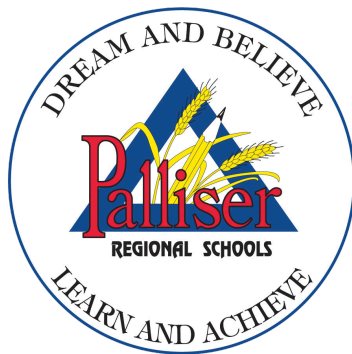


Palliser Regional Schools

Pilot Project

Professional Development Reference Guide

Implemented September 1, 2019



PALLISER PILOT PROJECT PROFESSIONAL DEVELOPMENT REFERENCE GUIDE

Preamble

Teacher Professional Development is intended to raise the level of professional practice and to enhance the performance of teachers. As per the Letter of Understanding pursuant to the Collective Agreement, a joint party of three teachers appointed by the Teacher Welfare Committee and three members appointed by the Board was formed to establish a pilot project to review the professional development clauses of the Collective Agreement. The members of this Pilot Project have jointly drafted the following document.

The parties agree that ongoing professional development and collaboration for teachers is critical to achieving the vision of district priorities and plans, school improvement plans and a teacher's individual professional growth plan. To this end, members of the Pilot Project jointly suggested changes to the Palliser Professional Development Reference Guide for the duration of the project. As part of this process, the members have jointly recommended the formation of the Palliser Professional Development Council whose responsibilities are described below. These changes are intended to improve the ability for teachers and teacher teams to access the necessary funds to participate in purposeful, pertinent and timely professional development activities.

PALLISER PROFESSIONAL DEVELOPMENT COUNCIL

1. The Palliser P.D. Council shall consist of 4 members: 3 teachers appointed by the Teacher Welfare Committee and 1 member appointed by the Superintendent.
2. The Palliser P.D. Council shall be responsible for the approval of professional development activities and reimbursement of collective agreement funds.
3. The Palliser P.D. Council shall review all applications for professional development and approve or deny the application as per the guidelines outlined in this document.
4. The Palliser P.D. Council shall communicate with schools and teachers as to the current amount in the Collective Agreement Professional Development Fund. The Palliser P.D. Council will track professional development expenditures and report to staff twice per year.

PALLISER SCHOOL SITE PROFESSIONAL DEVELOPMENT COMMITTEE

1. Each school site shall have a Site P.D. Committee which will consist of at least 3 members:
 - the Principal;
 - the A.T.A. P.D. Representative;
 - and at least one additional teacher staff member.
2. The Site P.D. Committee shall be elected at the first staff meeting of the school year.
3. The Site P.D. 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 P.D. application forms and call meetings when necessary.
4. The Site P.D. Committee shall review and endorse professional development requests and then will forward the proper application to either the ATA Local 19 P.D. Committee, or to the Palliser P.D. Council, depending upon where reimbursement is being accessed from.
5. The Site P.D. Committee shall plan professional development activities to meet the needs of their respective school staff using Site P.D. funds, P.D. Council Funds or ATA Local 19 P.D. funds as applicable. Use of these funds needs to be endorsed by consensus of the teachers and administrators in the school.

COLLECTIVE AGREEMENT

PROFESSIONAL DEVELOPMENT COUNCIL FUND

GUIDELINES

1. Funds shall be allocated to the Palliser P.D. Council based on the FTE count for teachers employed by Palliser Regional Schools on September 30th of each school year.
2. Effective September 30, 2019, the employer contribution to the Professional Development Fund for each full time equivalent teacher shall be \$500.00, as indicated in the current Collective Agreement.
3. To access this fund for a professional development activity, teachers must complete the Palliser P.D. Council Application Forms. The forms will be submitted to the School-site P.D. committee for initial endorsement and then forwarded to the Palliser P.D. Council for final approval. In keeping with this Pilot Project, approval lies only with the Palliser P.D. Council. **Teachers are not eligible for support from the P.D. fund while on leave.**
4. Funds provided to teachers are to help cover the costs of:
 - registration for seminars, workshops, conferences and non-credit courses including online non-credit courses, workshops, videos and webinars,
 - travel expenses related to professional development,
 - accommodations,
 - meals (per diem rate listed),
 - specialist council memberships,
 - substitute costs, either to attend a P.D. activity, to participate in collaboration, focused on professional practice, with colleagues or specialists, or to visit/observe other teachers' classrooms within Palliser Regional Schools. **Substitute costs shall be paid at the rate currently in effect according to the Collective Agreement. The maximum amount for substitute teacher costs during any three year allocation shall be 5 days.**
 - professional resources or educational literature that is directly related to the teacher's assignment or the teacher's professional growth plan.
 - engaging the services of a speaker or instructor who would offer professional development to a group of teachers if it would be less expensive to bring the speaker to Lethbridge/Calgary than to send our teachers to a similar activity.
5. A Post Professional Development Activity summary and receipts for all expenses need to be submitted after the activity. Expenses must be in Canadian Funds, or if the amounts are in foreign currency, a credit card statement must be submitted including the Canadian exchange rate. Receipts and scanned copies of original receipts shall be submitted.
6. 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. Applicant's name **MUST** be on all receipts for hotels, flights and registration.

7. 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 Palliser P.D. Council in exceptional circumstances.
8. These funds are for teacher use only.
9. Teachers' Convention is a **mandated** convention that all teachers are obligated and required to attend. Collective agreement funds may not be used to cover costs incurred to attend Teachers' Convention.
10. This Guide recognizes and respects the intent of Professional Growth Plans.

PROFESSIONAL DEVELOPMENT COUNCIL FUND APPLICATION – PROCEDURES

1. Individual and Site Professional Development Applications to utilize P.D. Council Funds may be submitted at the following Links

[Individual P.D. Application Form](#)

[Site P.D. Application Form](#)

[Post Individual P.D. Activity Summary](#)

[Post Site P.D. Activity Summary](#)

Individual Professional Development Applications

Individuals wishing to participate in a professional development activity will need to complete and submit an application form at least 2 weeks prior to the activity. The application is automatically forwarded to the Site P.D. Committee for endorsement. It will then be submitted to the P.D. Council for approval. The P.D. Council will respond within 5 business days.

Site Professional Development Applications

Application for P.D. Council Funds needs to be endorsed by consensus of the teachers and administrators in the school. Site applicants need to apply at least 6 weeks prior to the activity for planning purposes. Sites that have accumulated funds in their Collective Agreement Site accounts must use those funds first before applying to the P.D. Council Fund. The P.D. Council will respond within 10 business days.

2. Members wanting to attend conferences are encouraged to apply to the conference early enough to take advantage of an early registration rate if one is offered. Members are also expected to take advantage of early booking rates for any airfare. If the same conference is being offered in two venues, an application should be made for the least costly venue whenever possible.
3. If registration is paid for at least three months in advance of the P.D. event, teachers can make an initial submissions for reimbursement for registration and airfare (if required). Endorsement is always required at the school level. It will then be submitted to the Palliser P.D. Council for approval. All other expenses can be adjusted on the same application thereafter.
4. The Post-P.D. Activity Summary and expenses must be filled out, within 30 days, after attending a professional development activity. It will then be submitted with scanned copies of original receipts to the Palliser P.D. Council *Please see checklist at the end of this document.*

****This ATA Process will continue for the duration of the Pilot Project****

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 P.D. event, ATA P.D. 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 P.D. committee.

Local #19 P.D. funds can be used:

- to pay for a speaker,
 - to pay for ATA workshops,
 - to purchase professional development resources (a list of titles needs to be submitted with Form A.)
 - 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, P.D. reps will fill in Form B, which includes information about how the P.D. 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.

When paying for a speaker, you need a receipt that shows a zero balance as well as the name of the person/school that paid.

Fax or email a copy of Form B, along with all itemized receipts (no debit card 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. Follow these steps to fill in SRB -go onto SRB - pick date of absences and choose “select re-billable third party” from the drop-down menu, go through the rest of the process of filling in information. At the end you will be prompted to select which re-billable third party - type in 893 (ATA Local #19 will pop up). At the very end, in the comment section, type a message saying what P.D. event you are participating in. After submitting in SRB, you need to print off your form and submit that to Jodi. This acts as your receipt.

5. Jodi will fill in the 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, please contact Jodi to inquire about it.

The Local #19 P.D. Form A and Form B will be included in each P.D. 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 in the P.D. reps team drive. (Palliser Local 19 PD Team).

If you have any questions about the Local #19 P.D. funds, please contact:

Erinne Wolfe at Brant Christian (erinne.wolfe@pallisersd.ab.ca)

Anna-Marie Moulding at Huntsville School (annamarie.moulding@pallisersd.ab.ca)

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

Checklist for Applicant Use

Please ensure that ALL items on this list are complete.

Reimbursement will not take place until everything is received and the current intake has closed.

Prior to P.D. Activity	
	Complete online application form. Application forms will be automatically forwarded to appropriate Site P.D. Committees and then Palliser P.D. Council Individual P.D. Application Form Site P.D. Application Form
	When paying for conference fees, hotel costs or airfare, ensure that they are paid for with the applicant’s own credit card. DO NOT purchase registrations as a group on one person’s credit card, using school credit cards, or purchase orders. All receipts must show the name of the applicant.
	Receive confirmation of approval and reimbursement form from P.D. Council.
Post P.D. Activity	
	Submit your updated and completed P.D. Activity Summary with all expense receipts for conference fees, hotel costs, and travel expenses.. Ensure that the receipts show how expenses were paid and include the attendee’s name. Ensure that receipts show zero balance, indicating that it has been paid. If you do not have a zero balance receipt, please submit your credit card to show that it has been paid. Post Individual P.D. Activity Summary Post Site P.D. Activity Summary
	If the conference or workshop took place in the United States, a credit card statement must be provided that shows the Canadian conversion rate.
	After you complete the P.D. Activity Summary, information about the P.D. you attended will be shared with all teachers so others can get ideas for valuable P.D. opportunities.