



Professional Development Policy & Guidelines

PHILOSOPHY

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. The BCTF and the NVTA advocate individual ownership and professional autonomy by professional teachers.

Professional development may include: workshops, conferences, lectures, staff retreats, teacher inquiry projects, self-directed PD, non-credit courses, online courses, PSA memberships, visits to other classrooms, reading professional journals/books, presenting workshops, mentoring, serving as a sponsor teacher; and collaborating with colleagues.

ROLE OF ELECTED MEMBERS OF THE PD NETWORK

Each North Vancouver educator involved with professional development is an advocate for PD. The PD Contacts, Chairperson and Steering Committee members are specially charged as advocates, evaluators, communicators and mentors for the PD network. The following are meant as guidelines for each PD rep's role.

Role of the PD Contact

Each school's NVTA staff committee shall elect its PD contact at the beginning of the school year and report the name to the NVTA.

The role of the PD contact shall be to:

- attend the annual School PD Rep Training sponsored by the NVTA and BCTF;
- attend NVTA PD contacts' meetings or find a replacement;
- assemble a school-based committee to facilitate PD activities for staff;
- support members in understanding the NVTA PD Policy;
- provide members access to a PD record form prior to each PD day and ensure the form is approved by Staff Committee prior to each PD day;
- inform any member whose PD activity has not been approved by Staff Committee;
- liaise between the staff committee and NVTA PD;
- provide feedback regarding PD services at school and district levels;
- meet with the school based committee to ratify the staff PD record;
- submit staff PD record forms to the NVTA office by June 30 of each school year.

Role of the Steering Committee

The Professional Development Steering Committee shall consist of the Chairperson and a minimum of six elected members. The members shall be elected by the PD school contacts at the first meeting

of every year and submitted to the NVTA Executive Committee for ratification. The elected reps shall be made up of a minimum of two elementary and two secondary representatives.

The role of the Steering Committee shall be to:

- make recommendations concerning policy;
- set the goals and priorities for the year, including suggestions for PD activities;
- make recommendations for the annual budget;
- make recommendations to PD Contacts about District-wide PD dates;
- review Special Grant application submissions;
- make specific recommendations for allotting Special Grant funds;
- keep NVTA members informed of opportunities provided for professional development.

Role of the PD Chairperson

The NVTA elects its PD Chair at its Spring AGM.

The role of the PD Chair shall be to:

- organize the annual School PD Rep Training sponsored by the NVTA and BCTF;
- chair the steering and the district-wide PD committees;
- co-chair the Joint Education Planning and Implementation Committee;
- establish a budget for PD funds annually;
- ensure that Guidelines for the distribution of PD funds up-to-date;
- maintain PD expense records and ensure that NVTA PD Policy & Guidelines are followed;
- process PD expense claims that are submitted by the members;
- keep PD financial records, ensuring PD Guidelines are followed;
- collaborate with the Steering Committee, the NVTA Treasurer and the NVTA Executive regarding financial matters;
- facilitate organization of school-based PD activities as requested by PD contacts;
- liaise and attend meetings on behalf of the NVTA PD committee, with groups such as PD contacts, the steering committee, NVTA Executive committee (including the Executive's PD liaison), the NVTA Rep Assembly, any NVTA general meeting, JEPIC and the BCTF zone meetings;
- facilitate coordination of the biannual NVTA PD conference;
- facilitate NVTA PD activities and training deemed relevant by NVTA members (which could include mini-conferences, or workshops after school or on PD days);
- liaise with community partners regarding potential PD opportunities;
- communicate with PD contacts and others via updates at meetings, bulletins, emails and current information on the NVTA website;
- prepare an annual PD report for the Executive Committee and the NVTA AGM;
- establish the agenda for PD Contact and Steering Committee meetings;
- send out email reminders in advance of meeting dates;
- keep a record of attendance at PD contacts meetings to be used for meeting minutes;
- ensure meeting minutes are recorded and formatted for records;
- maintain current records of PD related processes.

ALLOCATION OF NVTA PD FUNDS

The NVTA PD fund receives \$94,500 from the School Board each year (*as per clause F.20.2 of the Collective Agreement*). This NVTA PD fund is used exclusively for PD activities, not for office

supplies or release time for the PD Chair.

The annual PD budget includes funds for:

- the PD conference held on odd-numbered years;
- Individuals;
- Groups;
- Local Specialists' Associations;
- Special Grants;
- Local Events.

Any monies not used in one year are rolled over into the following year's PD fund.

NVTA PD money is available to each NVTA member currently paying NVTA dues, including part-time teachers, TTOCs, and teachers on paid leave and teachers on unpaid maternity or parental leave. The following PD guidelines shall apply to every NVTA member.

INDIVIDUAL ALLOTMENTS

On an annual basis, each eligible member may receive up to a maximum initial reimbursement of \$300 or one TTOC day (for contract teachers).

Procedural Practice for Reimbursement of Funds for PD Activities

When planning a PD activity which will require reimbursement from the PD fund, members should keep the following in mind:

Retreats: For schools undertaking a staff retreat or event (school event with overnight included) the funding cap shall be \$100, which will come out of each individual allotment.

Budget Allocation

There will be three **Funding Periods** per school year:

- **Fall Funding Period – September to January 31;**
- **Winter Funding Period – February 1 to April 30;**
- **Spring Funding Period – May 1 to June 30**

Of the annual PD funds available for individuals, 70 percent can be accessed during the Fall Funding Period; 15 percent can be accessed during the Winter Funding Period; and 15 percent can be accessed during the Spring Funding Period. Any money not used in a Funding Period will be rolled into the next funding period and then into Top-Up Funding.

PD done during July or August can be submitted for reimbursement during the Fall Funding Period.

Funding: First Come, First Served

Funds will be allocated on a first come, first served basis per Funding Period until the funds are used up. Not every member is guaranteed \$300 for PD funding. Members can submit forms at any time prior to a PD event to request funds and at that time funding will be allocated to the member,

but not paid out until the PD event is completed. Once all the funds for the Funding Period have been allocated to members, any further requests (even within the Funding Period) will wait until Top-Up for possible payment.

TOP-UP FUNDING

Top-Up will be done for all members after June 15 with any remaining funds. Any Top-Up funds will be distributed in the following priority order:

- 1) To unpaid or partially paid (less than \$300 paid because of Funding Period budget shortfall) applications submitted on time;
- 2) To late applications;
- 3) And equally distributed to any members needing top up.

FORMS

Teachers access PD funds directly from the NVTa on a yearly basis. Forms with receipts attached are submitted by teachers directly to the NVTa office through the milkrun.

Members can submit forms prior to an event and determine access to funding at any time; once a member has attended the event, they must submit a second copy of their form to receive reimbursement.

All forms for PD **attended** during that Funding Period must be submitted by the last day of the Funding Period. Otherwise, any forms received after the deadline will be dealt with during Top-Up Funding after June 15.

Original receipts are required, along with a copy of the activity's brochure stapled to the form. Hard copy forms with the member signature must be submitted to the NVTa office as soon as possible through the milk run or other means. NVTa PD bookkeeping must be kept by generally accepted accounting procedures: Reimbursements will only be given for expenses with receipts.

Requests that include TTOC coverage must be submitted to the PD contact prior to the event date. The form should be submitted to the NVTa office two weeks prior to the leave. If a member does not have prior approval for TTOC release time or there are no PD funds left for the Funding Period, the member will need to pay for any outstanding PD expenses out of pocket.

GROUP ALLOTMENT

Groups of teachers at a school or with a common interest can apply once per school year for funding from the Group Allotment, up to \$500 per group, for guest speakers.

The following criteria must be met:

For school groups:

- i) at least fifty percent + one of the teachers at the school or 15, whichever is less, teachers must plan to attend the event.
- ii) Staff committee must approve the plan.
- iii) The PD contact must apply on behalf of the school.

For other groups:

- i) The group must comprise of at least 15 teachers.
- ii) The event must be held on a District-based PD day or after school so that it is accessible to all.
- iii) One contact person must be designated for the group and will be responsible for applying on behalf of the group.

Money from this fund will be paid directly to guest speakers, not to schools or individuals.

For guest speakers who are paid an honorarium, no additional funds will be provided for gifts for the presenter.

For guest speakers who are not paid an honorarium, the NVTA may provide a thank you gift card, if required.

Contact people must submit a Group Form to the NVTA prior to the event. Following that, Guest Speakers must invoice the NVTA directly.

Money will be allocated on a first come first served basis until funds have been exhausted.

ALLOWABLE EXPENSES (FOR ALL REQUESTS)

1. Teacher initiated (not Board initiated) activities, which could be used to enhance professional practice by an individual or staff may include: workshops, conferences, lectures, staff retreats, teacher inquiry projects, self-directed PD, non-credit courses, online courses, PSA membership, visits to other classrooms, reading professional journals/books, presenting workshops, mentoring, serving as a sponsor teacher, collaborating with colleagues, and guest speakers.

2. Release time for a TTOC. TTOC fees may be incurred for a member to be released from their regular work to attend any approved PD activity.

3. PD funds shall only be used to buy materials when they are an integral component of a specific PD activity; that is, if materials are required for the course itself or to implement the approach. Materials may not include student resources, school supplies or equipment, including computers.

4. PD funds will not be used to finance locally developed or new provincial program implementation, specific board initiatives or enhancement projects.

5. PD funds will not be used to cover PD provided by SD44 administrators or JEPIC activities.

6. PD funds will not be used for: any activity including students, such as field trips; Class 4 driver's license; or long distance phone bills.

7. PD funds will cover travel expenses such as:

- accommodation, up to a maximum of \$125/night;
- meals, only when overnight accommodation is required, receipt required and paid at maximum as per BCTF per diem;
- mileage, in excess of 30 km/return as per BCTF rate;
- parking, with receipt;
- and other expenses with receipt such as transit or ferry.

8. Cheques reissued may have a cheque cancellation fee applied.

APPEAL PROCEDURE

1. A member may appeal a decision to the PD Chairperson who will consult with the Steering Committee.
2. If the appeal cannot be resolved satisfactorily by the Steering Committee, the member may appeal the decision, in writing, to the NVTA Executive Committee.
3. The Executive PD liaison shall bring the appeal to an NVTA Executive meeting where it shall be given final decision using the NVTA PD Policy and Guidelines.

SPECIAL GRANTS FUND

A special fund will be set up for application for special PD activities over Three Hundred Dollars (\$300). This fund shall only be used for activities which have a higher than average cost. Applications will be considered on a first-come/first-served basis. Criteria for granting funds shall be set by the PD Steering Committee in the spring for the upcoming school year. Should changes to criteria be made, these will be presented to the PD contacts for feedback at the next meeting. The maximum grant for any individual shall be Five Hundred Dollars (\$500), plus up to two (2) days TTOC costs.

Adopted at the NVTA Annual General Meeting, May 9, 2018