critique a lesson/program (peer coaching)
36. Write professional articles for your local's newsletter, your PSA's publications or Teacher newsmagazine.

adapted from <http://pdonline.bctf.ca/conferences/SelfDirectedPD.html>

SELF-DIRECTED PROFESSIONAL DEVELOPMENT PROPOSAL
(to be submitted to the ADTA PD committee 1 month in advance)

Name(s):

School:

What is the focus of this PD event?

How does this focus support professional growth?

Who is organizing the PD? Who will be participating?

What will the participants be doing?

Where and when will this PD take place?

What is the budget for this PD?