



Abbotsford District Teachers' Association

PROFESSIONAL DEVELOPMENT POLICY

PURPOSES OF PROFESSIONAL DEVELOPMENT (PD)

One of the primary goals of the ADTA is to promote the continuous career-long, professional growth of our members. Professional Development (PD) is considered to be a process of personal growth through programs, services and activities designed to enable members, individually or collectively, to enhance professional practice.

Professional Development in Abbotsford is governed by the collective agreement and local union policies. Central to all ADTA provisions is recognition of the professional autonomy of members to plan and pursue their professional growth.

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 Executive Committee shall ratify the ADTA PD Committee annually.

PROFESSIONAL DEVELOPMENT CHAIR RESPONSIBILITIES

In accordance with Section 2.8 of the ADTA constitution (*Duties of the Chairpersons of the Standing Committees*), the Professional Development Chairperson shall:

- a. communicate with all members of the committee and the executive on a regular basis;
- b. organize and run training sessions as needed to educate and inform ADTA members;
- c. attend BCTF Zone meetings, Representative Assembly meetings, and the annual Summer Conference as needed and/or required;
- d. assist the committee and members should there be any dispute over the interpretation of policy;
- e. ensure that all duties required of the committee are addressed and completed in a timely manner;
- f. undertake other duties that the Executive or President may assign.

PROFESSIONAL DEVELOPMENT COMMITTEE RESPONSIBILITIES

- a. The committee is responsible for the development, revision, interpretation and application of PD policy, all of which must then be approved by the ADTA Executive;
- b. The committee will make recommendations to the budget committee for the allocation of funds

PROFESSIONAL DEVELOPMENT SCHOOL COMMITTEES

- a. Each school/site in the District is encouraged to form a school-based professional development committee of ADTA members, including the school PD Rep, who will set the agenda of all meetings and carry out PD planning for the year.
- b. The school PD Committee shall be elected and ratified by the staff by September 30th of the

- school year.
- c. The school PD Committee must submit to the ADTA PD Committee, a calendar identifying their five (5) professional development days and one (1) administrative day for the upcoming school year. This calendar must be submitted to the ADTA prior to any PD claims for the school being processed.
- d. The school PD Rep is responsible for reviewing and signing members' PD forms to ensure that they are accurately completed before they are sent to the ADTA office.

ALLOCATION AND DISBURSEMENT TO MEMBERS

1. Allocation

- a. Funds are allocated as determined by collective agreement Article F.20:
 - i. School Based
 - ii. Local Specialist Associations
 - iii. District-Wide Day
 - iv. Administrative Costs.
- b. While all members do have individual accounts as an organizational structure within school based funding, all professional development funds ultimately belong to, and are controlled by, the Association.
- c. PD funds will be allocated as follows:
 - i. Administration of the Policy - 10%
 - ii. Disbursement to Members - 90%
- d. The allocated funding in c.ii above will be distributed to:
 - i. Individual Teacher Accounts
 - ii. Teacher On Call Fund
 - iii. TOC Excess Cost Fund
 - iv. Temporary Teacher Top-Up Fund
 - v. Local Specialist Associations Fund
 - vi. District-wide Conference Fund

2. Disbursement

- a. Contract Teachers:
 - i. The total amount allocated to each teacher will be based on their FTE within the District
 - ii. Members may accumulate a maximum of \$1500.00 in their PD account.
 - iii. Members who are in a .4 FTE or less position, may apply to the Temporary Teacher Top-Up Fund for supplemental funds. The TOTAL amount claimed is not to exceed \$150.00 per year, subject to availability
- b. Temporary Teachers:
 - i. 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.
- c. Teachers Teaching on Call:
 - i. Teachers Teaching On Call (TTOCs) may apply to the TTOC Fund for PD funds once they appear on two successive TTOC lists supplied to the Association by the SBO. These lists are forwarded to the ADTA 3 times a year.
 - ii. TTOCs may hold their receipts until they are eligible for PD funds.
 - iii. TTOCs will have access to a PD allotment of \$150.00 per year, subject to availability.
 - iv. TTOCs may not bank their funds from year to year.
 - v. Once depleted, the TTOC and the Temporary Teacher Fund will not be topped up within the current school year.

- d. Members-on-leave and members who are seconded to other institutions as of September 30th, other than those on paid educational leave, are not entitled to the current years' individual allotment of Professional Development funds.
- e. The ADTA President and 1st Vice President will continue to receive professional development funding as would a 1.0 FTE teacher.
- f. Only those hospital/homebound teachers on the staff list supplied to the Association by the Board are eligible for PD reimbursement.

REIMBURSEMENT

1. The litmus test for approval of the use of ADTA PD funds is whether or not the activity or expense will improve a member's pedagogy. Individual teachers will decide on whether or not an activity or expense contributes to the development of a member's pedagogy, but the ADTA PD Committee will determine the reimbursement for any costs to members from this fund. ***Items that one should reasonably expect to be purchased by the employer will not be covered.***
 - A. Professional Development Funds will be used to pay for:
 - i. registration fees for workshops, conferences, seminars, university coursework
 - ii. teacher-on-call average costs/release time for classroom visits
 - iii. membership in a PSA or other Professional Association(s)
 - iv. professional materials such as: journals, videos, audio tapes, professional textbooks for course work, professional books, software for professional use, subscriptions to professional materials, etc.
 - v. PD activities that support public education
 - vi. accommodation and travel costs as per the ADTA expense guidelines, if traveling to an event outside the Abbotsford school district
 - vii. expenses incurred as part of a pre-approved self-directed PD plan
 - B. Professional Development Funds will not be used to pay for:
 - i. classroom instructional or assessment materials, learning resources or black-line masters,
 - ii. computer hardware or Internet access,
 - iii. PD activities mandated or required by the Ministry of Education, the employer or agents of the employer,
 - iv. Any costs incurred by non-ADTA members.
2. PD funds will be disbursed to teachers upon the completion of the Professional Development activity and only with the submission of the ADTA PD form and attached original receipts.
3. All receipts must be in the name of the member who is applying for reimbursement and they must be originals and must be in the member's name (not a spouse's name, or on a spouse's credit card).
4. Photocopies and Interac slips will not be accepted.
5. Claims valued under \$10 will not be processed individually and should be grouped with other claims made at a later date.
6. Reimbursement will not be made if receipts for materials or courses are dated in excess of 2 years.

Clarification of Group Activities and the 50% +1 Voting Agreement:

1. When a school PD committee plans for a Professional Development activity and wants to gauge the number of teachers interested in participating, they should conduct a vote. All teaching staff shall vote on this plan.
2. Should the vote obtain a positive response from 50% +1 members on staff, then all teachers who voted in the affirmative would be obliged to contribute their share of the group's costs from their

- PD account and would be expected to attend the school's PD activity.
3. Teachers voting in the negative can choose to either attend the planned school PD event or have a professional conversation with the school administrator regarding an alternate plan.
 4. No teacher will be required to use their funds for a staff chosen PD activity if they choose to do an alternative activity AND they voted against the original activity in any 50% +1 vote.
 5. If a teacher's alternate PD request to a principal is denied, the teacher will complete and submit to the ADTA the appropriate ADTA form for dispute resolution.

TRANSFER OF FUNDS

1. There is no transferring of funds between members.

FURTHER INFORMATION

For additional information on Self-Directed PD, Local Specialist Associations, & Credit/Non-Credit Funds, please see the ADTA Website or contact the office at 604-854-1946.