

# Avon Maitland Teachers' Local

## **In-School Professional Development Plan Guidelines**

2011- 2012

To: Union Stewards/PD Committee Chairs  
From: Avon Maitland Teachers' Local  
Date: September 2011

### Instructions

1. Establish your ETFO PD Committee for 2011-2012 (see Section B).
2. Immediately deposit the cheque to your In-School PD account (which is separate from other school accounts). The name of this account should be your school's name PD Fund, with 2 signing officers (Union Steward \_\_\_\_\_ and one other ETFO member \_\_\_\_\_).
3. Call a meeting of the committee to review the package contents.
4. Use PD001 as an application and claim form.
5. Use PD002 as a committee worksheet to keep a running balance throughout the year.
6. Use PD003 as a record of reimbursement to the Board for occasional teacher costs incurred by P.D. activities.
7. Submit a copy of PD002 and PD003 by June 15, 2012 to Christina Gross, Vice President ETFO Local.

If you have any questions, don't hesitate to contact Christina Gross at 519-527-2702.

**AVON MAITLAND TEACHERS' LOCAL**  
Professional Development Plan  
Guidelines 2011 -2012

**A. Purpose:**

This plan is to improve the quality of the program offered to the students of the Board. Areas which are to be funded will clearly be in the interest of education in general and education in the Board in particular. Funds will be made available to:

- ▶ assist in the professional development of teachers
- ▶ improve the quality of instruction
- ▶ develop and improve program and curriculum available in individual schools

**B. District Professional Development (PD) Committee:**

The Professional Development Plan shall be administered by a District PD Committee composed of:

- ▶ two (2) representatives appointed by the Union Local,
- ▶ two (2) representatives appointed by the Board Administration.

The District PD Committee shall:

- ▶ establish the general guidelines for the use of PD funds; and
- ▶ determine allocations of PD funds to schools on an FTE basis
- ▶ the general guidelines established by the District PD Committee will include and will support the following: curriculum and program development projects; workshops, conventions, up-dating courses, etc; professional activity day(s).

**C. Funds**

According to Article 33.05 of the Collective Agreement, the Board shall fund the Professional Development Plan on the basis of \$195 per full-time equivalent (hereinafter known as FTE) teacher in place at the time. The Board shall issue a cheque to the Union Local in this amount to be used solely for the purpose of funding professional development in accordance with the general guidelines.

The Union Local will allocate the PD funds to the schools on a FTE basis.

**D. In-School Professional Development (PD) Committee**

An In-School PD Committee shall be established in each school, which shall utilize the general guidelines to administer the in-school PD fund allocation. The In-School PD Committee shall report to the Union Local PD Committee as determined by the Union Local. The Principal's endorsement is **required only** where a teacher's absence from the school is involved.

### **E. Purpose of the In-School Professional Development (PD) Fund**

The purpose of the in-school fund, referred to as the PD fund, is to assist with costs related to **teacher-initiated** professional development.

### **F. Recommended Allowable Expenses**

The maximum payable for the following, not including professional reference materials, is \$800 per person per approval, plus occasional teacher costs. When individuals request funds in excess of the individual allocation of \$195 per year. It is the responsibility of the PD Committee to ensure that all teachers have equal access to the funds. The ETFO PD Committee may decide upon priorities within these professional development guidelines:

#### Conferences/Workshops

- ▶ registration - full cost may be paid
- ▶ meals - memberships may be included
- ▶ transportation - maximum of \$60 per day
- ▶ accommodation - maximum allowable amount to be determined by in-school committee
- ▶ other - up to \$200 per night
- ▶ parking, taxis, gratuities, daycare and elder care outside of school hours

#### Courses

- ▶ tuition allotment

#### Exchanges

- ▶ travel and occasional teacher costs

#### Occasional Teacher Coverage

(Teacher-initiated )

- ▶ school visits
- ▶ conferences
- ▶ planning (individual, division, group)

Other

- ▶ reference materials for teacher use only
- ▶ technology

## **G. In-School Professional Development Committee**

The In-School PD Committee shall be composed of

- ▶ two (2) ETFO members
- ▶ the Union Steward
- ▶ the Principal or designate **in a non-voting role**

## **H. Meetings**

District Professional Development Committee:

The district committee shall meet once yearly to review the use of the PD funds and to revise the existing guidelines if necessary.

In-School PD Committee

The In-School PD Committee shall meet as needed to

- ▶ review and approve applications
- ▶ authorize disbursements from the PD fund, as per the approved form PD001

Work sheets/minutes (PD002) of all meetings will be available to all school teaching staff and filed in the school.

Union Local PD Committee

The Union Local PD Committee shall meet as required to carry out the duties as detailed in Article 33.03 of the Collective Agreement.

## **I. Applications**

- ▶ applications for funds will be made to the In-School PD Committee on the application and claim form PD001
- ▶ all relevant information will be included on the PD001 form
- ▶ where possible, applications shall be submitted to the In-School PD Committee not later than one month **prior** to the date of the workshop, conference, or in the case of a visitation, no later than two weeks prior to the intended school or classroom visitation
- ▶ applications requiring release time and with occasional teacher coverage must be pre-approved
- ▶ an applicant may attend the meeting when the application is being discussed
- ▶ priority shall be given to applicants who have not accessed the funds within the current calendar year

### Record Keeping

The completed form, PD002, is regarded as minutes of the In-School PD Committee meetings. This form shall be a running balance of committed funds, whether for individuals or groups. Copies of approved and denied applications shall be kept in the PD binder.

## **J. Approvals/Denials/Amendments/ Appeals**

- ▶ the In-school PD Committee will convene regular meetings to discuss applications for use of school funds and to determine the level of subsidy
- ▶ applications may be approved, denied, or amended
- ▶ the PD members will sign the PD001 form in the appropriate section. The original form (PD001) will be kept in the PD binder with a photocopy provided to the applicant indicating the decision of the committee
- ▶ a majority of the voting members of the In-School PD Committee shall be required to make a decision
- ▶ use of in school funds for school retreats must be approved by a simple majority of the school's ETFO members
- ▶ if a request is refused at the school level, an appeal may be made first to the In-School PD Committee, then to the two Union Local members of the District Professional Development Committee

## **K. Authorization of Expenses**

Payment will be processed upon submission of the form PD001 and related receipts to the chair of the In-School PD Committee.

## **L. Administration**

- ▶ the funds disbursed to the schools shall be on an FTE basis, by cheque, as early as possible in the school year
- ▶ the In-School PD Committee shall reimburse the Board for the salary and benefits paid to occasional teachers hired to replace a teacher on approved PD leave
- ▶ a school may retain in its PD account, a maximum of 50% of its annual allotment. A school may retain more than 50% if those funds have been reserved for an event in the coming year
- ▶ no funds will be approved by the PD committees for alternate professional development activities that occur on Federation or Administration planned PD days, without the prior approval of the respective planning committees
- ▶ PD002 and PD003 of the In-School PD Committee shall be forwarded to the President, Avon Maitland Teachers' Local office by June 15, 2012.

Application and Claim Form (P.D. 001)  
to the In-School PD Committee

Purpose: see guidelines

N.B.: A photocopy of your registration form and a brochure which outlines full details with respect to the event must accompany this application and claim form.

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Applicant (please print) \_\_\_\_\_

Program/Purpose \_\_\_\_\_

Organization/Sponsor \_\_\_\_\_

Location \_\_\_\_\_

Dates: Starting Date \_\_\_\_\_ at \_\_\_\_\_ (time)  
Completion Date \_\_\_\_\_ at \_\_\_\_\_ (time)

ESTIMATE OF	REQUEST	APPROVED	ACTUAL
1. Registration/Tuition/Professional Materials/Technology			
2. Travel: _____ km x \$0.48/km (Complete only if you are driving or employing another mode of travel)			
3. Accommodation a) Name of individual if sharing _____ b) Number of nights _____ c) Double rate _____ Single rate _____ d) Total cost (Max.\$200/night) _____			
4. Meals (other than those provided) Max. \$60/day			
AMOUNT REQUESTED/APPROVED  _____ Applicant's Signature			
NUMBER OF SUPPLY DAYS: _____ (\$247.64 per day)  _____ Principal's Signature			

Committee Signatures: \_\_\_\_\_



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PD003

Fill in and submit to the Avon Maitland Teachers' Local office with Form PD002, by  
**June 15, 2012.**

School \_\_\_\_\_

Union Steward \_\_\_\_\_

P.D. Committee Chair \_\_\_\_\_

\*Total # of Supply Days \_\_\_\_\_ x \$247.63 = \_\_\_\_\_

Cheque # \_\_\_\_\_ Issued to the Avon Maitland D.S.B. on \_\_\_\_\_.

Signature of P.D. Committee  
Chair: \_\_\_\_\_

\*Full day - \$247.63

\*Half day - \$123.82