



Professional Development Policy and Procedures

NDTA Professional Development Policy

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SECTION 1 GENERAL

1.1 Definition of Professional Development (PD)

Professional Development is a continuous learning process of professional growth through active engagement in activities designed to enable teachers, both individually and collectively, to hone skills, improve practice, and stay current with changes related to teaching and learning.

1.2 Principles of Professional Development

Professional Development (PD) activities should

- a) provide opportunities for professional growth and learning;
- b) support members' needs to strive for best practice;
- c) encourage inquiry and collaboration with professional colleagues;
- d) improve teaching and learning;
- e) facilitate positive changes in professional practice.

1.3 Purposes of Professional Development

The purposes of Professional Development (PD) are to assist members in

- a) building and strengthening themselves as a body of professional teachers;
- b) enhancing professional relationships with students, parents and colleagues;
- c) developing, discussing, revising and applying educational theories;
- d) supporting innovative instructional developments;
- e) continually improving the quality of their teaching;
- f) engaging in professional and collegial conversations;
- g) addressing issues of professional concern.

1.4 History of Professional Development

In 1972, Professional Development days (non-instructional days) were added to the school calendar at the request of the teaching profession after years of advocacy from the BCTF. The inclusion increased the number of days of work for teachers with no loss of instructional days for students. Professional Developments (PD) days in the school calendar recognized that teachers, like professionals in most fields, needed time during the school year to hone their skills, improve practice, and stay current with changes related to teaching and learning.

(<http://www.bctf.ca/publications>)

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1.5 NDTA Professional Development Background

Good practice around the use of Professional Development funds and time is the professional and union responsibility of each NDTA member (See Article F.20 of the NDTA *Collective Agreement*).

- a) The regular work year of NDTA members shall be inclusive of no fewer than five (5) non-instructional days. The allocation of these non-instructional days shall be made in accordance with Article F.20 of the Local *Collective Agreement*. In addition, a fund representing 5% of the current September teacher payroll and 0.5% of the Teachers Teaching on Call salary budget from the previous school year (as identified in the School District's audited financial statement) shall be made available for member Professional Development each school year. This fund is designed to supplement the cost of PD.
- b) Decisions about the direction, use, application and expenditure of the NDTA PD fund shall be made by NDTA members only.
- c) The NDTA PD Policy shall be reviewed by the Association membership every second year.
- d) All Association members shall be entitled to make application to the Professional Development Fund.
- e) Any two of the following shall be signing authorities for the committee:
 - i. the PD Committee Chair,
 - ii. the President of the NDTA,
 - iii. the Grievance Officer of the NDTA,
 - iv. The Professional Issues Officer of the NDTA.

1.6 Professional Development Days

All NDTA members are invited to attend Professional Development Days. However, only those who would regularly be scheduled to work those days in a contract are expected to attend.

a) Provincial Specialists Association Day (PSA)

This is a province-wide Professional Development day on the third Friday in October each year. BCTF Provincial Specialists Association (PSA) members provide Professional Development opportunities on this day. NDTA members are expected to attend a PSA sponsored event, or to have applied for an alternate Professional Development opportunity in accordance with Policy and at a venue approved by the PD Chair.

b) NDTA District Day

An annual NDTA District-Wide Professional Development (PD) day shall be coordinated by the NDTA PD Committee. The theme of the day shall be determined by the NDTA PD Committee and shall be reflective of broad-based educational trends and/or issues. This

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initiative is funded by the NDTA PD Fund and NDTA members are expected to attend this event, or to have applied for an alternate Professional Development opportunity in accordance with Policy and at a venue approved by the PD Chair.

c) School-Based Professional Development Days

The planning of the three school-based Professional Development days shall be the responsibility of each school's PD Committee. Collaborative PD between individuals, groups or entire schools is permitted on these days, but they are not intended for district events, training or in-service. NDTA members are expected to attend school-based, or collaborative group events or to have applied for a self-directed Professional Development opportunity in accordance with Policy and at a venue approved by the PD Chair.

d) Additional Non-Instructional Days

Additional non-instructional days established by the Ministry of Education or the Teacher Regulation Branch are not the responsibility of NDTA members. Activities on those days are the responsibility of school or district-based administrators as designates of the Board of School Trustees.

SECTION 2 NDTA PD COMMITTEE STRUCTURE

2.1 Joint NDTA / Board Professional-Development Advisory Committee

- a) According to Article F.20.6 of the NDTA *Collective Agreement*, a joint committee composed of six representatives, three from the Board, (at least one of whom shall be a Trustee) and three from the NDTA, shall be formed to act as an advisory body to the NDTA Professional Development (PD) Committee. The three NDTA members on this committee shall be the NDTA PD Chair, and two officers of the NDTA (or designates).
- b) The function of this body shall not be that of decision making but it shall
 - i. make recommendations to the NDTA PD Committee regarding the various uses of PD funds;
 - ii. review the PD plan and budget as developed by the NDTA PD Committee for each school year;
 - iii. review the report of the PD activities conducted in each year before submission to the Board; and
 - iv. make a direct recommendation to the Superintendent on the allocation of the five non-instructional days for the subsequent school year by March 31st each year.

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- c) Upon recommendation of the Joint Committee, the NDTA PD Committee shall be entitled to establish at least two (2) District days subject to the above process.
- d) The Association shall give a report to the Board twice yearly, giving an accounting of the disposition of the funds, including a summary of the activities for which the funds were disbursed.
- e) The Board shall provide the Association, by October 15th of each year, a list of the FTEs by worksite plus the Teachers Teaching on Call list.

2.2 NDTA Professional Development Committee

The Committee shall:

- a) Consist of one (1) Chairperson, the Professional Issues Officer, and ten (10) other members of the Association. A balance of five (5) elementary and five (5) secondary teachers, as well as the Chair, shall be elected to this committee at the Annual General Meeting of the NDTA.
- b) Provide Professional Development leadership by setting goals and evaluating them annually.
- c) Assist the PD Chair in establishing and monitoring an annual budget that reflects this Policy and any other Professional Development items deemed appropriate and feasible by the NDTA PD Committee.
- d) Designate the Chair or an alternate committee member to attend meetings and training activities, within the district, zone or province, which relate directly to the enhancement of PD in the district.
- e) Plan and coordinate the NDTA District-Wide PD Day and other NDTA PD Committee sponsored activities.
- f) Initiate and facilitate opportunities for professional growth of members.
- g) Act as a resource body in the areas of planning, facilities and resources for PD when requested by a special interest group or school staff.
- h) Coordinate an approved space for self-directed Professional Development on the Provincial Specialist Association Day.
- i) Convene any meetings of members deemed necessary in order to discuss a PD concern(s) which pertains specifically to that group.
- j) Assist School-based PD Representatives in their leadership role by providing
 - i. leadership and facilitation training in an annual PD training session;

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- ii. simplified forms to assist representatives in information gathering and dissemination;
 - iii. ongoing leadership and support through the monthly PD Representative meetings.
- k) Review the Professional Development Policy and Procedures regularly and move recommendations to the Association membership for ratification as needed.

2.3 NDTA Professional Development Committee Chairperson or Designate(s)

- a) The Committee Chairperson shall:
- i. Be elected for the term specified in the NDTA Constitution & By-Laws, and released accordingly. Funding for this release shall come from the NDTA Professional Development Fund unless determined otherwise by the NDTA Executive Committee.
- b) The Committee Chairperson or Designate duties shall be to:
- i. Act as the spokesperson for and representative of NDTA Professional Development (PD).
 - ii. Prepare a budget, in consultation with the Committee, for recommendation to the Association membership for ratification.
 - iii. Ensure that the NDTA PD Policy is functional and operative.
 - iv. Approve and sign all NDTA PD forms.
 - v. Set agendas for School-based PD Representative and NDTA PD Committee meetings.
 - vi. Plan and organize School-based PD Representative Training.
 - vii. Attend regular NDTA Executive Committee meetings.
 - viii. Prepare any required NDTA PD reports.
 - ix. Carry out any other necessary duties as determined by the NDTA PD Committee.
- c) The NDTA Professional Issues Officer shall:
- i. Be an ex officio Professional Development Committee Chairperson Designate.
 - ii. Fulfill the duties of PD Chairperson as necessary.

2.4 NDTA School-Based Professional Development Committee

- a) Each school shall establish an NDTA School-based Professional Development (PD) Committee in September of each year. The school-based PD Committee shall be comprised of NDTA members only. Committee names shall be submitted to the NDTA office by the end of September.
- b) The NDTA School-based PD Committee shall select a representative (PD Rep) to attend the monthly NDTA PD Rep meetings. See Section 2.5 for roles and responsibilities.
- c) Each School-based NDTA PD Committee shall provide school-based PD leadership by setting goals based on staff needs and reviewing them annually.
- d) Each School-based NDTA PD Committee shall organize PD during the three school-based Professional Development days.

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- e) The school PD Committee shall be responsible to monitor the expenditures of any whole-school funding allocations and submit any necessary forms to the PD Chair.

2.5 NDTA School-Based Professional-Development Representative

The role of the School-Based Professional Development Representative (PD Rep) is to:

- a) Act as a liaison between NDTA members of the school-based PD Committee and the NDTA PD Committee.
- b) Ensure that staffs are aware of NDTA PD Policy and that school decisions regarding PD are consistent with the NDTA PD Policy.
- c) Initiate leadership in PD planning and coordination at the site.
- d) Ensure that school-based PD decisions reflect the PD wishes of the majority of the NDTA members.
- e) Inform members throughout the year about PD, how to access information and apply for:
 - i. individual and group funds
 - ii. self-directed PD
 - iii. other PD opportunities.
- f) Attend monthly NDTA PD Rep meetings.
- g) Consult with colleagues on PD matters.

SECTION 3 FUNDED PROFESSIONAL DEVELOPMENT

3.1 Whole-School Professional Development

Rationale: Guided by the principles and purposes of Professional Development (PD) outlined in Section 1, this funding is to assist schools in meeting their unique needs.

Whole-schools funds may be combined with those from other sources. For example,

- a) With the approval of each member, their individual FTE allotment may be used to offset all or part of expenses associated with whole school PD functions (an example: each member might agree to give \$20.00 from their individual allotment to subsidize expenses for a facilitator, refreshments or rental of equipment or facilities, etc.).

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- b) Members may use their individual PD funds with other members at the same site or from a different site (an example: ten members from several different schools invite an outside facilitator and debit each of their funds \$50.00).

This money is to be used for Whole-School PD only. PSA Day is not a school-based day and will not be funded within this budget.

3.1.1 Presenter Funds for School-Based PD Days

To encourage equitable use and compensation of facilitators at school-based PD Days, each school site or equivalent may apply for a facilitator amount up to the equivalent value of 1.5 TTOC release days on each school-based day. This value is to be set as the average TTOC cost billed to the Committee in the previous year.

Funds may not be combined or rolled over, but can be supplemented with those from other sources. This money is not to be used by individual teachers for individual PD activities. The appropriate application form shall be completed and submitted at least three weeks prior to the event. Applications are subject to the approval of the PD Chair and to availability of funding as set out in the annual PD Budget.

Schools may use this fund for:

- i. all or part of costs for out-of-district facilitator's fees/honorarium, travel and accommodations;
- ii. local facilitator's cost – (See Member Facilitator Accounts NDTA PD Policy Section 4);
- iii. rental of facilities and/or equipment.

3.1.2 Refreshments

For the purposes of whole-school Professional Development, each school will be allotted \$20 per year per FTE for light refreshments. Funding is contingent upon availability and the appropriate application form shall be completed and submitted with receipts.

3.2 School-Based PD Leadership Committee Release

To carry out leadership responsibilities and to champion teacher-led initiatives in PD at the school and inter-school level, each school shall be allotted 6 X 0.5 days per year to release PD Committee members to meet and plan School-based PD Days.

3.3 Individual Professional Development

Rationale: Guided by the principles and purposes of Professional Development (Section 1), this funding is to assist colleagues with their individual professional learning.

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NDTA members may apply for all or part of the costs of Professional Development up to the limit of their allotment. All applications for Professional Development funds shall be submitted to the NDTA PD Committee on the appropriate forms and should be submitted within four (4) months (prior to, or after) of the date of the event and within the same school year. Applications submitted outside of this timeframe may not be accepted or approved.

If an application has been denied, the member has the right to appeal to the full NDTA PD Committee and then to the full NDTA Executive Committee.

3.3.1 Individual PD Fund for Teachers with an FTE Allotment

- a) The individual yearly allotment for members teaching in a temporary or continuing assignment shall be set by the Association membership and pro-rated to their annual FTE.
- b) NDTA members may accumulate their individual yearly allotment during a three (3) year cycle.
- c) Members with an FTE less than or equal to 0.857 may apply for a TTOC allotment such that their total allotment is no more than if they had a 1.0 contract.
- d) They may also apply to use their next year's allotment in year one or year two dependent upon availability of funds.
- e) At the end of three (3) years, if unused, the funds will be reallocated for general use and a new three (3) year cycle begins again.
- f) In addition, each teacher with a temporary or continuing contract may apply for up to one day of supplemental TTOC release time per year, subject to the availability of funds and policy 3.3.3.

3.3.2 Teachers Teaching on Call, Teachers on Leave, or Recall Allotments

- a) The individual yearly allotment for Teachers Teaching on Call shall be set by the Association membership and no less than 50% of the yearly allotment for teachers with a 1.0 FTE contract.
- b) The allotment for TTOCs shall be an annual allotment and not accumulate over multiple years.
- c) TTOCs hired into a temporary or continuing assignment shall have access to both their TTOC allotment and Individual PD fund to a maximum equivalent of the 1.0 FTE allotment.

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3.3.3 Release Time

- a) An annual budget for Supplemental TTOC Release shall be set by the Association membership.
- b) Members requiring release time to participate in Professional Development activities may apply for up to one Supplemental TTOC Release day each year subject to the availability of funds as established in the annual PD Budget.
- c) Members may fund additional release time from their individual allotment.
- d) The application for TTOC release must be submitted on the appropriate form prior to the date of the activity, and be initialed by an administrator.

3.4 Professional Learning Groups (PLGs)

Rationale

Guided by the principles and purposes of Professional Development, this funding is to assist colleagues with their needs to collaborate regarding pedagogy, philosophy or grade and subject Professional Development initiatives.

Examples:

- Grade or subject focus group
- Collaborative group
- Book discussion group
- Inquiry group
- Local interest group
- Teaching strategy

- a) An annual budget for PLGs shall be set by the Association membership.
- b) Each group (minimum of 2 people) must submit an action plan, which will be subject to approval by the PD Chair or Committee, and subject to the availability of funds as established in the annual PD Budget.
- c) All applications must be received prior to the last work day in October to be considered for funding for the current school year. Applications will be selected for funding at the following PD meeting.
- d) Teachers may combine their individual PD allotment with this initiative.
- e) Individual teachers may access this funding only once per school year. However, they may participate in more than one PLG.

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- f) As per PD Policy Section 5.3, examples of activities that are NOT funded under this policy are: job specific training, job-related duties, extra-curricular activities, lesson planning, ministry accountability processes and school as business initiatives.
- g) Successful applicants will be required to submit a short report about their PLG (goals, activities, conclusions) by the second Friday in June.

3.5 Professional Learning Partnerships (PLPs)

Rationale

Guided by the principles and purposes of Professional Development, this funding is to provide TTOC coverage to two colleagues to collaborate and to act as mentors or critical friends to fully develop, explore and assess their plan.

- a) Each partnership must submit an action plan, which will be subject to approval by the PD Chair or Committee, and subject to the availability of funds as established in the annual PD Budget.
- b) Each school year will have two application periods. Applications received prior to the last work day in October will be considered for funding at the following PD meeting. Applications received by the last work day in January will be considered for funding at the following PD meeting.
- c) Each partnership may access two (2) release days per person per year to a maximum of four (4) release days total. The release time must be used by May 31st of each year.
- d) Individual teachers may access this funding only once per school year, but can participate in more than one partnership.
- e) As per PD Policy Section 5.2, examples of activities that are NOT funded under this policy are: job specific training, job-related duties, extra-curricular activities, ministry accountability processes and school as business initiatives.
- f) Successful applicants will be required to submit a short report about their Professional Partnership (goals, activities, conclusions) by the second Friday in June for posting on the PD website.

3.6 Capacity Building and Leadership Training Grant

Teachers may be supported to attend an out-of-district educational conference offering a broader or international perspective. Applications are subject to availability of funding.

- a) Interested teachers will complete and submit an application for all or part of costs associated with such a conference up to \$2000.

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- b) The Professional Development Committee will determine the funding available for Capacity Building and Leadership Training Grants when setting the annual budget.
- c) A committee consisting of at least three members of the Professional Development Committee, including the Chair, will consider the applications before awarding the funds.
 - i. Under normal circumstances the PD Committee will approve funding for no more than two (2) members from the same school or district program to attend the same conferences in a school year.
 - ii. Under exceptional circumstances, larger groups may be considered for funding after a presentation to the PD Committee at a regularly scheduled meeting.
 - iii. No more than five (5) members from across the local may be funded to attend that same conference.
- d) Individual PD funds may also be used to offset conference costs.
- e) The successful applicants will be obliged to share their newly gained knowledge and insights with colleagues in a formal setting such as District Day or local events within one (1) year of the conference. There will be no compensation for the initial workshop/presentation but all future workshops/presentations will be compensated as per PD Policy.
- f) A teacher will only be eligible for this funding once in three years.
- g) Deadline for applications: April 30th of each year.

SECTION 4 FACILITATOR ACCOUNTS

- 4.1 NDTA members who facilitate a **full day** Professional Development for their colleagues are entitled to 1.5 TTOC release days or the dollar equivalent in a facilitator account. The rationale for the allocation is 0.5 to prepare the presentation and 1.0 to compensate for the loss of your own Professional Development. Co-facilitators must share the entitlement. This article is exclusive of presenters' requirements under 3.6 e.
- 4.2 NDTA members who facilitate a **half-day** Professional Development for their colleagues are entitled to 1.0 TTOC release day or the dollar equivalent in a facilitator account. The rationale for the 1.0 is, 0.5 to prepare for your presentation and 0.5 to compensate for the loss of your Professional Development. Co-facilitators must share the entitlement. This article is exclusive of presenters' requirements under 3.6 e.
- 4.3 To qualify for Facilitator funds, sessions should have a minimum of ten (10) people. Smaller groups may be approved upon application.
- 4.4 The NDTA Professional Development Committee will maintain records of facilitator accounts.
- 4.5 These funds are for use for Professional Development only as per Section 5 of this Policy.

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- 4.6 Application must be made on the appropriate form prior to the PD.
- 4.7 The TTOC release day or the dollar equivalent must be used within three (3) years of the event.

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SECTION 5 REIMBURSEMENT AND FUNDING CRITERIA

5.1 Reimbursement

Professional Development funding is provided on a reimbursement basis. The Professional Development Chairperson or designate will process applications for funding in a timely manner and as they are received so that cheques may be issued.

5.1.1 Expenses

When attending out-of-district Professional Development activities, teachers may use their available Professional Development funds to offset the costs for accommodation, transportation and meals at the rates published in current *Members' Guide to the BCTF*.

- a) Expenses not requiring a receipt include (with 2017-2018 rates in parentheses):
 - Automobile (\$0.52 /km)
 - Airport tax/Highway tolls
 - Transit
 - Ferry
 - Meals (Breakfast \$14, Lunch \$16, Dinner \$26)
- b) Expenses requiring a receipt include:
 - Registration
 - Airfare
 - Taxi/Parking
 - Hotel
 - Membership
 - Professional resources

5.1.2 Exceptional Circumstances

Under exceptional circumstances and using their own discretion, the Professional Development Chairperson or designate may:

- a) Provide PD funds in advance of an event.
- b) Make a stop payment on, and reissue, lost or stolen cheques. The cost of the stop payment will be charged to the member in the case of lost cheques.
- c) Expedite the processing of an application for Professional Development funds.

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5.2 Examples of Funded PD

Guided by the purposes and principles of Professional Development, funded examples include:

- workshops
- conferences
- seminars
- classroom visits
- special interest discussion groups
- collaborative learning groups
- any courses that do NOT contribute to an increase in the member's salary or certification
- Professional Association fees
- Professional materials including:
 - ✓ professional journals
 - ✓ professional books
 - ✓ professional videos
 - ✓ professional audio documents
 - ✓ professional software (instructional packages only)

Travel and accommodation costs shall be based upon the most reasonable and economical alternatives available.

5.3 Examples Not Funded Under This Policy

Guided by the purposes and principles of Professional Development, non-funded examples include:

- student instructional materials
- student learning resources
- courses that contribute to an increase in the member's salary or certification
- training in how to use schools' systems
- student information systems
- training on how to interface with Ministries
- organizing/ordering classroom materials and/or equipment
- lesson preparation
- Canada Revenue Agency taxable benefits or allowance
- blackline masters
- equipment
- gym memberships
- personal travel
- fees for personal hobbies
- health and safety issues, such as how to conduct drills
- mandated Ministry or TRB initiatives
- marking
- writing report cards
- filing
- Extra-curricular activities - voluntary choices of members
 - coaching teams
 - travel with student dance troupes, bands, and choirs
 - travel to other venues for student tournaments, contests and performances etc. (NOTE: members traveling with students to other venues may use Professional Development funds to attend accredited courses, providing they have been relieved of any supervisory role for any of the attending students.)

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- Ministry accountability processes - The Ministry of Education Implementation Day may be used to support teachers with these processes. This is not to be confused with staff-determined, school-based goal setting. The latter can be funded Professional Development providing it is a decision of the committee of the whole and adheres to this policy. School-based accountability funds exist to support Professional Development initiatives resulting from the accountability process. These funds should be exhausted before members consider using NDTA Professional Development funds for follow-up, school-based Professional Development activities.

- School as a Business initiatives are not funded.
 - Use of school based or personal PD to develop an entrepreneurial program that would generate funds for the school or district.
 - Administrative request to use part of a PD day to look at how to make the school more “attractive” to international students.
 - Use of school-based days or PD funds to develop a plan to market your school or to attract students, which would compensate for declining enrolment.
 - Development of lessons, programs, workshops, etc. that could be sold for profit (personal, school, district)