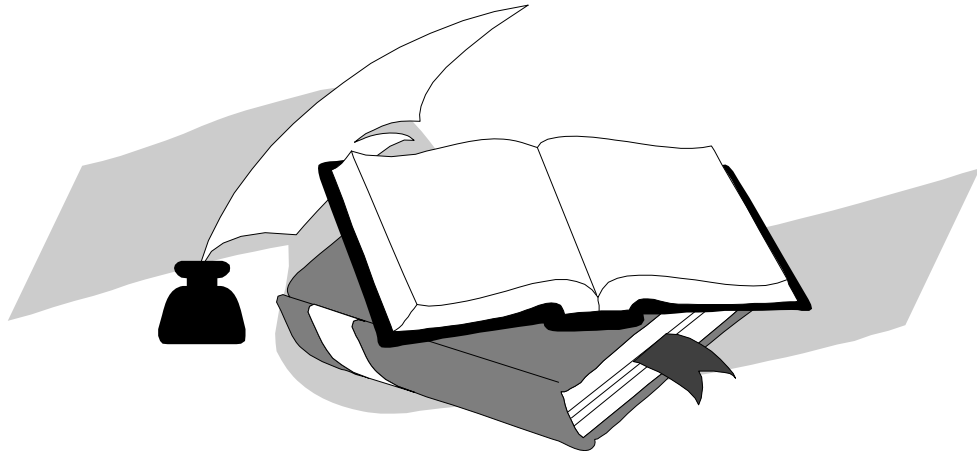


PROFESSIONAL DEVELOPMENT HANDBOOK

(as of March 2011)



Okanagan Skaha Teachers' Union

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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 School District #67 (Okanagan Skaha).

1. Distribution

The professional development handbook will be distributed in the following way.

District Pro-D Committee
School Staff Rooms
LSA's

PROFESSIONAL DEVELOPMENT

Definition:

In-service education is a teacher-planned process directed toward producing change in the knowledge, attitudes or skills of the practicing teacher and toward producing schools which are more effective in achieving their goals.

Declaration of Continuing Education Principles

The following declaration is a statement of policy representing the collective professional opinion of the 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 continuing education principles.

1. It is the responsibility of the individual teacher to make a continuing effort to develop professionally
2. Participation by teachers in professional development should be on a voluntary basis.
3. An effective needs assessment process should be the starting point of professional development. Planners of professional development should work as colleagues with the users in identification of needs, the planning of the training, and the continuing tailoring of the activities to fit the teachers' needs.
4. Professional development activities should include the growth of competence, collegiality, influence, social, and personal development and health.
5. Effective professional development requires a commitment of adequate resources, time, and organization support.

6. The individual teacher should be given the opportunity and the time to pursue his/her professional development objectives.
7. The organization and delivery of PD programs are most effectively achieved at the school staff level or with other intact groups.
8. Effective professional development activities incorporate presentation and discussion, demonstration or modeling, practice and subsequent practice with feedback.
9. Collegial support, on-site coaching and on going support should be available to the individual teacher to allow for adequate internalization of behavior change.
10. The idea of teachers teaching teachers should be promoted in the provision of professional development program.
11. Professional development programs should incorporate a wide repertoire of teaching approaches, and no one professional development program should be viewed as a universal panacea for the improvement of teaching.

- from an article "continuing education" by Dale Kelly, and Liz Lambert

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 allocate Professional Development Funds to individual teachers in an equitable manner.
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.

TERMS OF REFERENCE

A. *Professional Development Funds -*

- I) \$250.00/Teacher to Professional Development Fund
- II) \$62.50/Teacher to OSTU Professional Development Conference Fund

B. *Allotment*

1. Professional Development funds are allocated on a per teacher basis. This is based on the number of teachers in the district times \$250.00, (Minus \$15.00 Non Credit Course Fund, \$15.00 PD Release, \$10.00 Conference Levy, \$10.00 School Based.) The \$ per teacher amount is \$200.00 per year.
2. Non-credit courses \$15.00 x # teachers
3. Contractual PD account \$62.50 x # teachers
4. Teachers who are both on a school district teaching contract and on the TOC list and who are receiving \$200 District Professional Development Funding for the year are not eligible to apply for TOC Pro-d Funding. Rational is that these teachers are eligible to apply for and receive a Contingency Fund Grant up to \$300 and a Non-Credit Course Fund Grant up to \$400 each year. TOC's do not qualify to apply for either of these Grants therefore the TOC Pro-D account is reserved for those teachers strictly on the TOC list.
5. TTOC's can access up to \$750 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. See attached TTOC PD application form. Of that \$750 (not to exceed a total of \$750 for any school year), \$200 can be used to as an honorarium to compensate for lost wages when a TTOC attends on a regular in session school day.

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

1. A school-based Professional Development Committee, elected by the teaching staff, plans school-based professional development activities and administers the school-based professional development allotment.
2. The administrative officer may sit on this committee but not be a voting member.

D. *Responsibility for Organization and Approval of Individual Plan:*

1. If the teacher is opting for an activity other than the school-based planned activity, the teacher will fill in a "Personal Professional Development Plan" and submit it to the chairperson of the school-based committee if possible at least 30 days in advance.

2. If the teacher is opting for an activity other than the district planned activity, the teacher will fill in a “Personal Professional Development Plan” and submit it to the chairperson of the district committee if possible at least 30 days in advance. It will be considered by the District committee.
3. The Professional Development Committee supports and encourages teachers to consider group plans during professional development days. These groups plans may include Inquiry, collaboration, LSA’s, and Mentoring. If teachers are opting for a Group Plan for an activity other than the school-based planned activity, the group facilitator will fill in a “Group Professional Development Plan” and submit it to the District PD Chairperson if possible at least 30 days in advance. See attached group plan application.

E. Absence From Duty

1. Individual school-based Professional Development applications must be approved by the school-based professional development committee and the administrative officer. Use the form titled, “School-Based Teacher Development Expense Form”.
 - 1.1 The form will be filled out by the teacher and presented to the school based Pro D chairperson who will take it to the committee for approval. 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 person to the OSTU Professional Development Chairperson c/o the OSTU office.

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, three (3) of which shall be school-based professional development days.
- 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 or in the case of the school-based day(s) by the School Professional Development Committee.

DISTRICT POLICIES

Payment for Summer Days

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. (ie. 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 or as decided by the school professional development committee.

Policy when presenting out-of-district

When an individual goes out-of-district to present during the designated professional development days the following guidelines should be observed:

1. A Personal PD Plan should be submitted
2. Assuming the Personal Plan is approved, a teacher who presents in another district can be paid up to the amount that a teacher who presents in our district as an honorarium (presently \$250 per day). In addition to this, they can be reimbursed for any expenses incurred.
3. If the teacher is paid more than the honorarium that they would receive from our district committee, then those monies in excess of the honorarium are required to be paid to the employer.
4. Alternatively the teacher could choose to take a leave without pay for the day (ie. Special circumstances leave) and they would not have to pay the employer anything in excess of the honorarium amount.

RESPONSIBILITIES OF THE SCHOOL PROFESSIONAL DEVELOPMENT COMMITTEE

1. To select a Chairperson for the school Professional Development Committee.
2. To develop and review a school policy regarding the administration of the school-based Professional Development funds.
3. To administer the school funds as per policy and accept responsibility for validity of requests.
4. To develop plans for school based non instructional days based on needs assessment of the staff and ratified by the staff.
5. To be familiar with the contents of the District Professional Development Handbook.
6. To notify, the District Professional Development Committee of the school's planned activities for the year and the school's policies and committee members. A written

summary of the year's activities is to be submitted to the district professional development chairperson prior to June 30 each year.

7. To establish a committee each September comprised of 4 School district PD Reps and the District PD Chair to go over the teacher surveys from summer conference and make recommendations to the district PD Committee.
8. 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.
9. A Summer Conference Sub-Committee will be established every September at the first PD Committee meeting to review yearly feedback from the Summer Conference and make any recommendations to the District Pro-D Committee.

RESPONSIBILITIES OF THE SCHOOL PROFESSIONAL DEVELOPMENT COMMITTEE CHAIRPERSON

1. To attend district meetings called regarding Professional Development.
2. To chair the school Professional Development Committee.
3. To distribute information received on Professional Development issues to the staff eg. Pro-D Newsletter, etc.
4. To inform teachers about upcoming professional development activities and to inform teachers of their contractual responsibilities for designated Pro-D days.
5. To construct a Professional Development Bulletin area in the school and to keep it current.
6. To keep financial records of school professional development activities and to give periodic reports to the staff regarding the status of the school professional development fund and any district issues regarding Professional Development.
7. To attend district training sessions for Professional Development Representatives.
8. To be responsible for maintaining a current Professional Development Handbook within the school

FORMS

School Based Teacher Professional Development Expense Form

This form is to be used when a teacher is applying to attend a Professional Development activity. This form stays within the school until completion of activity.

OSTU Application for Non-Credit Course Grants

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.

Personal and Group Professional Development Plan for Professional PD Days

If a teacher or group of teachers is opting for an activity other than the school-based or district planned activities, the teacher or group facilitator will fill in a “Personal Professional Development Plan” or “Group PD Plan” and submit it to the PD Rep of the school-based committee or PD Chairperson if possible at least 30 days in advance to the activity for approval.

Application for: **Individual**, **Group**, **Contingency** or **Non Credit**
 (Please check applicable boxes above when applying and save a photocopy for your final claim)

Date: _____ Name: _____ School: _____

Activity: _____

Activity Start/End Date: _____ Activity Location: _____

Admin Signature: _____ Date: _____

School Pro D. Rep Signature: _____ Date: _____

District Pro D. Chair Signature: _____ Date: _____

Application of Funds

Individual Balance: \$ _____

	Estimated	Actual
Registration:	\$ _____	_____
Travel:	\$ _____	_____
Accommodation:	\$ _____	_____
Meals:	\$ _____	_____
Other:	\$ _____	_____
T.T.O.C. (\$285/day)	\$ _____	_____
Total Expenses:	\$ _____	_____

Details: _____

T.T.O.C. Date(s): _____

Payable To: _____

School Based Group Activity

Group Balance:	\$ _____
Workshop Fee	\$ _____
Honorarium	\$ _____
Other	\$ _____
Total Expenses	\$ _____
Payable To:	_____

Cheque Delivery: School Mail Home Mail Pickup at OSTU

(please attach receipts)

Teacher Signature: _____ Date: _____

Expense Claim Calculation
OSTU USE ONLY

Applicant has been approved for the following funds:

- Individual** \$ _____
- Group** \$ _____
- Contingency** (max \$300) \$ _____
- Non Credit** (max \$400) \$ _____

Allocation of Reimbursement:
OSTU USE ONLY

Individual:	\$ _____
Group:	\$ _____
Contingency (max \$300):	\$ _____
Non Credit (max \$400):	\$ _____
Total Claim:	\$ _____
Less TTOC (\$285/day):	\$ _____
Total Payable:	\$ _____

District Pro D. Chair Signature: _____ Date: _____

Individual/Group Expense Claims

Based on BCTF per diem rates, with modifications Pro D. Reps please refer to these rates when handling expense claims.

Accommodation:

- maximum of \$150.00 per night (receipt required)
- \$25.00 per night for host family

Mileage:

- \$0.50/km to a maximum of \$200.00 return to Vancouver, \$100.00 to Kamloops, and \$30.00 to Kelowna
- Airfare (receipt required)

Meals:

- \$50.00/day (breakfast \$12.00, lunch \$14.00, dinner \$24.00 as the typical breakdown costs)

Parking:

- \$10.00/day (receipt required)

Ferry:

- at cost (receipt required)

Course Fees:

- will vary (receipt required)
- Pro-D funds may be used to buy reading material related to Teacher Inquiry/Collaboration/Non-Credit Courses.

TTOC:

- \$300/day

These rates represent a ceiling for daily expenses. Teachers should claim only the amount actually spent, up to these daily limits, but not use them as a default amount to claim. Receipts are not required for meals, mileage, or the hostess gift at this time. Receipts are required for other claims.

Non Credit Course Grant

1. Teachers applying for grants must remain as a member of the District teaching staff for a period of not less than one year.
2. Proof of completed courses must be submitted to the committee for approval before payment of grants is possible. Proof of completion of courses is the responsibility of the teacher.
3. Effective June 30, 1990 the following criteria shall be met in order for a professional development activity to qualify for "non-credit course" status and funding:
 - 3.1 eight (8) or more hours of contact time with a single instructor or a planned sequence of instructors, and
 - 3.2 continuing focus on a single topic or theme considered and advertised by the program planners as a complete program or a complete segment of a broader program, and
 - 3.3 relevant to the field of education and/or the teacher's work assignment
 - 3.4 teachers must submit a course advertisement or instructor's statement or a full course description with the application for non-credit funds
4. Grants will be paid in order, according to date application reviewed.
5. Although application may be made for any number of non-credit courses, the initial payment will be limited to one (1) non-credit course per applicant. Any funds remaining at year end will be used to make payment to applicants, in chronological order of receipt, for a second non-credit course. If the fund is still not depleted, more installments will be paid to applicants who have taken additional courses until the account is fully expended.

Attending in District – course fee to a maximum of \$400.00
Attending outside District – to a maximum of \$400.00

Contingency Fund Grant

- Application for the grant if possible should be made and approved prior to the activity
- Maximum amount of the grant: will only cover the cost of TOC or registration to a maximum of \$300.00
- Personal Professional Development allotment must be accessed and depleted as part of an application to contingency fund
- Only one application may be made per school year
- Grants will be paid in order, according to date application is received
- Teachers applying for grants must have accumulated at least five (5) months aggregate appointments in the District or have qualified for Professional Development funding under section F.1.0 of the contract
- Proof of completed activity and any necessary receipts must be submitted before payment of grant is possible. Proof of completion of the activity is the responsibility of the teacher.

Criteria will be reviewed by the Professional Development Funding Committee annually

This application is for those teachers who would like to apply as a group for one of the following activities:

Collaboration, Inquiry, LSA/PSA, Sharing Session, Mentoring

Step 1: Choose one person from your group to act as the Group Facilitator or Contact.

Step 2: The Group Facilitator or Contact will then fill out this application form for the whole group.

Step 3: The Group Facilitator or Contact will then send the completed application form to the SD 67 Professional Development Chair at the Okanagan Skaha Teachers Union Office for approval.

Step 4: Once the SD 67 Professional Development Chair approves the application and sends the original application back to the Group Facilitator or Contact, then the Group Facilitator or Contact will make a photocopy and distribute a copy to each of the members of the group.

Step 5: Each member of the group will then need to have their school administrator sign the approved Group Application form. The individual group member will then give his/her copy to their own School Professional Development Rep.

May 30th of any year. Group plans **if possible** should be otherwise submitted to the District Professional Development Chair no less than 30 days prior to the activity start date.

Provided below are some examples of what would be considered Professional Development through collaboration, Inquiry, LSA, PSA, Sharing Sessions or Mentoring.

Some Examples:

What is PD?	What is not PD?
<ul style="list-style-type: none"> • Action Research, investigate and evaluate their work. • Professional Conversations where there is sustained and focused conversation on practice. • Book Study Groups, focus on one book or report, discussing its contents and relating the author’s views to their areas of practice. • Subject (e.g., English/Language Arts) or theme-based (e.g., inclusion, gender) inquiry groups. • Appreciative Inquiry, in which participants focus on one area of practice which is working well as a starting point for reflection on practice. • Professional Learning Communities, in which membership is voluntary, and where the focus of inquiry is decided by participants. • Reflection on practice. • Extending understanding of practice through critical discourse. • Planning and initiating some form of action for change. • Peer coaching. • Participation in a professional learning/sharing group. 	<ul style="list-style-type: none"> • Planning for your classes. • Lesson planning or marking. • Courses for credit. • Coaching an athletic event. • Working on School growth Plans. • Setting up a Classroom or learning areas. • Implementation of Programs or Courses.

**If there are individual costs for an individual participant associated with this plan, please fill in individual Professional Development Expense Forms and submit to the school Pro-D Rep of that particular teacher participant.*

Signature of Group Facilitator: _____

Date of application: _____

Signature of group Participant: _____

*Each individual participant must give a signed copy of this form to their own school Pro-d Rep. Only one copy of the group application will be submitted by the **group facilitator/contact** for approval by the District Professional Development Chair. The group facilitator will contact the group members to notify them if their application has been approved or not by the District Pro-d Committee.*

Signature of School Administrator: _____

Date of Approval: _____

Signature of OSTU PD Chairperson: _____

Date of Approval: _____

***Facilitators/Contacts please check the box that would apply to you as it pertains to this group plan**

Facilitators

Level I – Inquiry/Collaboration Facilitator/Small Group Facilitator

- This position requires a small amount of time to coordinate communication about meeting times and venues. The group functions for the most part by supporting itself. A \$50 fee **per year** to cover expenses will be paid to the Facilitator. Photocopying can be done at the OSTU office.

Level II – Session Facilitator

- This position requires time to coordinate communication about meeting times and venues as well as organizing of materials, ordering, and development of meeting agendas. The group is a Local Specialist Association or large group dedicated to a specific topic or goal. A \$100 fee **per year** to cover expenses will be paid to the Facilitator. Photocopying can be done at the OSTU office.

Personal Professional Development Plan

Name: _____ School: _____

Date(s): _____ Times: _____

Location: _____

What is the activity?

How will your plan benefit and improve your teaching practice?

How will your plan benefit student learning?

What are the steps you will take to accomplish this plan?

If there are costs associated with this plan, please fill in a Professional Development Expense Form.

Signature of applicant: _____ Date of application: _____

Signature of Principal: _____

Signature of School PD Coordinator/OSTU PD Chairperson: _____

Date of Approval: _____

This plan must be approved by your School Professional Development Committee 30 days prior to the activity.

Please note: Personal plans must be submitted for activities that are not part of the school-based plan and dates must coincide with the School-based PD days.

Personal plans submitted for the district-based days must be approved by the District Professional Development Committee and the dates must coincide with the District PD days.

Some Examples:

What is PD?	What is not PD?
Attending a conference or workshop Collaborating Mentoring Classroom observations Learning strategies for teaching and learning Peer coaching Participation in a professional learning/sharing group	Planning for your classes Lesson planning or marking Courses for credit Coaching Fieldtrips