

Revelstoke Teachers' Association

Professional Development

Policy Handbook

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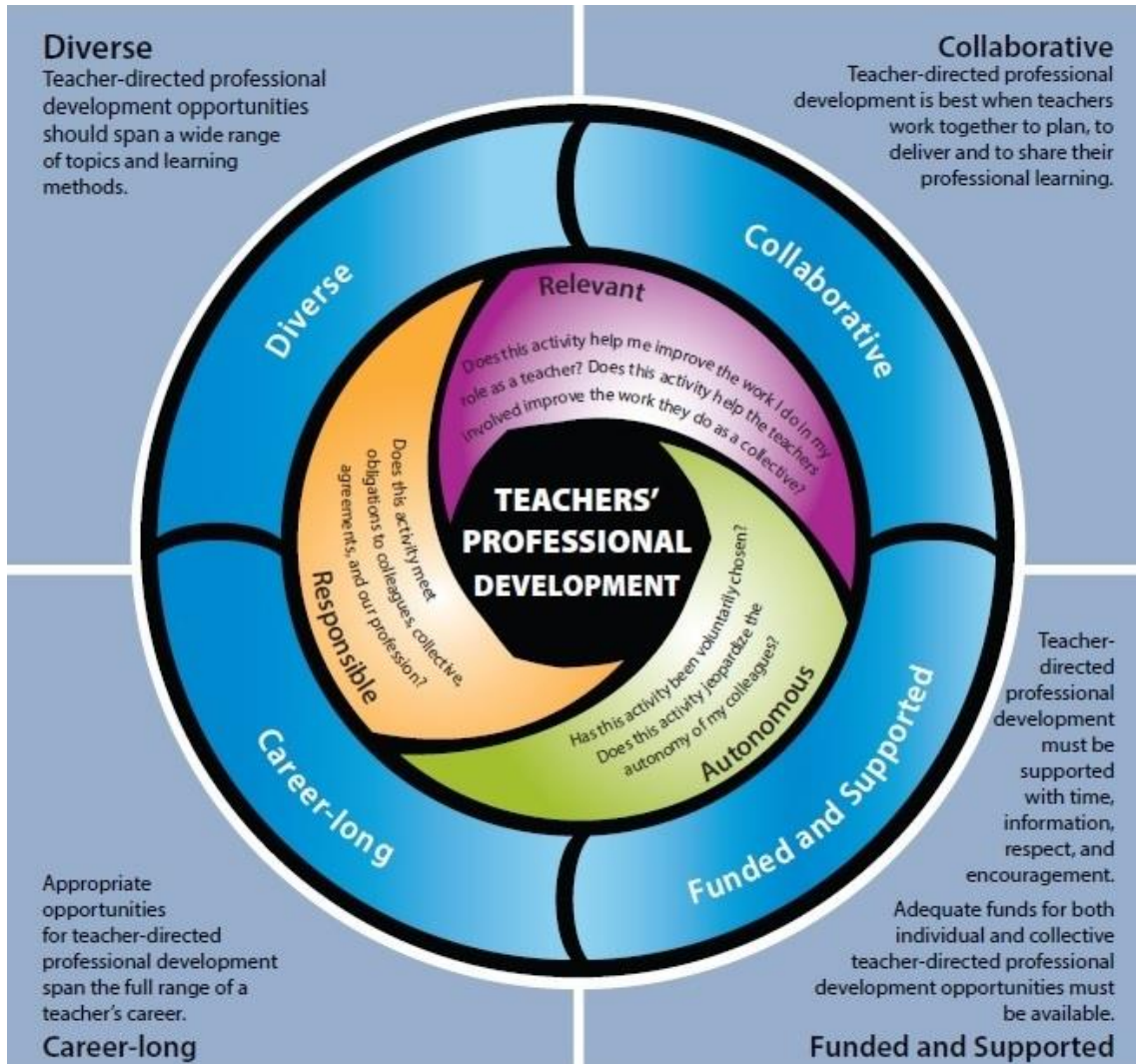
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BCTF Professional Development Lens



THE PROFESSIONAL DEVELOPMENT LENS

At the centre of the lens are teachers and their learning, both as a collective and as individuals. The term "teachers' professional development" is used to highlight its use both in thinking about individual PD and PD as a collective endeavor.

The Inner Ring: Key criteria

The inner ring consists of three factors that are necessary for an activity to be considered professional development. If any of the three are not present, then the activity should not be seen as professional development.

a. Relevant

- Does this activity help me improve the work I do in my role as a teacher?
- Does this activity help the teachers involved improve the work they do as a collective?

b. Autonomous

- Has this activity been/voluntarily chosen?
- Does this activity jeopardize the autonomy of my colleagues?

c. Responsible

- Does this activity meet obligations to colleagues, collective agreements, and our profession?

The Outer Ring: Necessary factors

The factors in the outer ring are critical to the success of teacher-directed professional development as a collective endeavor. In turn, this collective work provides the necessary conditions for all teachers to be able to create their own rich tapestries of appropriate professional learning.

a. Funded and Supported

- Teacher-directed professional development must be supported with time, information, respect, and encouragement.
- Adequate funds for both individual and collective teacher-directed professional development opportunities must be available.

b. Career-long

- Appropriate opportunities for teacher-directed professional development span the full range of a teacher's career.

c. Diverse

- Teacher-directed professional development opportunities should span a wide range of topics and learning methods.

d. Collaborative

- Teacher-directed professional development is best when teachers work together to plan, to deliver, and to share their professional learning.

CONTRACT ARTICLES

ARTICLE F.22: TEACHER-TEACHING-ON-CALL PROFESSIONAL DEVELOPMENT ACTIVITIES

All Teachers-Teaching-On-Call on the Board's Teachers-Teaching-On-Call list shall be eligible for any local Professional Development activities whether school or district based. Teachers-Teaching-On-Call are eligible to apply to the Teachers-Teaching-On-Call Pro-D account as per the present guidelines covering Professional Development. The Professional Development Committee representatives from the Teachers-Teaching-On-Call will be responsible for notifying the Teachers-Teaching-On-Call of all available Professional Development activities.

ARTICLE F.23: PROFESSIONAL DEVELOPMENT FUNDING AND CONTROL

1. Definitions

Professional Development is a process of continuous growth through involvement in activities designed to enable teachers, both individually and collectively, to learn and grow professionally in order to enhance teaching and learning.

2. Professional Development Trust Fund

- a. A joint Professional Development Trust Fund shall be established by the Board.
- b. The Board shall contribute a minimum of two hundred and eighty dollars (\$280) per teacher (continuing and temporary) to the Fund each year. The RTA shall contribute a minimum of seventy dollars (\$70) per teacher per year.
- c. The Board shall contribute a minimum of five hundred and sixty dollars (\$560) (equivalent to 2.0 FTE) to the Fund each year, on behalf of Teachers-Teaching-On-Call. The RTA shall contribute a minimum of one hundred and forty dollars (\$140) per year.
- d. The Professional Development Trust Fund shall only finance those activities that meet the professional development priorities of the Professional Development Committee and the authorized activities of individual teachers.
- e. All expenditures from the joint Professional Development Trust Fund shall be made in accordance with School Board financial regulations and procedures.
- f. Annually, the Board shall provide the Committee and the RTA with an accounting for funds spent.

3. Pro D Release Bank

Each September, a Pro-D Release Bank shall be provided with sufficient funds so that it contains the value of the "pay rate of a Teacher-Teaching-On-Call" times the number of days which is equivalent to one hundred per cent (100%) of FTE.

4. Composition of the Professional Development Committee

- a. one (1) teacher representative elected from each elementary school;
- b. three (3) teacher representatives elected from Revelstoke Secondary School;
- c. one (1) teacher representative elected from the teachers who are not attached to a particular school;
- d. one (1) representative from the RTA;
- e. one (1) Teacher-Teaching-On-Call from the RTA.

This Committee shall be chaired by the representative of the RTA.

5. Responsibilities of the Professional Development Committee

The Committee shall meet by September 30th of each school year and be responsible to:

- a. determine the per teacher allocation and the amount to be held to support district wide or regional activities;
- b. determine the types of teacher professional development activities for which teachers may be reimbursed, such activities to be consistent with the Professional Development Activities pursuant to Article F.23.6;
- c. establish annually, the maximum rates of reimbursement for individual teacher professional development;
- d. provide to the Board and the RTA regularly, a brief description of professional development activities undertaken.

6. Professional Development Activities

- a. The Superintendent and the Professional Development Committee chair shall collaborate to facilitate professional development activities that meet the goals of the district, and the needs of individual teachers or groups of teachers.
- b. The Principal shall be responsible for the approval of absences and the authorization of expense reimbursements to individual teachers for professional development activities authorized in accordance with this Article.

UNDERSTANDING PROFESSIONAL DEVELOPMENT

NOTE: The terms *Professional Development*, *Pro-D*, or *PD*, will be used interchangeably throughout this document.

Definition:

Professional development is a process of continuous growth through involvement in programs, services and activities designed to enable teachers, both individually and collectively, to learn and grow professionally. Pro-D activities should include the growth of competence, collegiality, social and personal development, and wellness.

Our understanding of professional development includes these **principles and core values** of teachers:

- the professional is the main causal agent in their work performance
- the necessity of teacher autonomy
- the primacy of continuing, career-long professional development
- the importance of teacher-centred and teacher-directed PD
- the diversity of effective professional development needs and practices
- the value of teachers teaching teachers
- the recognition that teachers are learners
- the recognition that professional development requires time and resources to meet individual teacher's needs

Purpose:

The purpose of professional development is to assist members in:

- building and strengthening themselves as a professional body
- establishing and maintaining a collaborative professional relationship with all other educational stakeholders
- initiating curriculum and instructional reform directed to improving teaching and learning
- learning, developing, discussing, revising, and applying educational theories
- improving the quality of professional practice through career-long professional development
- engaging in professional and collegial conversation about PD activities , ensuring that teachers can meet their professional needs

Composition of Committee: (as per Collective Agreement, Article F.20)

The District Professional Development Committee represents the RTA.

This committee shall be comprised of:

- one (1) teacher representative elected from each elementary school;
- three (3) teacher representatives elected from RSS;
- one (1) representative from the RTA (the elected PD Chairperson);
- one (1) Teacher-on-Call from the RTA.
- one (1) teacher representative elected from the teachers who are not attached to a school;

This committee shall be chaired by a representative of the RTA.

Responsibility of the Committee as a Whole:

- to promote the principles of the committee
- to administer the District Professional Development Committee General Trust Fund;
- to gather and distribute Professional Development information;
- to assess the needs of the school district with regard to Professional Development;
- to advocate ways for teachers to develop professionally;
- to offer support for teacher initiated Professional Development activities brought to the committee by using the BCTF Pro-D lens as a guide
- to facilitate the organization of Professional Development opportunities (The sessions to be organized will depend on the feedback from school staffs through their pro-d reps and through needs surveys.);

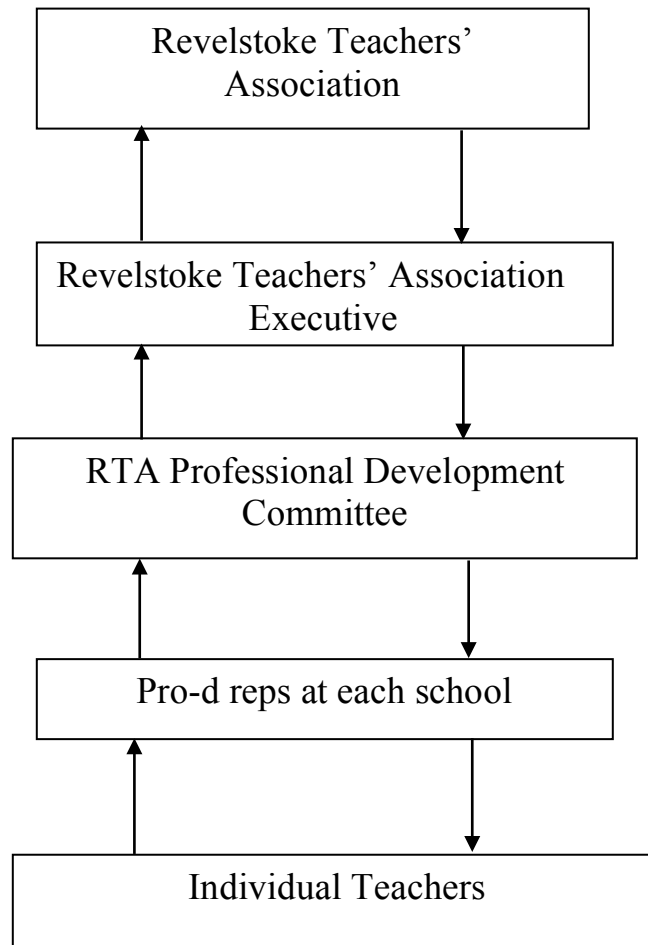
Responsibility of Individual Committee Members:

- to ensure that each RTA member has access to a Professional Development Policy Handbook;
- to encourage each RTA member to consider their Pro-D activities through the BCTF Pro-D lens;
- to remind staffs and individuals in October of each school year that Professional Development funds are available and how to access them;
- to inform/remind individuals of their personal responsibility to track their Individual Professional Development Account through their school Pro-D rep;
- to survey the Professional Development interests of teaching staff when necessary;
- to share information and give support regarding Professional Development opportunities with school staff;
- to sign Pro-D Activity Forms;

Responsibility of Individual Teachers

- to take ownership of their professional development needs;
- to consider their Pro-D activities using the BCTF Pro-D lens
- to become familiar with our RTA Professional Development Handbook;
- to inform themselves of professional development opportunities;
- where applicable, to consider sharing profession development opportunities, expertise, and professional learning with colleagues;
- to keep track of their personal PD account;
- to complete necessary PD forms in a timely fashion prior to undertaking PD activities;

How the Pro-d Committee Works



Ideas flow not only from the committee to individual teachers but also from individual teachers to the committee.

Funding

Funds are advanced once a year in October by both the employer and the RTA.

As per Collective Agreement (Article F.4):

- The Employer contributes a minimum of \$280.00 and the RTA contributes \$70.00 per Full Time Equivalent Teacher to the District Professional Development Committee General Trust Fund.
- The Board also contributes a minimum of five hundred and sixty dollars (\$560) (equivalent to 2.0 FTE) to the Fund each year, on behalf of Teachers-On-Call; the RTA contributes a minimum of one hundred and forty dollars (\$140) per year.
- Pro-D (TOC) Bank: Each RTA member receives one release day (pro rata) to be used for a Professional Development activity.

Disbursement of Funds

After the October meeting, funds will be transferred to three types of accounts:

- a) **Individual Professional Development Accounts**
- b) **District Professional Development Committee General Trust Fund**
- c) **Teachers-On-Call Professional Development Account**

The amount of money allotted to each account will be determined by the District Professional Development Committee by June 30 of the year prior.

Individual Professional Development Account

- Money is allotted to an Individual Professional Development Account for each teacher based on that teacher's FTE as of September 30 of that year and is not adjustable.
- These funds are for teacher-initiated Professional Development activities. (See activity suggestions in Appendix I.)
- These funds are managed by the district secretary-treasurer.
- Cost of TOCs for Pro-D activities (after the one in-contract Pro-D TOC Bank Day is used) is paid from the Individual Professional Development Account.
- Funds are not transferable between individuals, nor are Pro-D TOC Bank days.
- If a teacher terminates his or her position or retires, all monies in this account revert to the District Professional Development Committee General Trust Fund.

- If a teacher receives a lay-off notice and is not employed by the district, or takes a full-time leave and has money in an Individual Professional Development Account, the funds will be frozen for a maximum of two years (with the exception of the RTA president) after which time the funds revert to the District Professional Development Committee General Trust Fund.
- Members of the RTA on the TOC list may access any Pro-D monies accumulated while on contract.
- All funding for Individual Professional Development Accounts is final as of September 30th for the current school year.
- If a teacher's assignment (FTE) is increased or if a teacher is hired (or returns from leave) after September 30th, no additional Individual Professional Development monies will be allotted; teachers in this situation may apply to the Pro-D Committee through their Pro-D Rep. to access funds from the District Professional Development Committee General Trust Fund up to their FTE equivalent for that year. *(eg. if a teacher returns full time in January they would be able to apply for 0.6 of the yearly allotment).*
- RTA members away on a formal exchange receive their allocation and can access the Individual Pro-D Account Funds by formal written request to the school district.
- A teacher may submit the same expense receipt a second year if there were insufficient funds in his/her account to cover all costs the first year.
- Teachers should look at Article G.39 Short Term Personal Leave. If such leave is for 'Pro-d Related to Instruction' a teacher can apply for up to three days of leave with pay.

RTA Professional Development Committee General Trust Fund

- This fund is administered by the RTA Professional Development Committee.
- Monies are used for zonal participation, district-wide PD, and teachers hired after September 30th or returning from leave part way through the school year.
- Any surplus is permitted to accumulate.
- School staffs may apply through their pro-d reps for up to \$500 a school year from this fund to cover costs associated with a school-based pro-d activity.

Teachers-Teaching-On-Call Professional Development Fund

This fund is administered by the President of the RTA.

- Approval of funding will depend upon the amount in the account.
- Distribution is determined by the Pro-d Committee. The Teachers Teaching on Call Committee may make recommendations on how distribution is done.
- Maximum allotment per TOC is \$300 per year at the discretion of the RTA President. TTOCs must have worked a minimum of five (5.0 FTE) days in the district to be eligible for these funds.
- Fund carries over from year to year
- A teacher on call who has a part time FTE may access funds from the Teacher on Call Professional Development Fund up to the combined yearly TOC maximum.
- TOCs attending District Pro-D Committee activities or collaborative activities with other RTA members may apply to the RTA President to receive an honorarium of \$125.00 per day (pro-rated to \$75.00 AM, \$50.00 PM). These funds would be included in the \$300 per year amount referenced above.

Accessing Individual Professional Development Account Funds

- Obtain **Teacher Professional Development** form.
- State the requested activity, date (including year), and estimated costs.
- Give the form to the Pro-D Rep at your school for activity review and signature.
- When signed by the Pro-D Rep, submit the form to the office for notification and Principal's signature.
- If there are problems with the application, the Pro-D Rep will take the request to the District Pro-D Committee.
- If not approved by the Committee, a rationale will be provided.
- **After Pro-D activity, complete form with actual costs and submit appropriate receipts with the form to the school board office in order to receive reimbursement.**

Honorarium for RTA Member Presenters

- RTA members who present Pro-D workshops to colleagues on Pro-D days will receive an honorarium of \$25 per hour. A minimum number of participants may be required.

APPENDIX I

Professional Development **Activity Suggestions and Use of Funds**

Note: This list is not exhaustive. When considering an activity, use the BCTF Pro-D Lens and/ or consult with your school PD Rep.

Teacher Inquiry
Collaboration with Colleagues
Mentoring
Modeling / Observing
Action Research
Exploring Supplementary/Online Resources
Online Learning/Webinars
Supplementary Course Work
Professional Reading
Consulting With Out-Of-District Colleagues
Attending a Workshop/Conference

Use of Funds


In addition to supporting the activities listed above, PD funds may also be used for membership in specialist associations, professional learning resources, technology to support participation in Professional Development activities

INDIVIDUAL PROFESSIONAL DEVELOPMENT DAY ACTIVITY LOG	
D	<p>This log documents a teacher's self-directed Professional Development activity on a recognized Pro-D Day. The teacher must be in attendance at his/her school unless prior arrangements have been made.</p> <p>Activities must be submitted prior to the date requested.</p> <p>Details of activity: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">Principal's Signature _____ Date _____</p>

GUIDELINES FOR COMPLETION OF FORM

Section	PROFESSIONAL DEVELOPMENT DAY				INSTRUCTIONAL DAY
	Participating in a District Activity (Front Page Only)	Attending a conference or workshop (Front Page Only)	Participating in an Alternate Activity on a SD #19 Professional Development Day		
			In School	Out of School and/or Out of District	
A	Complete	Complete	Complete	Complete	Complete
B		Complete only if using leave beyond the non-instructional day			Complete
C		Complete if seeking reimbursement		Complete if seeking reimbursement	Complete if seeking reimbursement
D			Complete	Complete	Complete if not attending a conference, workshop or seminar

b) Request for Leave of Absence

 <p>SCHOOL DISTRICT NO. 19 (REVELSTOKE) REQUEST FOR LEAVE OF ABSENCE</p> <p><small>School District 19 (Revelstoke)</small></p>	
MUST BE COMPLETED BY EMPLOYEE	
Employee Name	
Date of Application	
Dates Requested	
Leave Requested Under Article No.	
Reason For Absence	
(R.T.A. only) FTE Absence on Each Day of Leave (.4, .5, .6 OR ACTUAL FTE)	AO Initial
(C.U.P.E. only) Number of Hours on Each Day Of Leave(s)	AO Initial
Substitute Requested Yes <input type="checkbox"/> No <input type="checkbox"/>	
TOC/Sub Costs Covered Yes – attach backup <input type="checkbox"/> No <input type="checkbox"/>	
TO BE COMPLETED BY SECRETARY	
Leave Request Number	
Absence Code	
FOR ADMINISTRATIVE OFFICER USE ONLY	
Type of Leave	
With Pay <input type="checkbox"/> Less Cost of Sub (SC) <input type="checkbox"/> Without Pay <input type="checkbox"/>	
If Sub Costs Billable (please check one of the following):	
RTA <input type="checkbox"/> BCTF <input type="checkbox"/> Ministry <input type="checkbox"/> Other <input type="checkbox"/>	
CUPE Local 5150 Rev <input type="checkbox"/> CUPE BC <input type="checkbox"/> Other <input type="checkbox"/>	
Administrative Officer Approval	
Date Approved	

Updated June, 2013

APPENDIX III

Distance Chart (km return)

SCHOOL DISTRICT NO. 19 (REVELSTOKE) MILEAGE CHART		
	KILOMETRES	BCSTA/DISTRICT
January 1st, 2018		\$0.55
Banff, Alta	588	\$323.40
Cache Creek	588	\$323.40
Calgary, Alberta	834	\$458.70
Campbell River	1586	\$872.30
Castlegar	500	\$275.00
Chilliwack	932	\$512.60
Courtney	1492	\$820.60
Cranbrook	788	\$433.40
Creston	632	\$347.60
Edmonton, Alta	1432	\$787.60
Fairmont	600	\$330.00
Fort St. John	2122	\$1,167.10
Golden	296	\$162.80
Grand Forks	688	\$378.40
Hope	830	\$456.50
Jasper, Alta	920	\$506.00
Kamloops	420	\$231.00
Kelowna	386	\$212.30
Merritt	598	\$328.90
Nakusp	202	\$111.10
Nanaimo	1286	\$707.30
Nelson	500	\$275.00
Osooyos	644	\$354.20
Penticton	530	\$291.50
Port Alberni	1444	\$794.20
Prince George	1470	\$808.50
Princeton	722	\$397.10
Quesnel	1242	\$683.10
Salmon Arm	196	\$107.80
Seattle, Wash.	1356	\$745.80
Sicamous	150	\$82.50
Smithers	2212	\$1,216.60
Sparwood	1008	\$554.40
Spokane	1014	\$557.70
Terrance	2618	\$1,439.90
Trail	552	\$303.60
Vancouver	1130	\$621.50
Vernon	294	\$161.70
Victoria	1274	\$700.70
Whistler	1022	\$562.10
Williams Lake	934	\$513.70

January 5th, 2016

Source: Ministry of Transportation - BC Distance Calculator
<http://www.th.gov.bc.ca/popular-topics/distances/calculator.asp>

APPENDIX IV-Useful Links

Links:

The BCTF PD Calendar (conferences) is also online:

<https://www.bctf.ca/ProfessionalDevelopment.aspx>

The BCTF's PD Calendar web site includes these direct links:

Alberta Teachers' Association site:

<http://www.teachers.ab.ca>

Central Okanagan Teachers' Association

<https://www.mycota.ca/>

Vernon Teachers' Association

<http://www.vta.ca>

Kamloops Teachers' Association

<http://www.ktla.ca>

North Okanagan Shuswap Teachers' Association

www.nosta.ca

National Staff Development Council (NSDC) conferences:

<http://www.nsdc.org>

Association for Supervision and Curriculum Development (ASCD) conferences:

<http://www.ascd.org>

Phi Delta Kappa (PDK) international conferences:

<http://www.pdkintl.org>