

## **Joint Professional Development Policy**

Revised May 2011

### **Policy Number P.5:**

#### 1. Primary Goal:

To assist teachers by providing professional development services that improve the quality of teaching.

#### 2. Guiding Principles for Professional Development:

- 2.1 The service should provide an opportunity for teachers to grow professionally and personally.
- 2.2 Teacher participation should be on a voluntary basis.
- 2.3 The requirements, needs and preferences identified by teachers should be the starting point of professional development activities.
- 2.4 The encouragement of individual staffs to identify professional development needs within their schools.
- 2.5 Resources should be available in order to provide adequate support, organization, financing and time.
- 2.6 Whenever possible, activities should provide for presentation, discussion, demonstration or modeling, practice with feedback and follow-up.
- 2.7 All professional development activities shall be distributed as equitably as possible.
- 2.8 MRTA workshop facilitators are expected to provide an opportunity for participants to complete a written evaluation.
- 2.9 Provide effective communication on professional development matters.
- 2.10 The Joint Professional Development Fund will not be used to finance district initiated educational change or curriculum implementation activities. Curriculum implementation activities are those that support new Board or Ministry initiated programs or courses during the optional year(s) and the first and second years of required implementation.

The joint professional development fund will not be used to fund school growth plans and in-service training provided by district resource facilitators.

### 3. Policy Guidelines:

- 3.1 The professional development activities of the Association shall be under the auspices of the Professional Development Committee:
  - 3.1.1 The committee shall consist of seven people, (as outlined in the MRTA Constitution) plus the MRTA President.
  - 3.1.2 All members shall be elected to a one-year term at the Annual General Meeting of the MRTA.
  - 3.1.3 The committee shall be governed by the following procedures:
    - 3.1.3.1 The committee shall elect a chairperson and recording secretary in June each year. The election of a treasurer is optional.
    - 3.1.3.2 The committee shall elect two members to the Joint MRTA/Board Professional Development Committee. One member shall be the Chairperson, and the other, another elected member.
    - 3.1.3.3 The committee shall present the names of three of its members for re-election annually.
    - 3.1.3.4 The committee shall meet at least six (6) times a year. Additional meetings shall be held at the request of the chairperson or two (2) members of the committee.
    - 3.1.3.5 Four members shall constitute a quorum.
    - 3.1.3.6 Decision will be via a majority vote.
    - 3.1.3.7 The pro-d committee shall develop a specific list of annual objectives to be presented to both the Joint MRTA/Board Professional Development Committee and the MRTA before October 15.
    - 3.1.3.8 The pro-d committee will decide the per capita amounts for each category at the June meeting each year.
    - 3.1.3.9 The amount of money allotted for professional development, on a per month basis, will be 1/12th of the total fund for any given year. Any money not spent, will be carried forward, and expenditure of funds will be on a first come, first service basis.

- 3.1.4 Each school must have a pro-d representative endorsed by the teaching staff at a Staff meeting.
4. The Professional Development Fund of the MRTA shall be placed in the Joint MRTA/Board Professional Development Trust Account (along with the Board's negotiated amount) which is then administered by the MRTA Pro-D Committee. The signing officers for this account shall be the Pro-D Chairperson and the Treasurer of the MRTA.

**CONDITIONS OF THE JOINT ACCOUNT:**

- 4.1 Bank reconciliation statements will be prepared and forwarded to the Superintendent's Office.
- 4.2 An annual report of Revenue and Expenditure, as at June 30 each year, and using the school year as the fiscal year, will be submitted to the Secretary-Treasurer by September 30 of the following school year.
- 4.3 Internal or external audits may be initiated at any time by either party.
- 4.4 An annual report of activities of the Joint MRTA/Board Pro-D Committee as to number of programs approved, types, evaluations, etc., will be submitted by September 30 of each year for each preceding school year ending June 30.
- 4.5 If it becomes necessary, the Joint MRTA/Board Pro-D Committee will retain the right to terminate this arrangement and establish new procedures after consultation with the MRTA/Board.
- 4.6 A copy of all correspondence regarding the Joint MRTA/Board Pro-D Committee will be provided to the District Superintendent's representative.
5. The Professional Development Committee Fund will assist funding for the following pro-d in-service activities. Unrequested funds will remain in the Joint Pro-D Fund to be used the following year.
  - 5.1 Individual Professional Development:
    - 5.1.1 This category involves attendance at workshops and conferences of a professional development nature. Applicants are asked to process their applications through school pro-d reps and/or committees as outlined in the following flow chart (Figure 1).

Figure I

APPLICANT

SCHOOL PRO-D REP OR COMMITTEE  
ADMINISTRATIVE OFFICER  
PRO-D COMMITTEE (MRTA OFFICE)

5.1.2 General Guidelines:

- 5.1.2.1 The pro-d committee will fund 100% of the total conference registration fees, and expenses, up to a maximum of \$400.00 per year, provided that the conference occurs within British Columbia. Out-of-province applications will be considered by the Professional Development Committee. If granted, a maximum of \$400.00 per applicant, per year will be provided.
- 5.1.2.2 In addition to the registration costs, a maximum of \$150.00 per day allowance for food, travel, child care, accommodation, and related expenses will be allowed, providing that the total expenditures claimed do not exceed the maximum of \$400.00 per year.
- 5.1.2.3 Maximum of two (2) teacher on call days per year per applicant. The pro-d committee recognizes that every teacher plays an important role within the school and, therefore, all teachers, enrolling and non-enrolling, will be provided with a ToC for all pro-d activities.
- 5.1.2.4 The pro-d committee will not provide funds for the payment of expenses incurred while facilitating/leading workshops for PSAs/LSAs or district committees except as outlined in policy 5.2. These expenses should normally be covered by the organizing committee.
- 5.1.2.5 To encourage carpooling, transportation costs will not be charged against an individual's annual limit if they carpool. Instead, she/he will be reimbursed for these transportation costs in full. (A separate category of the Professional Development Fund database will record and track carpooling expenses.)

5.1.3 Procedure for Applying: (Individual)

- 5.1.3.1 Complete the Joint Professional Development Application form available in each school office and supplied from the MRTA office.
- 5.1.3.2 Submit the application to the school pro-d rep or committee for screening and recording (not necessary for teachers on call).
- 5.1.3.3 Have the form signed by the school pro-d rep and administrative officer (not necessary for teachers on call).

5.1.3.4 Send the application to the MRTA office.

5.1.3.5 Applications received at the MRTA office will be processed no sooner than four (4) months in advance of the month the professional development activity occurs in. The processing date will be the first working day of each month. i.e. All applications received for the month of May would be processed on the first working day of January.

5.1.3.6 Priority for approval will be given to members who have not accessed pro-d funds within the last three (3) years.

5.1.3.7 Applications must be received at the MRTA office at least two (2) weeks before the date of the pro-d activity. Applications received after that date will not be considered.

5.1.3.8 It is the applicant's responsibility to complete his/her own registration with the organizers of the pro-d activity.

5.1.3.9 Payment for approved applications will be made when the appropriate receipts are received at the MRTA office, within one month of the pro-d activity. Payment for receipts received after this date will be denied.

5.2 Groups (also Schools, LSAs) Professional Development:

5.2.1 A new process has been designed to assist local groups (whether within a school, or a Local Specialists Association or a Network) to provide and partake in professional development including organizing studies, conducting action research, undertaking inquiry projects, or organizing/attending workshops or conferences related to their areas of study. Please complete a complete Joint Professional Development Group Application and submit it to the MRTA office. The elected Professional Development Committee will review all Group applications. NOTE: In this section, the term "group" also pertains to School/LSAs

Figure II

GROUP/STAFF/ASSOCIATION PROPOSAL

ELECTED PRO-D COMMITTEE

PRO-D COMMITTEE (MRTA OFFICE)

## 5.2.2 General Guidelines:

5.2.2.1 Funding Assistance: \$1000 maximum per group per year, provided that the activity or activities are held locally. Funds cover the following costs: fees or honorariums for facilitators or speakers, food or refreshments. Limited monies (\$25 per group participant) are available for related resources (books, CDs, DVDs etc.). Money cannot be used to purchase technology or equipment.

5.2.2.2. Applications must be received at the MRTA at least two (2) weeks prior to the date of the Professional Development activity or before the first of several activities, if applicable. Applications received after that date will not be considered.

5.2.2.3 Members of the Group are allowed to apply for two (2) TToC days per year to attend any activities planned during instructional hours. In addition, a teacher may still apply for up to two (2) additional TToC days for individual professional development, depending on the overall availability within the Joint Professional Development bank of TToC funding.

5.2.2.4 Any transportation costs incurred will be included in the \$1000 maximum funding per group, unless carpooling takes place. If carpooling occurs, costs will not be charged against the \$1000 maximum.

## 5.2.3 Procedure for Applying: (Group/School/LSA)

5.2.3.1 An appointed member of the Group shall complete a joint professional development application form for Group funding and include a preliminary budget for the activity or activities which have been planned.

5.2.3.2 Send the application, a preliminary budget, and a detailed description to the MRTA office.

5.2.3.3 Applications received at the MRTA office will be processed no sooner than four (4) months in advance of the month the first Professional Development activity occurs in. The processing date will be the first working day of each month. i.e. - All applications received for the month of May will be processed on the first working day of January.

5.2.3.4 Priority for approval will be given to Groups who have not accessed Professional Development funds within the last three (3) years.

5.2.3.5 It is the Group's responsibility to carry out the organization of the Professional Development activity or activities.

5.2.3.6 Payment for approved applications will be made when the appropriate receipts have been received at the MRTA office, within one month of the Professional Development activity or activities. Payment for receipts received after this date will be denied. Groups that have ongoing activities may submit receipts as incurred once an activity is carried out or completed.

5.2.3.7 Groups are required to complete an evaluation of their activities within thirty (30) days of the activity and send it to the MRTA Professional Development Committee.

6. Appeal Process:

6.1 Applicants must state in writing, your reasons for wanting the appeal, to the chairperson of the pro-d committee.

6.2 The chairperson will forward this to the pro-d committee.

6.3 The chairperson will notify you of the decision of the pro-d committee.

7. School District #42/MRTA Convention:

7.1 A Convention Fund is budgeted annually and administered by the School District #42/MRTA Convention Committee. The committee is selected by school professional development representatives and/or the elected pro-d committee. The School District #42/MRTA Convention committee shall elect a chairperson or an elementary and a secondary co-chairperson by June 30. The committee responsibilities are shared equally by the MRTA and the Board.

7.2 The signing officers of this fund will be the MRTA President and Treasurer who will release funds upon receipt of bills signed and submitted by the Convention Chairperson(s).

8. Guidelines for School-Based Professional Development Committee:

- 8.1 Each school should have an elected school-based professional development committee.
- 8.2 The pro-d committee recommends a ratio of one (1) representative per ten (10) staff with a suggested minimum number of two (2) persons.
- 8.3 The committee is responsible for screening and recording information from pro-d applications.
- 8.4 The committee is responsible for disseminating professional development information.
- 8.5 A representative of the school-based committee may accompany an applicant making a second appeal to the pro-d committee.

9. Joint MRTA/Board Professional Development Committee: Terms of Reference:

- 9.1 The committee shall consist of:
  - 9.1.1 School District #42:
    - 9.1.1.1 The Superintendent or his/her appointee.
  - 9.1.2 MRTA:
    - 9.1.2.1 Chairperson of the MRTA Professional Development Committee.
    - 9.1.2.2 An elected representative of the MRTA Professional Development Committee.
- 9.2 The committee shall be governed by the following procedures:
  - 9.2.1 The committee shall elect a chairperson at the beginning of each school year.
  - 9.2.2 The committee shall meet at least four (4) times a year. Additional meetings shall be held at the request of the chairperson or any member of the committee.

9.2.3 Three (3) members shall constitute a quorum.

9.2.4 Decision shall be via consensus. In the event of no consensus, the issue will be referred to the School Board and MRTA Executive for a decision.

9.3 Policy Guidelines:

9.3.1 Purpose:

9.3.1.1 The Joint MRTA/Board Professional Development Committee is to:

9.3.1.1.1 establish long and short range objectives that are in harmony with joint policies for professional development.

9.3.1.1.2 assist the MRTA Professional Development Committee in accomplishing their objectives.

9.3.1.1.3 establish guidelines for allocating substitute days for staff who wish to engage in in-service activities.

9.3.1.1.4 establish guidelines for allocating funds for in-district and out-of-district activities.

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