

Joint Professional Development Committee Guidelines

Revised Jan 2023

1. What is Professional Development?
Professional Development (pro-d) 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 in order to enhance teaching and learning.
2. Goals and Procedures
 - a. As outlined in Article F. 20 through F. 25 in the HGTA Collective Agreement.
 - b. Each school staff has their own on-site school guidelines for use which includes the amount of how much of their individual pro-d monies will be deposited into the school account for school-based activities. Each staff member must approve and sign or initial these guidelines as to how and for what it will be used and send a copy to Pro-D Chair (ie: amount per member, none, catered lunches, honorariums, etc) by October 31st of that school year as outlined in the Collective Agreement.
3. District PD Budget
 - a. Sufficient funds to maintain a \$2000 buffer.
 - b. Each school is responsible for tracking and reporting their own schools' funds, communicating current amounts with Pro-D Chair and, when applicable, the ledger of the Pro-D Chair shall be considered correct.
4. Expense Claims
 - a. Every expense shall be covered by an itemized receipt from the vendor or service provider.
 - b. Original receipts only are acceptable and are sent to the Pro-D Chair; a copy is kept by the school Pro-D Rep.
 - c. Email receipts from the vendor are acceptable.
 - d. Claims shall be submitted within the same school year, by May 31, to receive funds by June 30. An exception shall be made only when receipts are still not available and/or when accompanied by a detailed written request for extension for pre-approved summer activities.
5. Signatures
 - a. An applicant shall not approve their own expenditures, unless co-signed by a member of the school pro-d committee.
 - b. A payee shall not sign their own cheque.
 - c. Cheque signers must be part of the District Pro-D Committee.
6. Allowable Expenses for the District Pro-D Committee
 - a. Mileage, meals, etc. under current HGTA policy and rates.
 - b. Actual cost of postage, phone, fax, photocopy, etc.
 - c. Gifts to presenter(s) **who are not in receipt of an honorarium.**
 - d. Cost of up to three (3) supper pro-d meetings a year.
 - e. Cost of phone conference meetings.
 - f. Other budgeted items with receipts attached – gifts, door prizes, etc.
 - g. Days of leave for Pro-D Reps; one (1) day of leave if FTE of school is under 8.0 FTE, one and a half (1 ½) days of leave if FTE of school is over 8.0 FTE, six (6) days of leave for Pro-D Chair.

7. First Aid

First Aid courses shall be claimed from the School Board under Article F.26 of the Collective Agreement via advance application through the principal.

8. Funds

1. Professional Development Funds may be used for any of the following:

- a. District-based professional development activities, except for District Day.
- b. School-based professional development activities.
- c. Individual professional development activities on/off island including meals and up to \$50 per night in lieu of hotel costs during a pro-d activity.
- d. Professional materials (this includes any written, audio, video, or software materials that enhance a teachers' professional growth. It also includes professional journals, PSA memberships and professional subscriptions). These materials would be used by a teacher to improve professional skills, instruction, management, or organization but would not be primarily used by students.
- e. Technology purchases are allowed, however, the total cost must be claimed as income on the individual's Tax Form. Technology is for the teacher's professional use, not to replace school equipment.
- f. Any activities outlined in the BCTF self-directed pro-d log document and/or BCTF pro-d lens.
- g. If there is any question as to whether an activity is considered professional development, the final decision will be made through an arbitration process decided upon by the District Pro-D Committee.
- h. Each September, the Pro-D Chair and the Board will jointly decide on how much the TTOC replacement costs will be for that school year, regardless of the actual salary & benefit cost from the TTOC used.

2. Professional Development Funds may NOT be used for any of the following:

- a. Purchasing classroom supplies (children's books, stationary, electronics for your classroom, etc.).
- b. Covering attendance at a workshop or in-service that is driven by Ministry or School District initiatives as included in the Collective Agreement Article F.27 (accreditation, new curriculum implementation, marking/instruction, ie Provincial Exams, etc.).
- c. Purchasing curriculum resource materials (ie textbooks, etc).
- d. School administration meetings (dept. head meetings, not pro-d event organization).
- e. Attendance at sporting events that do not include a significant amount of teacher instruction (as opposed to attending a coaching clinic).
- f. If the HGTA member feels that an event they wish to attend falls under section 8.2.e and is a pro-d activity, they must write an outline of how and why this should be considered and how this will enhance their professional activities within their school and district, which will be brought forward to the school Pro-D Rep, who will bring it forward to the school pro-d committee for approval before funds can be reimbursed.
- g. In cases where there is any ambiguity regarding legitimacy of a pro-d claim, time must be allowed for the claim to go through an arbitration process with the District Pro-D Committee.

9. Forms

All schools and the District Pro-D Committee will use approved forms. Rates will follow HGTA guidelines for meals, mileage and childcare expenses.

10. Staffing Changes

- a. A teacher who resigns from the District part way through the year and has spent their full year's allotment of funds will be expected to reimburse their school committee account and Pro-D Reps will inform the District Pro-D Committee who will seek assistance from the HGTA President as needed to retrieve the money.
- b. Teachers on a leave who still have available funds can apply to their school pro-d committee as outlined in their own school pro-d guidelines, if permitted.
- c. A teacher who is transferred within the District shall request to have their individual account transferred to the account of the new school within the school year of the transfer. School Pro-D Reps must notify the Pro-D Chair of the change, so that the proper amount can also be transferred in the District Pro-D accounting ledger.

11. Professional Development Activities

1. District Wide Activities

- a. The District Pro-D Committee shall make decisions regarding the planning, funding and organizing of any district-wide pro-d activity but not limited to a common day, ie. District Day date.
- b. The Pro-D Chair/ Designate shall be assigned to take care of entertainment, transportation, food, workshops, etc. for the guests and presenters.
- c. Special consideration shall be met for those with allergies and/or special diets provided they give at least 30 days advance notice before the pro-d event.

2. School Based Activities

These activities shall be determined by the needs of the staff while meeting the guidelines set out in their own school pro-d policy, HGTA policy and BCTF guidelines.

3. Individual Activities

- a. See section 8 of these guidelines.
- b. Self-directed pro-d as outlined in section 8 of these guidelines, BCTF guidelines and the Collective Agreement Articles F.20 to F.25 with communication to, and approval by, the school pro-d committee.