

PROFESSIONAL DEVELOPMENT POLICIES AND PROCEDURES HANDBOOK

(updated September 2018)



**Okanagan Skaha Teachers' Union
Professional Development Committee**

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PURPOSE OF THIS HANDBOOK

This handbook has been developed to assist individual teachers, school staffs, and local specialist associations in utilizing the resources of the professional development committee of the Okanagan-Skaha Teachers' Union (Local #67)

1. Distribution: The professional development handbook will be distributed in the following ways:

District Pro-D Committee

School Pro-D Committees (through the School PD Rep)

Available on the OSTU website

PROFESSIONAL DEVELOPMENT

Definition:

Professional Development is a process of ongoing growth, through involvement in programs, services and activities designed to enable teachers, both individually and collectively, to enhance professional practice.

There are many ways to grow professionally:

- Participate in a teacher inquiry project
- Join a book study group
- Attend a conference/workshop (in person or on-line)
- Investigate, incorporate and reflect on innovative programs for the classroom
- Form or join a teacher research group
- Coach and mentor peers

Purposes of Professional Development

The purpose of professional development is to assist members in:

- a. building and strengthening themselves as a professional body.
- b. establishing and maintaining a professional relationship with students/parents.
- c. initiating curriculum and instructional reform directed to improve teaching and learning.
- d. developing, discussing, revising and applying educational theories.
- e. improving the quality of professional practice through career-long professional development.
- f. engaging in professional and collegial conversations.

(BCTF Members' Guide 30.A.01)

Principles of Professional Development

The following is a statement of policy representing collective professional opinion of members of the BCTF. It is based on values and principles that reflect a democratic perspective on public education and is intended to provide a provincial standard of professional development principles.

These principles reflect understandings of professional development and the core values of teachers which are:

- The primacy of continuing career-long professional development.
- The necessity of teacher autonomy.
- The importance of teaching-centred and teacher-directed PD.
- The diversity of effective professional development needs and practices.
- The value of teachers teaching teachers.
- Recognition that teachers are learners.

1. Members have an ongoing responsibility to develop professionally.
2. Members have autonomy in making choices about their own professional development.
3. Professional development planning is guided by members' needs.
4. Professional development informs teaching practice and encourages collegiality.
5. Professional development requires time and resources to meet members' needs.
6. Professional development incorporates a wide repertoire of teacher collaboration, mentorship, action research, workshops, professional course work, professional reading, peer coaching, and reflection.

(BCTF Members' Guide 30.A.09)

DISTRICT PROFESSIONAL DEVELOPMENT COMMITTEE

The purpose of the District Professional Development Committee is to enable teachers to:

1. Engage in activities that continually improve the quality of teaching practices and educational relationships with students and colleagues.
2. Engage in professional activities that advance the capacity of teachers to exercise professional autonomy.
3. Participation in the articulation of visions of the future.

Goals

1. To encourage teachers to be involved in Professional Development that is relevant and responsive to their needs.
2. To increase participation in Professional Development.
3. To continue support for Local Specialist Associations' Professional Development initiatives.
4. To encourage Local Specialist Associations' involvement in active Professional Development planning at the school/and or district level.

Responsibilities of the District Professional Development Committee

1. To allocate Professional Development Funds to individual teachers in an equitable manner.
2. To plan district-wide professional development activities. (A one-day conference every second year. Alternating with two large-format sessions the other year.)
3. To establish a committee comprised of four school PD Reps and the OSTU PD Chairperson to create and go over teacher Personal Professional Development plans, each fall and spring.
4. To select a Vice-Chairperson for the school Professional Development Committee who, in the event that the Chairperson for the school Professional Development Committee cannot perform the duties, will assume these responsibilities until the return of the Chairperson.

TERMS OF REFERENCE POLICIES AND PROCEDURES

A. *Contractual Professional Development Funds*

1. \$250.00 / teacher to The Professional Development Fund, paid by the school district
2. \$62.50 / teacher to The Professional Development Fund, paid by the OSTU
3. \$6400 to TTOC Professional Development Fund, paid by the school district

B. *Allotment of, and Access to, Professional Development Funds*

1. The Professional Development funds paid by the school district are allocated on a per teacher basis. This amount is based on the number of teachers in the district multiplied by \$250.00. This \$250 per teacher PD allocation is distributed as follows: \$5.00 to the Non-Credit Course Grant and School PD Activity Grant, \$25.00 to PD Chair Release, \$10.00 to the School-Based allotment, \$10.00 to the Mentorship Program, and \$200 for personal use (referred to as the individual allotment).
2. The Professional Development funds paid by the OSTU are allocated on a per teacher basis and are deposited in the Professional Development Conference account at an allotment of \$62.50 per teacher.
3. Teachers who are both on a school district teaching contract and on the TTOC list and who are receiving \$200 District Professional Development Funding for the year are not eligible to apply for TTOC Pro-d Funding. The rationale is that these teachers are eligible to apply for, and receive, a Contingency Fund Grant up to \$500 and a Non-Credit Course Fund Grant up to \$400 every other year. TTOCs do not qualify to apply for either of these Grants, therefore the TTOC Pro-D account is reserved for those teachers strictly on the TTOC list. A list of contract teachers and of TTOCs is sent to OSTU each fall, and is created according to the category of employment a person has, as of September 30. It is this list of Contract Teachers and TTOCs that is used to determine which source of Professional Development Funding a teacher can access.
4. All teachers who are newly employed by the district after the September 30 deadline will have access to Professional Development Funds. If a person is hired as a TTOC, they will have access to the TTOC funds. If they are hired to the district on a contract, they will have access to the Contingency Fund and Non-Credit Course Fund, as they will have missed the September 30 deadline to receive the individual allotment.
5. TTOC's can access up to \$500 per school year to attend Professional Development activities approved by the PD Chair Person. PD requests, if possible, should be made no less than 10 days prior to the PD activity. Of that \$500 (not to exceed a total of \$500 for any school year), \$200 can be used as an honorarium per day to compensate for lost wages when a TTOC attends on a regular in-session school day, or to provide some monetary compensation for doing Professional Development work on a Professional Development Day (see TTOC PD Claim Expense Application for specific criteria and information).

C. *Responsibility for Approval of School-Based Activities and Funds*

1. A school-based Professional Development Committee, elected by the teaching staff, administers the school-based professional development allotment. This school-based committee is also responsible for approving applications to the Non-Credit Course Grant and School PD Activity Grant.
2. The administrative officer may sit on this committee but not be a voting member.

D. *Responsibility for Organization and Approval of Personal Professional Development Plans*

1. If a teacher submits a Professional Development Year-plan that may not meet the criteria outlined on the BCTF Professional Development Lens, the plan will be brought to the District Professional Development Committee for discussion.
2. The Professional Development Committee supports and encourages teachers to consider group plans during professional development days. These group plans may include Inquiry, collaboration, LSA's, and Mentoring.
3. The Professional Development Committee requires OSTU members to work on a school-district #67 site on all Professional Development days, unless you have registered for a Professional Development activity that is being held out-of-town.
4. All teachers are required to let their School Administrator know, in writing, in which site they will be working on each PD day. If you are working out-of-town on a PD day, please let your School Administrator know the name and location of your PD activity.
5. If a teacher is ill on a PD day, they are required to report their absence to the school district via the Atrieve Absence Reporting system. Please indicate an absence due to illness, and that a TTOC is not required.
6. Our school district (employer) considers coaching to be an acceptable form of work on a Professional Development day, and thus allows teachers to accompany their team to an out-of-town sporting event on a PD day and still be paid. Please inform your School Administrator of the details of your trip prior to that date.
7. Part-time teachers are required to work to the level of their appointment for PD days. For example, if a teacher has a 0.7 FTE contract, they are required to work 70% of the PD days in the year. Each teacher has the autonomy to choose how best to fulfill this requirement, and may choose to work 70% of each PD day, or 3.5 PD days, or any other distribution of time worked on a PD day, given they fulfill the time required as per the level of their appointment. Part-time teachers are automatically paid to the level of their appointment for working on Professional Development days, and this is paid monthly as a part of their salary, regardless of when the PD work is done.

E. Absence From Duty (if the PD Activity is on an instructional day)

- 1 The Professional Development Expense Claim Application will be filled-out by the teacher and presented to the School Pro-D Rep and the school Administrator for approval, after which the teacher will forward the form to the OSTU Professional Development Chair. Upon approval, the form will be returned to the teacher. When the PD activity has been completed the teacher submits the form with the signature of the school Professional Development Rep to the OSTU Professional Development Chairperson for release of funds c/o the OSTU office, or pd67.bctf.ca.

SECTION F OF THE COLLECTIVE AGREEMENT

F.1.0 PROFESSIONAL DEVELOPMENT FUNDING AND CONTROL

- F.1.1 The employer shall pay two hundred and fifty dollars (\$250.00) per teacher and the OSTU shall pay sixty-two dollars and fifty cents (\$62.50) per teacher to establish a fund for the purpose of professional development. The fund shall be controlled and administered by the District Professional Development Funding Committee.
- F.1.1.2 The Employer shall pay six thousand four hundred dollars (\$6400.00) into a fund for Teachers on Call. The fund shall be controlled and administered by the District Professional Development Committee.
- F.1.2 The District Professional Development Funding Committee shall be chaired by the Union's professional development chairperson, who shall have voting rights.
- F.1.3 The District Professional Development Funding Committee shall be comprised as follows:
- F.1.3.1 three (3) representatives of the Union in addition to the professional development Chairperson:
- F.1.3.2 three (3) representatives of the District.
- F.1.4 The Professional Development fund will not be required to finance curriculum implementation in the District.
- F.1.5 The District Professional Development Committee shall plan and organize district-wide professional development activities and shall carry out the professional development activities as directed by the Professional Development Funding Committee. This committee shall be comprised as follows:
- F.1.5.1 The OSTU Pro-D chairperson who shall chair the committee;
- F.1.5.2 one (1) teacher representative from each school;
- F.1.5.3 one (1) representative of administrative officers;
- F.1.5.4 the superintendent or designate;
- F.1.5.5 one (1) representative of the Board.
- F.1.6 The employer shall provide ten (10) substitute days to the District Professional Development Committee to plan and organize professional development activities.
- F.1.7 The School Professional Development Committee shall include an Administrative Officer of the school.

F.2.0 NON-INSTRUCTIONAL DAYS

- F.2.1 There shall be a minimum of five (5) non-instructional days allocated for professional development activities.
- F.2.2 Non-instructional days shall be considered as instructional days for salary purposes.
- F.2.3 The Board shall provide such non-instructional day(s) professional development activities as are sanctioned by the District Professional Development Committee.

Okanagan Skaha Teachers' Union Policies: Professional Development

17.0 The OSTU contingent of the Professional Development Funding Committee shall consist of the Chairperson of the Professional Development Committee, who has voting rights and will chair these meetings, the President and the Treasurer, who shall have voting rights, and one member of the Professional Development Committee other than the chairperson elected by the Professional Development Committee, who shall have voting rights.

17.1 Restates the **Principles of Professional Development** found on Page 2 of this document.

17.2 The Treasurer of the Okanagan Skaha Teachers' Union shall be invited to attend meetings of the District Professional Development Committee with voice but no vote, unless he or she is also the Professional Development Representative for his or her school, so as to be aware of budget recommendations that need to go to either to the Professional Development Funding Committee, the Executive Committee, the Representative Assembly, or to a General Meeting.

DISTRICT POLICIES

PAYMENT FOR SUMMER DAYS (Only in effect when PD days have been negotiated to happen outside of the school calendar)

Payment for attendance of the scheduled summer days of professional development is part of the March pay period the following calendar year.

In order for teachers to be paid for these days the following guidelines are used by the district:

1. Continuing status teachers must attend the professional development days to the level of their appointment.
2. Should a continuing teacher's F.T.E. status increase during the school year, if that teacher has attended the summer days to the level of that increase, there will be no deduction from their March pay.
3. Teachers on temporary contracts will only be paid for attendance at summer professional days if they have been offered a contract at a school on, or prior to, the date of the summer days they attended. (i.e., If a temporary teacher is offered a position on Aug. 30, and they attended pro-d activities on Aug. 29, 30, and 31, they will only be paid for August 30 and 31 and only to the level of their contract.)
4. Teachers who have attained continuing status in the district, prior to the summer days occurring, but have not yet attained a position at a school for that year, will be paid to the level of their contract for the summer days attended as long as they do get a position with the district that year.

*Please note: Professional Development activities must coincide with the Professional Development days set out in the school calendar.

Presenting out-of-district

Presenting out of district will be considered a professional development activity.

**RESPONSIBILITIES OF THE SCHOOL PROFESSIONAL
DEVELOPMENT COMMITTEE (OR SCHOOL PD REP AND SCHOOL
ADMINISTRATOR, IF NO COMMITTEE IS FORMED)**

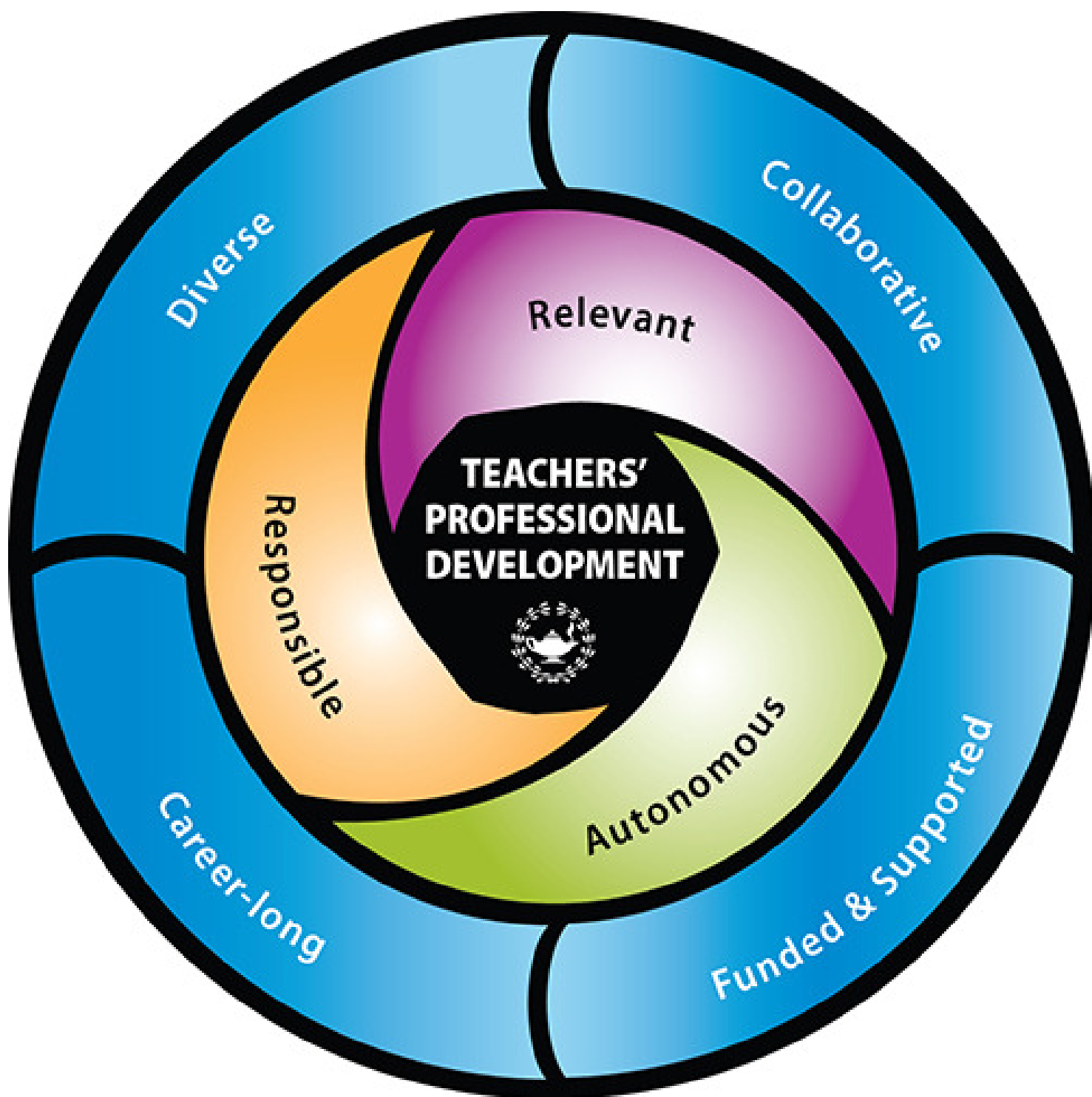
1. To develop and review a school policy regarding the administration of the school-based Professional Development funds.
2. To administer the school funds as per policy and accept responsibility for validity of requests.
3. To assist, and encourage, colleagues to develop Professional Development Plans that meet their needs as individual teachers and meet the criteria outlined in the BCTF's Professional Development Lens.
4. To be familiar with the contents of the District Professional Development Handbook.

**RESPONSIBILITIES OF THE SCHOOL PROFESSIONAL
DEVELOPMENT COMMITTEE CHAIRPERSON (OR SCHOOL PD REP,
IF NO COMMITTEE IS FORMED)**

1. To attend district meetings called regarding Professional Development.
2. To distribute information received on Professional Development issues to the staff (examples: pertinent announcements from the local Professional Development meetings or PD email correspondence).
3. To inform teachers about upcoming Professional Development activities and to remind teachers of their contractual responsibilities for designated Pro-D days.
4. Read the Professional Development Year Plans and Reflections of all OSTU members that are based out of your school site, at the start and end of each school year.
5. To attend district training sessions for Professional Development Representatives (SURT days for school PD Reps).
6. To be responsible for maintaining a current School Professional Development Binder with PD Policies Handbook. This should be passed-on, in the case of a change to school PD Rep, within the school.

RESPONSIBILITIES OF THE OSTU PROFESSIONAL DEVELOPMENT CHAIRPERSON

1. Oversee the Professional Development activities of the local, including:
 - a. organization of the OSTU one-day conference, every second year.
2. Promote the right to autonomous professional development of teachers
3. Chair the District Professional Development Committee
4. Receive, and collate the data from, the Professional Development plans of all OSTU members at the start and end of each school year.
5. Chair the Professional Development Funding Committee
 - a. Responsibilities to include, setting the funding allotment that will include funding for PD Chairperson release
6. Coordinate the Okanagan-Skaha Mentorship Program
 - a) Responsibilities to include: chair the Mentorship Steering Committee, co-ordinate the mentorship training sessions, and liaise with the Director of Instruction – Human Resources (school district) and the Mentorship Steering Committee.
7. Approve Professional Development Claim Applications
8. Oversee the District Professional Development funds
9. Sit on the OSTU Executive Committee
10. Maintain a liaison with any local specialist associations and District Helping Teachers
11. Network with other PD chair people in the zone and the province
12. Liaise with BCTF PD programs and the BCTF Professional Issues Advisory Committee (PIAC)



OSTU PROFESSIONAL DEVELOPMENT FORMS

OSTU Contract Teacher Professional Development Expense Claim Application

These forms are to be used when a teacher is applying to attend a Professional Development activity. If a teacher is only accessing their individual allotment, these forms stays within the school until completion of activity.

OSTU TTOC Professional Development Expense Claim Application

This form is to be used by TTOCs when they are applying to access the TTOC Professional Development fund. Submit the form at least 10 days prior to the activity for prep-approval. After the activity resubmit the form with applicable receipts, for reimbursement.

OSTU Application for Non-Credit Course Grants (Also found on Expense Claim Application)

To be used by Teachers when applying for non-credit funds, the criteria for using this fund is attached. Once the teacher fills out the form, it is signed by the School Pro-D Rep and then sent to the Pro-D Chair who, if the grant application is approved, will return the form to the teacher. The teacher resubmits the form upon completion of the activity for expenses not paid out.

OSTU Application for Contingency Fund Grants (Also found on Claim Application)

To be used by Teachers when applying for contingency funds, the criteria for using this fund is attached. Once the teacher fills out the form, it is signed by the School Pro-D Rep and then sent to the Pro-D Chair who, if the grant application is approved, will return the form to the teacher. The teacher resubmits the form upon completion of the activity for expenses not paid out.

OSTU Personal Professional Development Plan for Contract Teachers

To be filled in annually by teachers; Section A must be submitted to your School PD Rep and the OSTU PD Chairperson by September 30 of each year, and Section B must be submitted to your School PD Rep and the OSTU PD Chairperson by May 31 of each year. A copy of this plan should be kept on file by the School PD Rep and each individual teacher.

OSTU School-Based Professional Development Activity Application

To be filled out by the School PD Committee Representative. This form is used for school to access either the school PD allotment or the Non-Credit Course and School Activity Grant Fund.