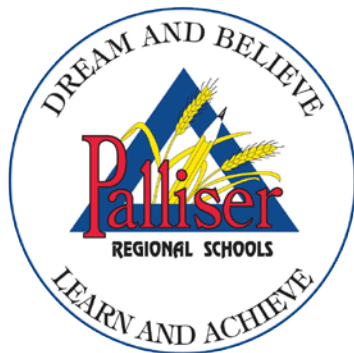


Palliser Professional Development Reference Guide

(updated September 2018)



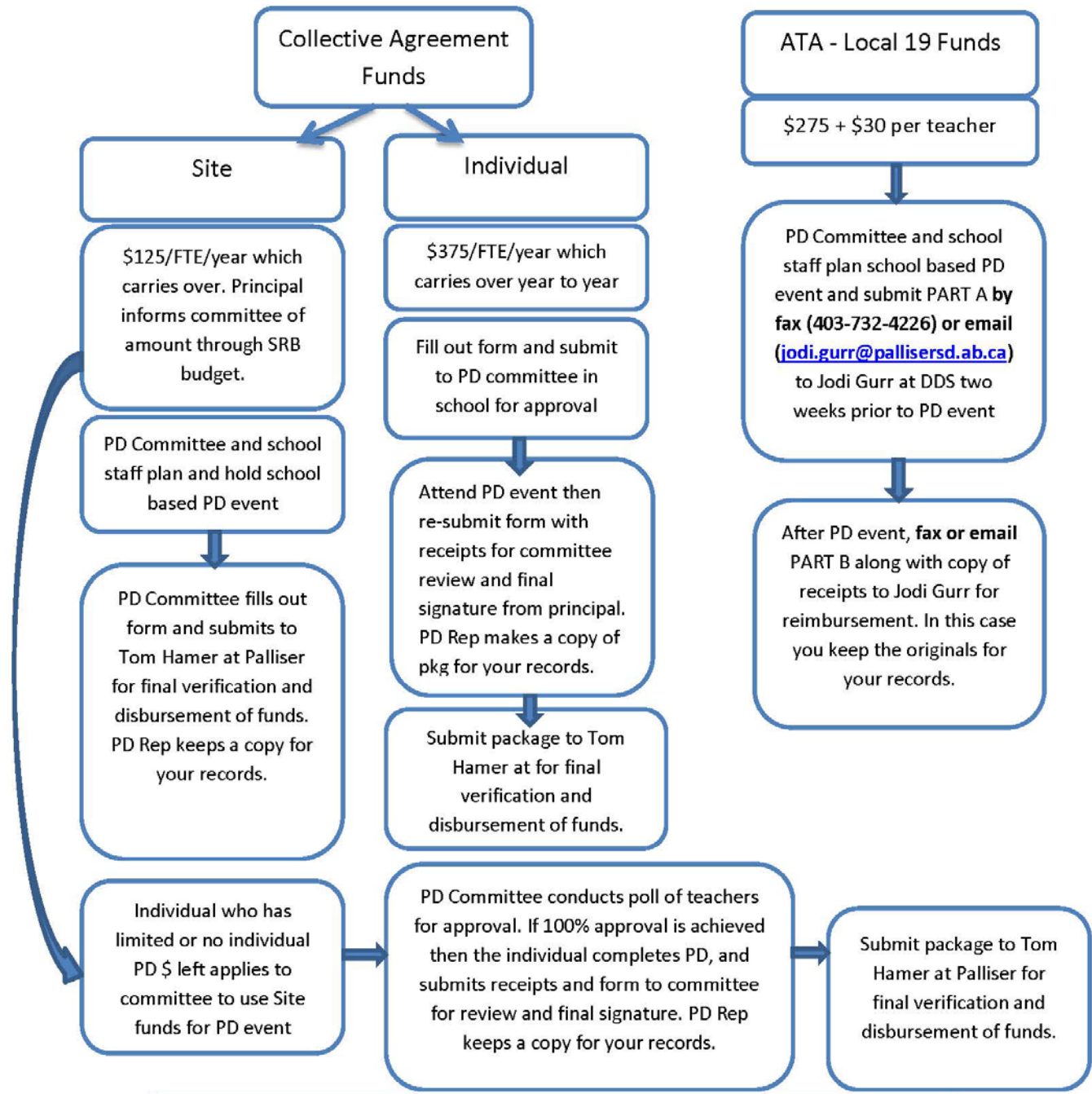
PALLISER PROFESSIONAL DEVELOPMENT REFERENCE GUIDE

Teacher Professional Development is intended to raise the level of professional practice and to enhance performance of teachers, through funding described in Clause 18 of the Collective Agreement. In compliance with the Collective Agreement, PD funds contributed to the sites will be specifically committed to *Professional Development*, and are not to be used as part of the School Site's general revenue.

SCHOOL SITE PD COMMITTEE

1. The **School Site PD Committee** (*Site PD Committee*) shall consist of at least 3 members:
 - the Principal;
 - the site P.D. Representative;
 - and at least one teacher staff member.
2. The *Site PD Committee* shall be elected at the first staff meeting of the school year.
3. The *Site PD Committee* shall elect a chairperson for the committee; it is not necessary for the chairperson to be the Principal. It will be the chairperson's responsibility to receive the PD application forms and call meetings when necessary.
4. It is the responsibility of the *Site PD Committee* to ensure documents are completed accurately, including verifying that costs and receipts are aligned; to keep accurate records of applications to the committee and then to submit the proper documentation to either the ATA PD Committee, or to the Superintendent of Schools for reimbursement, depending upon where reimbursement is being accessed from.
5. It is the responsibility of the Principal to notify the Superintendent of Schools when on-site administrators will be away on professional development and to specify who will perform acting principal duties.
6. It is the responsibility of the *Site PD Committee*, under the leadership of the Principal, to collaborate and plan SITE Professional Development activities to meet the needs of their respective school staff on SITE Professional Development Days. These activities will be planned using Collective Agreement SITE PD funds and/or ATA PD funds as applicable.
7. The **Principal** is responsible for updating their Site PD Committee as to the current amount in the Collective Agreement SITE Professional Development fund.

Professional Development Money Flow Chart



NOTE: PD REPS - Always keep a photocopy of all forms and receipts for your records.

ATA LOCAL #19 PROFESSIONAL DEVELOPMENT FUNDS

The ATA Local #19 professional development funds are administered by the ATA Professional Development Committee of Local #19. Each school site's budget in this fund is currently calculated by starting with a base of \$275 and adding \$30 per teacher on-site. These funds are calculated at the beginning of each school year and they do not roll over to the next year. Any funds that are not accessed in the current school year are "lost" and the schools start with a new amount the following year.

To access these funds, the following steps need to be taken:

1. Two or more weeks prior to the PD event, PD reps for the site fill in a Form A, detailing the professional development activity that is being done, the number of teachers involved, the supportive professional resources that will be used and a proposed budget which includes what the funds will be used for as well as approximately how much money will be used. Form A needs to be signed by all three members of your school site's PD committee.

Local #19 PD funds can be used for:

- to pay for a speaker,
- to pay for ATA workshops,
- to purchase professional development resources
- to pay for substitute teachers so teachers can work collaboratively.
- Half of the ATA Local #19 budget can also be used to purchase food for professional development activities.

2. Fax (403-732-5636) or email (jodi.gurr@pallisersd.ab.ca) a copy of the completed Form A to Jodi Gurr for approval, and she will fax back a copy of the approved form for your records.
3. Complete your professional development activity.
4. Following the activity, PD reps will fill in Form B, which includes information about how the PD could impact your staff's professional practice as well as an itemized budget of funds to be reimbursed. On this form, please specify WHO needs to be reimbursed, whether it is an individual person at your school or your actual school site.

Please note that principals have been asked NOT to use their school VISAs to charge funds when accessing the ATA Local #19 funds.

Fax or email a copy of Form B, along with all receipts, to Jodi. Keep the original for your own records – you do not need to send the originals in school mail once you have emailed or faxed them.

NOTE: If you have used some Local #19 funds to pay for a sub to allow teaching staff to work collaboratively, a copy of the SRB sub form must be submitted as a receipt.

5. Jodi will fill in her necessary forms and forward the information to Morey Terry, our Local #19 Treasurer, who will write the cheques and send them out in the school mail. Please allow a few weeks for delivery but, at that point, if the reimbursement cheque has not been received, feel free to contact Jodi to inquire about it.

The Local #19 PD Form A and Form B will be included in each PD rep's package of information which is handed out at the initial meeting in the Fall and it will also be shared as a Google document with PD reps.

If you have any questions about the Local #19 PD funds, please contact:

Natalie Townshend at Picture Butte High School (natalie.townshend@pallisersd.ab.ca)

John Bird at Calgary Christian School (john.bird@pallisersd.ab.ca)

Jodi Gurr at Dorothy Dalgliesh School (jodi.gurr@pallisersd.ab.ca)

COLLECTIVE AGREEMENT INDIVIDUAL PROFESSIONAL DEVELOPMENT ACCOUNTS

GUIDELINES – INDIVIDUAL PD

1. Funding shall be allocated to the Individual Teacher, and is reserved for each teacher’s use, according to Clause 18 of the Collective Agreement:

“18.1 Effective September 1, 2012, the Employer contribution to the Professional Development Fund for each full-time equivalent teacher for each of the individual teacher accounts is \$375 and the school site account is \$125.

All monies remaining in the fund at the expiry of the budget year shall remain in the fund.”

2. To access Individual PD funding, teachers must complete the Collective Agreement **Individual Professional Development Application Form**. This form is to be submitted to the site’s Professional Development Committee for initial approval.
3. All contractual allocations will remain in the Individual PD fund. Individual teacher funds shall be transportable with the teacher in the event the teacher changes school sites. Those teachers who retire from the Profession will have their unused Individual PD funds allocated to the SITE PD fund at the location they were last employed.
4. Funds provided to teachers are to help cover the costs of:
 - registration (seminars, workshops, conferences and non-credit courses)
 - transportation,
 - accommodations,
 - subsistence,
 - specialist council memberships,
 - substitute costs,
 - professional resources or educational literature that is directly related to the teacher’s professional growth plan,
 - on-line non-credit courses, workshops, videos and webinars as approved by the PD executive.
5. Teachers’ Convention is a mandated convention that all teachers are obligated and required to attend. As such, it is not considered Individual Professional Development for the purposes of this document. Collective agreement funds may not be used to cover costs incurred to attend Teachers’ Convention.
6. In the event that a Teacher’s **INDIVIDUAL** Professional Development Fund exceeds \$1,500.00, a plan for use of the fund will be submitted to the Principal by the Teacher and forwarded to the Superintendent’s Office for approval.
7. This Guide recognizes and respects the intent of Professional Growth Plans.

PROFESSIONAL DEVELOPMENT APPLICATION - PROCEDURES

1. Staff members wishing to attend a professional development activity will need to complete and submit an application form to the chairperson of the *Site PD Committee* a minimum of two weeks prior to the activity. Members wanting to attend conferences are encouraged to apply to the conference early enough to take advantage of the early registration rate if one is offered.
2. The Expense portion of the Application Form must be filled out, in a timely fashion, after attendance to a Professional Development Activity. It will then be submitted with original receipts, by internal mail, to the Superintendent of Schools. Receipts must be in Canadian funds or, if amounts are in foreign currency, must be accompanied by a credit card statement that includes the Canadian exchange rate.
3. Itemized receipts are required and must be submitted separately for each individual requesting reimbursement. For example, if two people share a hotel room, each must submit a separate receipt for their portion of the expense.
4. In the event that a teacher is able to take advantage of early registration, they may submit their expenses and receipts in two separate submissions; the first with conference registration and any other expenses that have been paid in advance of the event and the second submission following the Professional Development event.
5. In the event that a teacher is unable to attend an event they have already received funds for, the teacher will be responsible for reimbursing any funds that have been advanced to them. This requirement may be waived by the Superintendent in exceptional circumstances.
6. When returning from a professional development activity, the teacher is required to fill out a ***Post-Professional Development Activity Summary*** and submit it with their request for reimbursement. Teachers shall share pertinent ideas and strategies that could be used by others at the site.
7. In the event that a teacher does not have sufficient funds in their Individual Professional Development account to cover their expenses, they may submit an application to the *Site PD Committee* for additional funds from the Collective Agreement SITE Professional Development fund. When Collective Agreement SITE funds are requested, the additional funding must be indicated on the original Individual PD application form and both forms must be submitted together.
8. The *Site PD Committee* must sign the **INDIVIDUAL** and/or **SITE** Professional Development Application Form(s), attesting to the approval of the activity or expenditure. The rest of the form(s) must be finalized once the PD activity has been completed. The completed form(s), along with original receipts, will then be forwarded to the Superintendent of Schools for reimbursements.

COLLECTIVE AGREEMENT SITE PROFESSIONAL DEVELOPMENT

GUIDELINES – SITE PD

1. Funding shall be allocated to the School Site according to Clause 18 of the Collective Agreement:

“18.1 Effective September 1, 2102, the Employer contribution to the Professional Development Fund for each full-time equivalent teacher for each of the individual teacher accounts is \$375 and the **school site** account is \$125.

All monies remaining in the fund at the expiry of the budget year shall remain in the fund.”

2. PD funds contributed to the sites will be specifically committed to Professional Development and are not to be used for subsistence or for items of a capital nature.
3. This fund is for improving student learning, by providing teacher directed activities that are available for the staff. Funds may be used to cover the costs of:
 - Registration (seminars, workshops, conferences and other non-credit courses)
 - Fees for presenters/speakers/workshops
 - Transportation
 - Accommodations
 - Substitute costs
4. An individual teacher, who needs to access additional funding to further support their professional development, may approach the *Site PD Committee* or the ATA PD Committee to request approval for additional funds. The individual teacher shall be responsible for in-servicing other interested staff following their Professional Development experience.
5. The Professional Development activities may be held after school, on early dismissal days, teacher preparation days, or on designated professional development days. In such cases where substitute costs are incurred, this expenditure will be covered by **SITE** Professional Development funds.
6. In keeping with this policy, the *Site PD Committee* acts as the governing body to approve or not approve applications. The *Site PD Committee* will track professional development expenditures and report to staff on a regular basis.
7. These funds are for teacher use only.
8. Three signatures are always required.

[Collective Agreement INDIVIDUAL Professional Development Application Form](#)
(This form includes the Post-Professional Development Activity Summary)

[Collective Agreement SITE Professional Development Application Form](#)