

9. PROFESSIONAL DEVELOPMENT

9.A.01 That the following declaration represents the collective professional opinion of the members of the KTTA and 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.

- a) It is the responsibility of the individual teacher to make a continuing effort to develop professionally.
- b) Participation by teachers in professional development should be on a voluntary basis.
- c) An effective needs assessment process should be the starting point of professional development. Planners of professional development should work with colleagues with the users in identification of needs, the planning of the training, and the continuing tailoring of the activities to fit teachers' needs.
- d) The following 3 factors as a whole are necessary for an activity to be considered Professional Development-
 - i) Relevant: Does the activity improve the work I do in my role as a teacher? Does this activity help the teachers involved improve the work they do as a collective?
 - ii) Autonomous: Has this activity been voluntarily chosen? Does this activity jeopardize the autonomy of my colleagues?
 - iii) Responsible: Does this activity meet obligations to colleagues, Collective Agreements and our profession?
- e) Effective professional development requires a commitment of adequate resources, time and organizational support.
- f) The individual teacher should be given the opportunity and the time to pursue their professional development objectives.
- g) The organization and delivery of PD programs are most effectively achieved at the school staff level or with other intact groups.
- h) Effective professional development activities incorporate presentation and discussion, demonstration and modeling, practice and subsequent practice and feedback.
- i) Collegial support, on-site coaching and ongoing support should be available to the individual to allow for adequate internalization or behavior change.
- j) The idea of teachers teaching teachers should be promoted in the provision of professional development programs.
- k) 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 instruction.
- l) That any request for funds from PD Initiatives be approved as received (to the KTTA) up to the maximum of available funds in that budget line.
- m) In order to provide more opportunities for more members, individual requests for funds from PD Initiatives will only be granted once every 3 years unless the PD Initiative fund is undersubscribed in any given year.
- n) That up to 100% of the amount of registration as well as related expenses up to a maximum of \$1000 may be paid to any active KTTA member to attend a conference, seminar, institute, etc., which will enable them to become a facilitator of workshops for other KTTA members.
- o) That, as a condition of receiving initial funding, the member shall agree to:
 - i) allow their name to be published in a central registry of resource people for this Local.
 - ii) Provide a description/summary of the workshop to be made available to members before expenses will be paid.

- iii) Give a workshop within the district-wide/school in-service days within the year of having received funds; if that requirement is not fulfilled then the member will be ineligible for application to this fund for an additional year (4 total).
- iv) Decline honoraria for providing workshops under this policy.
- v) Submit to the PD committee an evaluation of each workshop given.
- vi) If unable to meet these requirements the member will inform the PD committee.

9.B.01 That the KTTA PD Committee is a standing committee of the KTTA, and the PD Chairperson is an elected position of the KTTA Executive.

- a) That the KTTA PD Committee consist of the KTTA President (or designate), the elected KTTA PD Chairperson and shall include other interested members.
- b) That the KTTA PD Committee be ratified by the KTTA Executive Committee annually.
- c) That the KTTA PD Committee Chairperson be an up to .3 FTE release position.
- d) That the responsibilities of the KTTA PD Committee shall include:
 - i) overseeing the implementation of KTTA PD policy.
 - ii) overseeing the disbursement of KTTA PD funds.
 - iii) assisting school PD Committees in the development and implementation of school PD policies.
 - iv) representing the KTTA on the Joint PD Committee, the Education Directions Committee, as well as those committees or task forces pertaining to the continuing education of its members, or which impact upon KTTA members.
 - v) carrying out the mandate of the BCTF in matters pertaining to professional development.
 - vi) providing an annual financial accounting to the School Board by January 30th for the previous calendar year.
 - vii) organizing the annual KTTA PD Rep Training session.

9.B.02 That every school unit shall have a PD Committee elected by the KTTA members.

- a) That the school PD Committee be elected and ratified by the staff by September 30th of the school year.
- b) That the school PD Committee shall be composed, in the majority, of KTTA members, who will set the agenda and carry out planning.
- c) That the school PD Committee shall be chaired by a KTTA member.
- d) Administrative Officers may sit on the school-based PD Committee and collectively hold one vote.
- e) That the responsibilities of the school PD Committee shall be to provide leadership to the staff in the following:
 - i) developing, in consultation with staff, and in accordance with KTTA guidelines, a school PD policy.
 - ii) having the school PD policy ratified by a majority of staff prior to applying for school based funds each school year.
 - iii) maintaining a bank account of PD funds which has a minimum of two signing officers to be KTTA members from that school. (Gen. Mtg., Jan.28.03).
 - iv) keeping an accounting of the use of the school PD funds, including names of KTTA members receiving funds, using the KTTA authorized form, and types of activities being funded.

- v) making application to the KTTA PD Committee annually in order to qualify for the school PD grant.
 - vi) representing the staff at Professional Development Representative training sessions offered annually.
- f) That the school PD policy have as its main components:
- i) a statement of staff goals for the current school year.
 - ii) a statement of procedures for the disbursement of school PD funds.
 - iii) the date of ratification by the majority of the staff.
 - iv) a philosophy in keeping with the Declaration of Continuing Education Principles adopted by the KTTA/BCTF.

9.B.03 School PD Committee

9.B.03.1. The PD Committee shall consist of the KTTA PD Representative, the school Administrative Officer, and other KTTA members. KTTA members shall be in the majority on this committee. Only KTTA members of the committee may determine the use of KTTA derived school PD funds.

9.B.03.2. All PD activities at the school level shall be determined by this committee, subject to ratification by the school KTTA staff.

9.B.04 School PD Policies

9.B.04.1. All PD activities shall be voluntary. It is recognized that the professional needs of members will vary greatly. Teachers who wish to opt out of school based PD activities should notify the PD Committee Chairperson and the school principal.

9.B.04.2. School based PD activities shall be determined by the identified needs of the majority of KTTA members on staff.

9.B.04.3. Reimbursement for member expenses for individual professional development should take priority over any type of staff development or group in-service training. PD funds used for staff group PD activities must be approved by a 2/3 majority of KTTA members of staff. (Gen. Mtg. Jan.28.03).

9.B.04.4. The funding year shall be from July 1 to June 30.

9.B.04.5. School PD policies should include:

- a) clearly established procedures for obtaining approval for the reimbursement of expenses, with payments made to members a minimum of twice a year.(GM, Jan.28.03)
- b) the signing authority for PD accounts.
- c) the method used to determine school staff PD goals for the year.
- d) other matters as deemed important to the school KTTA staff.

9.B.04.6. Disputes regarding reimbursement(s) will be taken to the KTTA members of the School PD Committee for resolution. Further appeals should follow KTTA guidelines for appeal. (Gen. Mtg. Jan. 28.03)

9.B.04.7. PD Funds shall not be used to purchase School Learning Resources. (Gen. Mtg. Jan. 28.03)

9.C.01 Sources of Funding –

That the sources of PD Funding shall include:

- a) the KTTA annual contribution of \$24.00 per full time, fee-paying member.
- b) the annual Board contribution as determined in the collective agreement.
- c) the annual contributions for members of the former North Thompson Teachers' Association, as determined in the amalgamated collective agreement.
- d) fees collected from non-members for shared PD opportunities.

9.C.02 School Based Funds –

That 60.1% of the annual PD budget be allocated to school based funds.

- a) That the yearly grant to schools be administered as a basic grant of \$900 per school plus \$100 per KTTA member. (GM 2010)
- b) That schools more than 16 km. from Kamloops' city limits receive a supplement grant of \$40 per member. (GM 2010)
- c) That, for grant purposes, a school unit be defined as a separate unit consisting of one or more KTTA members.
- d) That Teachers Teaching-On-Call, for the purpose of reimbursement of PD expenses, be considered a school unit, with an annual grant of 2% of annual PD budget.
- e) That the school PD Committee be responsible for maintaining a separate bank account for the PD funds granted by the KTTA.
- f) That the school PD chairperson and the KTTA staff representative be the signing officers for the school based PD funds.
- g) That any signing officer for a school PD fund, not intending to take office again in September in the same school, must sign off from the school based PD bank account by June 30 of the school year.
- h) That application for school based funds should be made by the school PD committee between November 15 and January 31 of the current school year and must be submitted on Form A containing the following information:
 - i) list of the school PD committee members for the current year.
 - ii) a copy of the current school PD policy and date of ratification.
 - iii) an accounting of the previous school year's expenditures including names of KTTA members receiving funds and types of activities being funded.
 - iv) the name of the bank, the names of the two KTTA signing officers and the account number of the school PD fund, all for the current school year.
 - v) the number of KTTA members, including members working part-time, as of October 30th of the current school year.
- i) That payment of PD grants to school units be made on an annual basis, not before November 15 and no later than February 28 of each school year. An additional Spring allotment, consisting of a dollar amount per KTTA member as generated by the fund, will be distributed by May 30th of the current school year, depending on availability.
- j) Unclaimed funds shall be added to the KTTA school based funds for the next school year.
- k) That the schools are encouraged to fully disburse funds each year, keeping a minimal balance to be carried forward.
- l) That effective September, 2008, no more than 3 times the school's annual grant be accumulated in the PD account. If funds exceed this amount, no further funds will be granted that school year, without approval of the PD Committee.

- m) In the event of school closure, all uncommitted PD funds be returned, by June 15th of the last operational year, to the KTTA PD Committee for redistribution.
- n) That the KTTA School Based funds provide the KTTA released officers with funding which would enable each to pursue one Professional Development conference of their choice during the school year to a maximum of \$1000.

9.C.03 Long Term Course Fee Reimbursement – (deleted AGM 2016)

9.C.04 Sabbaticals – (deleted Oct. 12. Gen. Mtg. 2010)

9.C.05 Special Interest Groups – That 2.3% of the annual PD Budget be allocated to a fund for Special Interest Groups.

- a) That a Special Interest Group be defined as a local chapter of a PSA or LSA, or any other organized group comprised in a majority of KTTA members, chaired by a KTTA member, whose signing officers are KTTA members, and, whose goals are to provide service of a professional nature to its members.
- b) That each Special Interest Group be given an annual basic grant of \$400.
- c) For groups with more than 20 active members, and less than 41, an additional grant of \$10 for each member over 20 will be given.
- d) For groups with more than 40 active members, an additional \$5 will be granted for each member over 40, and up to 50 members.
- e) Application must be made to the KTTA PD Committee by April 15 of each year for the current school year, and must be submitted on Form C containing the following information:
 - i) a copy of the group's goals and objectives.
 - ii) a sign-up sheet of active members
 - iii) a list of executive officers or organizer(s)
 - iv) a copy of the minutes of the membership meeting at which the executive officers were elected or a summary of the organizational meeting.
 - v) a statement outlining how the money will be used and/or an agenda of planned events.
 - vi) if the group received moneys the previous calendar year, an accounting of how the funds were spent
 - vii) the groups are encouraged to fully disburse funds each year
 - viii) that effective September, 2003, no more than 2 times the group's annual grant be accumulated. (If funds exceed this amount no further funds will be granted that school year, unless approved by the PD Committee.
- f) That PSA's/LSA's have free use of KTTA office facilities.
- g) That regular office work take priority over PSA/LSA work.
- h) That the KTTA encourage representatives from the LSAs to be on the PD Committee. (AGM, 2003)
- i) That funding be allocated yearly through PD funds to enable LSA's, school staffs, and other interested KTTA members to host workshops, themes, and/or speakers if this event is held during common closure days other than the District Day, and if it is open to all KTTA members. For the 2003/2004 year, \$7500 be allocated from PD reserve fund to the PD operating fund for this purpose. (Exec. May, 2003).

9.C.06 Leadership Funds (deleted AGM 2016)

9.C.07 District Professional Day – That 15.6% of the annual PD Budget shall be set aside for funding the district Professional Day.

9.C.08 Operating Expenses –

- a) That \$4,000.00 of the annual PD Budget shall be set aside for operating expenses.
- b) That up to \$2,000 of the annual KTTA PD budget shall be set aside to pay for the KTTA PD Rep. training expenses incurred by the KTTA.
- c) That 25% of the KTTA secretary's salary be paid each year from the annual KTTA PD budget amount to be determined annually.

9.C.09 That any moneys remaining in any one PD fund be re-allocated to another PD fund at the discretion of the PD Committee.

9.C.10 That non-members may have access to PD workshops sponsored by the KTTA for a fee to be determined by the PD Committee.

9.C.11 That KTTA members shall not be paid honoraria for workshops conducted within the school district for KTTA members or for KTTA sponsored workshops.

a) That reasonable expenses, including release time for preparation, may be paid to a KTTA member conducting a workshop for KTTA members.

9.D.01 That the Joint PD Committee shall consist of the KTTA President or designate, the KTTA First Vice President or designate and the KTTA PD Chairperson or designate and three members representing the Board of Education; these may include the superintendent, Board of Education representative or any other member of the management team as directed by the superintendent or Board of Education.

- a) That the Joint KTTA/Board PD Committee shall be chaired by the KTTA PD Chairperson or designate of the KTTA.
- b) That the responsibilities of the Joint PD Committee shall include:
 - i) planning the district wide professional day
 - ii) providing liaison between the KTTA PD Committee, Administrative Officers, and the Board of Education in matters pertaining to professional development
 - iii) surveying KTTA membership on dates for common closures and making the final selection of common closure dates. (AGM 2009)

9.D.02 PD Initiatives –

- 1. That the PD Initiatives fund be separated into two categories:
 - a) Individual initiatives (individual PD development), and
 - b) That up to 100% of the amount of registration, in addition to a maximum of \$1000.00 related expenses, may be paid to any active KTTA member to attend a conference, seminar, institute, etc., which will enable ~~him/her (them)~~ **them** to become a facilitator of workshops for other KTTA members.
 - i) PD Initiatives sponsored by the KTTA
 - ii) School Initiatives that are guided by school PD policy (ie. Bringing in a guest speaker, school based PD).
 - iii) group PD that is common to all members of that group.

2. That 15% of the annual budget be set aside for individual Initiatives, and that 5% be set aside for PD Initiatives such as the New Teachers' Conference and on-going, year round workshops. These Initiatives are to be determined by the PD Committee.