



Professional Development Policy & Guidelines

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, course work, 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 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 Staff Committee to ratify the PD Record Sheet;
- 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 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 Steering Committee shall be made up of three elementary and three secondary representatives.

- make recommendations concerning policy;
- set the goals and priorities for the year, including suggestions for PD activities;
- approve the annual budget;
- make recommendations to PD Contacts about District-wide PD dates;
- review Special Grant applications and allocate Special Grant funds;

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 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 Category 5+ Step 10 x 1.5 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, teachers on paid leave and teachers on unpaid maternity or parental leave. The following PD guidelines shall apply to every NVTA member.

INDIVIDUAL ALLOTMENTS

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On an annual basis, each eligible member may receive:

- 1) A maximum initial reimbursement of \$400 OR
- 2) \$200, plus 1 TTOC day

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 \$150 per member, which will come out of each individual allotment.

Budget Allocation

The last day of the funding period is the deadline for applying for Pro-D activities that take place within that funding period, with the exception of the Spring Funding Period.

- Fall funding – September to January 31 (deadline January 31)
 - Including activities that take place in July or August before the start of the school year
- Winter funding - February 1 to April 30 (deadline April 30)
- Spring funding – May 1 to June 30 (deadline June 1)
 - Please send paperwork for activities taking place within this funding period by **June 1** to allow for enough time to process cheques
- Top-up funding will be distributed after June 1

The last day of the funding period is the deadline for applying for Pro-D activities that take place within that funding period, with the exception of the Spring Funding Period (deadline is June 1, see above). Any forms received after the funding period deadline will be dealt with during Top-Up Funding after June 15.

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.

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 \$400 for PD funding. Members can submit forms at any time prior to a PD event to request funds and at that time funding (if available) will be allocated to the member. Requests that include a receipt for payment will be paid when approved. 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.

Members who are reimbursed for an expense, but do not attend the event, must notify the PD Chair. Repayment of funds may be required.

Top-Up Funding

Top-Up will be done for all members after June 1 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.

Individual Forms

Teachers access PD funds directly from the NVTA in the school year in which the event occurs. Forms will only be accepted between September and June for the school year.

Forms can be submitted by email, through the milkrun or dropped off at the NVTA office.

Members can submit forms at anytime prior to an event to determine availability of funding. Forms must be accompanied by documentation outlining the activity such as a brochure. A web link is not sufficient. This is required prior to approval of the activity.

NVTA PD bookkeeping must use generally accepted accounting procedures. Reimbursements will only be given for approved expenses with receipts and forms signed by the member.

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 three 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 be responsible for the TTOC cost and for any outstanding PD expenses.

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 \$1,500 per group, for guest speakers. Schools are encouraged to collaborate to combine funds.

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.

Guest speakers will be paid directly, not through 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.

A maximum of \$300 can be used for food if available in the allotment amount. PD contact must provide receipts and will be reimbursed directly.

Group Forms

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.

Forms can be submitted by email, through the milkrun or dropped off at the NVTA office.

SPECIAL GRANTS FUND

A special fund will be set up for application for special PD activities over Five Hundred Dollars (\$500). This fund shall only be used for activities which have a higher than average cost. Applications will be considered in the order in which they are received. 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 Seven Hundred and Fifty Dollars (\$750) plus up to two (2) days TTOC costs.

For amounts over \$750, teachers may choose to access their individual allotment, as well as apply for a Special Grant.

Special Grant Form

Forms will only be accepted between September and June for the school year. The PD Steering Committee will review Special Grant applications four times a year. Please submit applications by: October 1, December 1, March 1 or May 1 for consideration. Applications received after May 1 will be considered by the PD Steering Committee on a case-by-case basis. All documentation must be received prior to consideration by the Steering Committee.

Applicants are encouraged to apply in advance of their activity. Special Grants can be applied for at any point during the school year. Dates of activity do not need to correspond with the application request dates - Oct., Dec., Mar., May; however, applicants are not guaranteed to be approved by the PD Steering Committee, and funds may be exhausted at some point in the school year. Activities done during July or August can be submitted for reimbursement in the upcoming school year.

Forms can be submitted by email, through the milkrun or dropped off at the NVTA office.

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, PSA membership, visits to other classrooms, presenting workshops, mentoring, 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. (Trial basis for 2024-2025 school year). If an individual allotment is being used to purchase a professional development publication for self-directed PD, a description of how the resource will be used as PD must be provided. Please include what the resource is with a link, and how it will be used in your professional practice. Student materials or student subscriptions are ineligible for reimbursement. No top-up will be provided for professional development publications. The PD Chairperson may consult with the PD Steering Committee to approve resources.
5. PD funds will not be used to finance locally developed or new provincial program implementation, specific board initiatives or enhancement projects.
6. PD funds will not be used to cover PD provided by SD44 administrators or JEPIC activities.
7. 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.
8. PD funds will cover travel expenses such as:
 - accommodation, up to a maximum of \$200/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.
9. 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.

Final May 8, 2024