



ALBERNI DISTRICT TEACHERS' UNION

ALBERNI DISTRICT TEACHERS' UNION DISTRICT PROFESSIONAL DEVELOPMENT COMMITTEE POLICIES AND PROCEDURES

Including Amendments as approved: 2017 Annual General Meeting

INDEX

- 1.0 Purpose
- 2.0 Definitions
- 3.0 Non-instructional Days
- 4.0 Professional Development Fund
- 5.0 Participation in Professional Development Activities
- 6.0 Duties of the Professional Development Committee Chairperson
- 7.0 Duties of the Professional Development Committee
- 8.0 Duties of the School Professional Development Representatives
- 9.0 Duties of the Local Specialist Association Representatives

ALBERNI DISTRICT TEACHERS' UNION

DISTRICT PROFESSIONAL DEVELOPMENT COMMITTEE

POLICIES AND PROCEDURES

1.0 PURPOSE

- 1.1 The District Professional Development Committee is responsible for all A.D.T.U. Member initiated professional development activities that occur in School District 70 (Alberni). It is an objective of the Alberni District Teacher's Union to promote the professional growth of its members. The District Professional Development Committee will:
 - 1.1.1 encourage all members to maintain a high standard of effectiveness in the classrooms;
 - 1.1.2 encourage members to keep pace with changes in subject/course content, philosophy and methodology or instruction;
 - 1.1.3 encourage members to develop/use materials/processes that best meet the needs of their students;
 - 1.1.4 encourage members to establish effective school-based professional development programs;
 - 1.1.5 provide coordination and support for those members who wish to participate in professional activities.
- 1.2 The A.D.T.U., through the District Professional Development Committee, subscribes to the B.C.T.F. Declaration of Continuing Education Principles, as stated in the B.C.T.F. Members' Guide.
 - 1.2.1 It is the responsibility of the individual teacher to make a continuing effort to develop professionally.
 - 1.2.2 Participation by members in professional development as organized by the District Professional Development Committee or School-based Professional Development Committee shall be on a voluntary basis.
 - 1.2.3 An effective needs-assessment process should be the starting point of professional development. Planners of professional development should work as colleagues with the uses in identification of needs, the planning of the training, and the continuing tailoring of the activities to fit the members' needs.

- 1.2.4 Professional development activities should include the growth of competence, collegiality, influence, social and personal development and health.
- 1.2.5 Effective professional development requires a commitment of adequate resources, time and organizational support.
- 1.2.6 The individual member should be given the opportunity and the time to pursue his/her professional development objectives.
- 1.2.7 The organization and delivery of professional development programs are most effectively achieved at the school staff level or with other intact groups.
- 1.2.8 Effective professional development activities incorporate presentation and discussion, demonstration or modeling, practice and subsequent practice with feedback.
- 1.2.9 Collegial support, on-site coaching and on-going support should be available to the individual teacher to allow for adequate internalization or behavior changes.
- 1.2.10 The idea of teachers teaching teachers should be promoted in the provision of professional development programs.
- 1.2.11 Professional development programs should incorporate a wide repertoire of teaching approaches and no one professional development program should be viewed as a universal panacea for the improvement of instruction.

2.0 DEFINITIONS

- 2.1 The Board and the Union shall cooperate to maintain and improve the skill, efficiency and ability of the teaching staff and the quality of educational services provided within the school district.

It does include, but is not limited to, participation in such activities as:

- 2.1.1 self-initiated visits to other classrooms or schools;
 - 2.1.2 conferences, workshops and institutes held outside School District 70;
 - 2.1.3 school-based or district-wide workshops, conferences and institutes organized within the district;
 - 2.1.4 collegially determined professional development programs, including retreats;
 - 2.1.5 or any other activity approved by the District Professional Development Committee which promotes professional growth for the member and the Union.
- 2.2 Workshop, institute or conference: Any educational activity provided by any association, college or university.

- 2.3 District Staff: Those members not assigned to a particular school or schools.
- 2.4 Member: A member of the Alberni District Teachers' Union.
- 2.5 District Professional Development Committee:
 - 2.5.1 One representative from each school.
 - 2.5.2 One representative from each Local Specialist Association.
 - 2.5.3 One representative from the school administrators.
 - 2.5.4 One school trustee.
 - 2.5.5 One representative from the Superintendent of Schools.
 - 2.5.6 The past District Professional Development Chairperson.
 - 2.5.7 The President of the A.D.T.U.
 - 2.5.8 The chairperson the District Professional Development Committee who shall be elected pursuant to the A.D.T.U. Constitution.
 - 2.5.9 One Teacher Teaching on Call representative
- 2.6 Curriculum Implementation Committee: The Committee established pursuant to the current collective agreement between the Board and the Union.
- 2.7 Local Specialist Association (L.S.A): A sub-committee of the A.D.T.U. Professional Development Committee as recognized by a B.C.T.F. Provincial Specialists Association and approved by the A.D.T.U Executive Committee.
- 2.8 For financial reimbursement, professional development does not include the following:
 - 2.8.1 Board initiated training: Board initiated and funded provision of specific training or assistance to members for the purpose of implementing new or revised programs or curricula, or in assisting them in the execution of those duties assigned to them by the board.
 - 2.8.2 Ministry initiated activities shall take place on a school professional day only when confirmed by a majority of seventy-five percent (75%) secret ballot vote of all A.D.T.U. members on the staff, and Professional Development funds will not be used to pay for costs associated with Ministry Initiated Activities.
 - 2.8.3 Curriculum Development: The process of developing curriculum and related materials for a specific course of study.

- 2.8.4 Curriculum Implementation: The process associated with the actual or intended use of the curricular innovations and changes by the member.
- 2.8.5 Course: Any educationally oriented activity offered by the B.C.T.F. or any established university or junior college, which publicizes the activity as a "course" in its official calendar; however, no activity will be considered a "course" if it is less than twenty contact hours in duration.
- 2.8.5.1 Credit Course: Any course as described in Article 2.8.5 for which the member receives academic credit recognized by the B.C. College of Teachers.
- 2.8.5.2 Non-credit Course: Any course for which the member receives no academic credit.

2.9 SELF DIRECTED PRO D DEFINITION AND CRITERIA

- 2.9.1 A Self-Directed Professional Development Activity is defined as choosing to initiate one's own activity other than what is offered on the October Provincial Specialists Association Day, the February Local Specialists Day or a School-based Professional Development Day.
- 2.9.2 The District Professional Development Committee shall determine Self-Directed Professional Development Policies and Procedures.

3.0 NON-INSTRUCTIONAL DAYS

- 3.1 As per the collective agreement between the Union and the Board, non-instructional days shall be allocated for A.D.T.U. professional development activities.
- 3.2 Such non-instructional days shall be considered as instructional days for salary purposes.
- 3.3 Such non-instructional days shall be used as follows:
- 3.3.1 Provincial: One date shall conform to the Specialist Association Day, usually the third week in October; L.S.A.'s may organize activities within the district for members under the coordination of the District Professional Development Committee.
- 3.3.2 School-based Professional Days: Each school professional development committee shall be responsible for organizing professional development activities for A.D.T.U members within that school, based on the needs and requests of the teachers within that school.

- 3.3.3 Any significant variation of the workplace and/or work day on a school-based professional day is subject to a secret ballot vote of all A.D.T.U. members on staff with a seventy-five percent (75%) required majority.
- 3.3.4 District Professional Development Days: The District Professional Development Committee shall be responsible for organizing activities for all A.D.T.U. members based on the needs and request of same.
- 3.3.5 Local Specialist Days: One date may be set aside for use by the Local Specialist Associations who are responsible for organizing activities within the district under the coordination of the District Professional Development Committee.

4.0 PROFESSIONAL DEVELOPMENT FUND

- 4.1 The Board's contribution to this fund shall be negotiated as part of the collective agreement between the A.D.T.U. and School District No. 70.
- 4.2 The Board's contribution shall be forwarded to the Union pursuant to the current collective agreement.
- 4.3 The costs associated with the administration of this fund shall be fully borne by the fund itself.
- 4.4 The signing officers for the Fund shall be the A.D.T.U. Professional Development Committee Chairperson or designate as approved by the A.D.T.U. Executive, and one of the A.D.T.U. President or the A.D.T.U. Treasurer.

Board Allotted Funds

- 4.5 Each year, the District Professional Development Committee will determine the distribution of allotted funds. The funds will be divided as follows:
 - 4.5.1 Fifteen percent (15%) to District Professional Development Committee administration;
 - 4.5.2 The remainder shall be divided as determined by the District Professional Development Committee.
 - (a) The allocation to schools/worksite shall be used by individual members of that school for such professional development activities as listed in 2.1 and 2.2.
 - (b) Special Activities Fund will pay for:
 - i approved Local Specialist activities,
 - ii approved District Professional Day activities,
 - iii approved school-based professional development activities, and
 - iv approved professional development activities of district staff (Article 2.3).

4.5.3 The amounts to be allocated to each of the sub-sections in 4.5 will be determined by the Professional Development Committee in October of each year. All A.D.T.U. members, including members employed in Part-time assignments and as Teachers Teaching on Call (Effective September 1, 2017), shall receive the same expense reimbursement rates.

Union Allotted Funds

4.6 A financial statement shall be prepared and provided to the District Professional Development Committee monthly during the school year.

4.7 The fund shall be included in the annual financial audit of the A.D.T.U.

4.8 The members in each school shall be responsible for:

4.8.1 electing a school professional development committee;

4.8.2 electing a representative to the District Professional Development Committee;

4.8.3 assisting the District Professional Development Committee within the school with the designated school-based professional development days;

4.8.4 developing a policy outlining the use, application and expenditure of the funds allocated to the school;

4.8.5 encouraging the school professional development representative to apply to the District Professional Development Committee for Special Activity Funds for school-based professional development activities.

4.9 Decisions relating to the use, application and expenditure of the funds allotted to each school for such professional development activities as listed in Article 2.1 and 2.2 will be made by A.D.T.U. members only.

4.10 Regulations governing expenditure guidelines and limits will be reviewed by the District Professional Development committee each October, presented to the Executive of the A.D.T.U. and circulated to members of the union.

4.11 Individual members attending professional development activities, including retreats, authorized by the District Professional Development Committee may claim the following expenses with the understanding that only partial reimbursement may be possible.

4.11.1 registration fees

4.11.2 transportation costs;

4.11.3 accommodation;

- 4.11.4 travel;
- 4.11.5 meals;
- 4.11.6 Amounts in 4.11 as per fee structure determined at October review.
- 4.11.7 Membership in a BCTF Provincial Specialist Association.
- 4.12 Summer workshops, institutes, conferences and non-credit course which are not curriculum implementation may be approved within the funding guidelines.
- 4.13 The Professional Development Fund will not pay for:
 - 4.13.1 kits, equipment and/or other materials for school/personal use;
 - 4.13.2 individual memberships in any professional organization;
 - 4.13.3 credit courses
 - 4.13.4 subscriptions to professional magazines.
- 4.14 The District Professional Development Committee is responsible only for the approval of professional development expenditures. Teacher Teaching on Call costs are paid pursuant to Article F.20.4 of the Collective Agreement.
- 4.15 A member attending workshops, conferences or seminars is encouraged to be available as a local resource person for their school staff and/or other district groups.
- 4.16 A.D.T.U. members who present a local workshop within School District 70 may be paid an honorarium or provided with a small gift and be reimbursed for approved expenses.
- 4.17 Resource persons who are not A.D.T.U. members will be granted their normal fee plus transportation, accommodation and substitute costs, if required. An A.D.T.U. Professional Development Claims Form will be provided.
- 4.18 The District Professional Development Committee has the responsibility of administering and disbursing Professional Development money subject to the approval of the Professional Development Committee and the A.D.T.U. Executive.
- 4.19 Requests for expenses not provided for in the guidelines may receive special consideration from the District Professional Development Committee at its regular business meeting.
- 4.20 The fiscal year of the District Professional Development Committee is September 1 to August 31.

5.0 PARTICIPATION IN PROFESSIONAL DEVELOPMENT ACTIVITIES

- 5.1 On all Professional Development days, it is expected that all teachers will be in attendance at approved professional development activities. School-based committees should provide direction for members as to appropriate activities. However, the ultimate onus or responsibility rests with the individual member. Approval for an alternate activity must be sought and gained from the school committee and the District Professional Development Committee prior to the scheduled professional development day. If the approval is disallowed by the school committee, the individual member has the right to appeal to the District Professional Development Committee.
- 5.2 Non-members of the Union may participate in professional development activities at a cost to be determined by the District Professional Development Committee.

6.0 DUTIES OF THE DISTRICT PROFESSIONAL DEVELOPMENT COMMITTEE CHAIRPERSON:

- 6.1 The Chairperson shall be elected in accordance with the A.D.T.U. Constitution and shall serve on the A.D.T.U. Executive Committee.
- 6.2 to Organize monthly meetings of the District Professional Development Steering Committee,
- 6.3 to prepare a yearly budget and year-end report,
- 6.4 to present monthly financial reports to the District Professional Development Committee.
- 6.5 to attend Bargaining Committee meetings,
- 6.6 to insure that Minutes are recorded and distributed to District Professional Development representatives,
- 6.7 to attend Executive, Representative Assembly and General Meetings of the Union as well as BCTF Zone Professional Development meetings.
- 6.8 to be a signing officer for the District Professional Development Funds;
- 6.9 to review applications and reimburse funds;
- 6.10 to submit proposed dates to be used for professional development activities to the Union Executive for approval and then to the Board;
- 6.11 to act as a resource person in the areas of planning, facilities and resources for workshops and seminars, when requested by a special interest group or school staff.

7.0 DUTIES OF THE DISTRICT PROFESSIONAL DEVELOPMENT COMMITTEE:

- 7.1 to facilitate a variety of professional development activities based on the needs and requests of the members of the Union;
- 7.2 to distribute professional development information to all members;
- 7.3 to approve or alter the distribution of funding and expense guidelines as per Articles 4.12 and 4.13.
- 7.4 to review, revise and introduce Professional Development policy;
- 7.5 to prepare bargaining clauses relating to professional development;
- 7.6 to approve special fund requests made by schools or L.S.A.'s;
- 7.7 to set agendas for monthly professional development meetings;
- 7.8 to recommend proposed dates for professional day activities;
- 7.9 to recommend distribution of funding allotments annually in October;
- 7.10 to recommend expense guidelines as per Article 4.11 and 4.12.

8.0 DUTIES OF THE SCHOOL PROFESSIONAL DEVELOPMENT REPRESENTATIVE:

- 8.1 to facilitate communication between the school professional development committee and the District Professional Development Committee.
- 8.2 to facilitate organization of professional development activities in the school;
- 8.3 to bring school professional development concerns to the attention of the District Professional Development Committee;
- 8.4 to be responsible for the disbursement of school professional development funds as approved by the school-based Professional Development Committee;
- 8.5 to attend meetings of the District Professional Development Committee;

9.0 DUTIES OF LOCAL SPECIALIST ASSOCIATION REPRESENTATIVES:

- 9.1 Each Local Specialists Association shall develop their own operational procedures which shall include an annual election of a Chairperson and Executive Committee. The term of office shall be for one (1) year (July 1 to June 30). Term of Office may commence earlier with the approval from the A.D.T.U. Executive Committee.

- 9.2 Each L.S.A. within the district will have a chairperson or designate on the District Professional Development Committee;
- 9.3 facilitate communication between the L.S.A. Professional Development Committee and the District Professional Development Committee;
- 9.4 facilitate organization of professional development activities in the L.S.A.;
- 9.5 bring L.S.A. professional development concerns and submissions to the attention of the District Professional Development Committee;
- 9.6 be responsible for the disbursement of L.S.A. professional development funds;
- 9.7 attend meetings of the District Professional Development Committee;
- 9.8 report Provincial Specialist Association concerns to the district Professional Development Committee.

:cp/LEU/USW2009/Revised May 2017