

GITA Professional Development Policy

(amended October 2009)

Professional development is a process of ongoing growth, through involvement in programs, services, and activities designed to enable teachers, both individually and collectively to enhance professional practice.

Definitions

- a) *District Pro D Committee* means the GITA-Board Joint Professional Development Committee.
- b) *School Pro D representative* means a school professional development representative elected each year by the school GITA staff.
- c) *Fund* means the Joint Professional Development Fund.
- d) *School allotment* means the annual sum allotted to each school from the Fund for the purpose of school-based professional development activities.
- e) *Individual allotment* means the amount determined each year as the base amount for each teacher employed in the district to be used to assist in the cost of professional development activities.
- f) *Administrator* means the Administrator of Funds of the GITA Pro D Committee.

General Statements

- 1.0 The Board of School Trustees, School District #64 Gulf Islands, and the Gulf Islands Teachers Association will contribute to a professional development fund, which will be administered by the Pro D Committee. The Pro D Committee will be responsible for the disbursement of the Fund.
- 1.1 The Fund is not designed to cover all expenses incurred by teachers in pursuing their professional development, but is designed to help defray teacher's legitimate expenses in attending professional development events. Expense allotments shall be based on BCTF guidelines.
- 1.2 The Individual Allotment may be used for:
 - attending professional activities such as workshops, conferences, classroom visits
 - locally sponsored professional development activities or school professional days
 - PSA membership fees
 - teacher resources
- 1.3 The Pro D Chair(s) shall be able to use up to a total of five days TTOC time to conduct business for the GITA Pro D Committee.
- 1.4 The Profession Development Administrator shall be able to use up to a total of five (5) days TTOC time to administer the GITA Pro D fund.
- 1.5 Part-time help may be contracted to do bookkeeping and secretarial work for the Joint Pro D Committee.
- 1.6 The Pro D Chair, the Profession Development Administrator, and the GITA President, or their designates if applicable, will be signing authorities for the Pro D Committee.
- 1.7 The Pro D Committee shall present to the first GITA Executive Meeting and the first GITA General Meeting of each school year a schedule outlining the proposed allocation of funds, together with its intended guidelines for membership approval for that school year.
- 1.8 Each school shall elect a school Pro D representative. Such election shall be held by September, with the term of office being the school year.
- 1.9 The Pro D Chair shall be elected at the GITA Annual General Meeting.
- 2.0 A) The Joint Pro D Committee shall consist of:
 - Pro D Chair as chairperson

- Three GITA representatives
- Superintendent or designate
- One School Board Trustee

B) The GITA Pro D Committee shall consist of:

- Pro D chair as chairperson
- Administrator
- All School Pro D representatives

2.1 The School Pro D representative shall:

- communicate district Pro D Committee information to staff
- publicize Pro D events in his/her school
- provide leadership and direction in school Pro D activities
- plan and organize in-school workshops
- attend all GITA Pro D Committee meetings or send a designate
- authorize spending of school-based allotments

District Policies

1.0 Applications

1.0.1 Applications for approval of professional development activities should be received by the district Pro D Administrator at least two weeks in advance of the event. Such applications must be on the appropriate form.

1.0.2 If an application for funding is not approved, applicants will be notified at least one week prior to the event if the timeline as outlined in 1.0.1 has been followed.

1.0.3 A teacher attending workshops, conferences or seminars is expected to submit receipts to the district Pro D Administrator.

1.0.4 Applications from teachers who attend a professional development event and who incur expenses over and above the original approved amount will be considered for further reimbursement up to a total determined annually by the GITA Pro D Committee. The Pro D Committee will consider the following criteria: cost factor and budget limitations.

1.0.5 Applications for reimbursement of funds must be submitted using the appropriate form.

1.1 TTOCs

1.1.1 Individual allotments are available to Teachers Teaching On Call.

1.1.2 TTOCs may attend district professional development activities.

1.1.3 The Pro D Fund shall pay a TTOC's registration for the BCTF new teacher conference.

1.2 Local Specialist Associations (LSAs)

1.2.1 LSAs shall be based on Provincial Specialist Associations.

1.2.2 LSAs requiring funds for the purposes of holding meetings or presenting local workshops or seminars to local teachers must apply to the Pro D Chair each year.

1.2.3 Allotments for approved LSA activities will be determined by the Pro D Committee at its first meeting in the school year.

1.2.4 LSA funds may not be used for paying an individual teacher's professional development costs.

1.3 The fund will not pay for the purchase of kits, equipment or other materials for student use.

1.4 In circumstances not specifically covered by the guidelines, authority for any payment or approval can only be made by the Pro D Committee.

1.5 Approval of travel, meal and accommodation expenses will be based on the current limits set by the

District Pro D Committee.

- 1.6 GITA members on a Leave of Absence from the district, who pay full GITA fees, may apply to the Pro D Committee for expenses under the same terms and conditions as employed teachers.
- 1.7 Attendance at Pro D activities is pro-rated according to a teacher's assignment.
- 1.8 The Pro D Committee shall contribute to the district calendar.
- 1.9 If a conference starts in the evening on a Gulf Island, southern Vancouver Island or the Lower Mainland, normally a 1/2 day TTOC may be charged.

School Policies

- 1.1 Whenever feasible, workshops held at the school level should be open to teachers from others schools within the district. The host school may charge a nominal workshop registration fee.

Job Descriptions

Professional Development Chair

- Call meetings and keep written minutes.
- Call first meeting in the fall to establish guidelines and procedures and set agenda for year's activities with school Pro D representatives and Administrator.
- Call a second GITA Pro D Committee meeting in the spring to formulate a district Pro D plan for the following year.
- Shall be a member of the Pro Growth Committee
- Prepare a budget in collaboration with Pro D Committee and present to GITA Executive and General Meeting.
- Attend GITA Executive meetings and report as required.
- Attend zone and provincial meetings.
- Together with the Pro D Committee provide leadership for District Pro D days.
- Ensure that District days for the following year are set by June 1 as required by contract.

Professional Development Administrator

- In September determine the amount of budget in cooperation with district administration.
- Recommend allocations to the GITA Pro D Committee for each category.
- Prepare budget in collaboration with the GITA Pro D Committee for presentation to GITA Executive and General Meeting.
- Submit previous year's records to auditor in cooperation with GITA treasurer.
- Send reminders to individuals who have not submitted receipts for outstanding claims.
- Prepare report for GITA Annual General Meeting
- Ongoing Duties:
 - a) receive Pro D forms and approve TTOC costs and estimated expenses
 - b) forward approved forms to School Board Office
 - c) receive completed forms with receipts
 - d) issue payments up to approved amounts
 - e) receive and verify TTOC reports from SBO each month
 - f) keep appropriate records of financial transactions and forward these to the School Board Office at the end of the school year

Professional Development School Representative

- distribute information on activities as received
- coordinate school-based Pro D activities with the help of school committee
- participate on GITA Pro D Committee
- act as school liaison with District Pro D Chair and Administrator as necessary
- September:
 - a) ensure that Pro D procedures are posted are in a visible location
 - b) review procedures and personal and school allocations with school staff, especially newcomers
 - c) attend meeting of District Pro D Committee
 - d) authorize expenditures of school-based allotments
- May:
 - a) attend final GITA Pro D Committee meeting to discuss plans and set District Pro D days for the following year