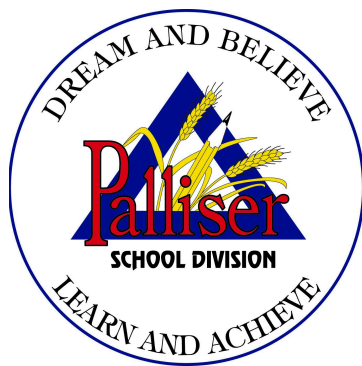


# Palliser School Division

## Professional Development Reference Guide

Updated: January 2024



# **PALLISER PROFESSIONAL DEVELOPMENT REFERENCE GUIDE**

## **PALLISER P.D. FUND AND APPLICATION COMMITTEES**

Teacher Professional Development is intended to raise the level of professional practice and to enhance the performance of teachers. As per the [2018-2020 Collective Agreement](#), the Palliser Professional Development Fund Committee (herein referred to as the Fund Committee) is a joint party of three teachers appointed by the Local and three members appointed by the Board that will be responsible for overseeing and managing the Collective Agreement Professional Development Funds (herein referred to as P.D. Funds). The Fund Committee has designated a Palliser P.D. Application Committee (herein referred to as the Application Committee) to facilitate access to P.D. funds for ongoing P.D., as outlined in the Palliser P.D. Reference Guide. The Application Committee shall consist of 4 members, 3 teachers appointed by the Local and 1 member appointed by the Superintendent. The Application Committee will track professional development expenditures and report to the Local Council and Professional Development Fund Committee twice a year.

## **PALLISER SITE P.D. COMMITTEE**

Each school site shall have a Site P.D. Committee which will consist of at least 3 members (the Principal, A.T.A. P.D. Representative, and at least one additional teacher staff member). The Site P.D. Committee shall be elected at the first staff meeting of the school year and shall elect a chairperson for the committee; it is not necessary for the chairperson to be the Principal. It will be the chairperson's responsibility to call meetings when necessary. The Site P.D. Committee shall plan professional development activities to meet the needs of their respective school staff using collective agreement P.D. Funds or ATA Local 19 funds as applicable. Use of ATA Local 19 Funds needs to be endorsed by consensus of the teachers in the school.

## **APPLICATIONS FOR PROFESSIONAL DEVELOPMENT**

Prior to any use of the P.D. Fund by a Palliser teacher, the expenditure must be approved through a process defined through the Palliser Professional Development Reference Guide and Terms of Reference. The Application Committee acts as the governing body to approve or not approve applications, using the criteria in the Terms of Reference, and is responsible to oversee reimbursement of P.D. funds.

## **GUIDELINES**

- Funds shall be allocated on a year-to-year basis to be used exclusively by certificated Palliser teachers for P.D. activities each school year.
- The maximum amount available to any teacher from the P.D. Fund during a three year cycle shall be \$2,500.00. The three year cycle will begin in September 2019 and run from 2019-2022, 2022-2025, 2025-2028, etc. The maximum amount which may be reimbursed for substitute teacher cost for P.D during any three year allocation shall be five days (5) at the substitute teacher rate.
- Prior to a teacher accessing any funds from the Professional Development Fund, they must first access any money remaining in their individual teacher Professional Development accounts, accumulated prior to September 1st, 2019.

- Teachers are not eligible for support from the P.D. Fund if they have been employed under a term contract for less than (5) five consecutive months or while on leave. Teachers, under a term contract for a minimum of (5) five consecutive months may access a prorated amount of up to \$800 and one sub day from the P.D. Fund, during the term of their contract. The P.D. activity must occur while the teacher is under term contract. Teachers may not access the P.D. Fund when employed on a day to day basis.
- To access the P.D. Fund for a P.D. activity, teachers must complete the P.D. Application Form. The School Site Committee must be aware of applications.
- Funds provided to teachers are to help cover the costs of professional learning that must provide instructional strategies to the teacher within their instructional area:
  - registration for seminars, workshops, conferences and non-credit courses including online non-credit courses, workshops, videos and webinars,
  - travel expenses related to professional development events,
  - accommodations,
  - meals (current per diem rate as per application form);
  - specialist council memberships,
  - substitute costs, either to attend a P.D. activity, to participate in collaboration, focused on professional practice, with colleagues or specialists, or to visit/observe other teachers' classrooms within Palliser. The maximum amount for substitute teacher costs during any three year allocation shall be 5 days.
  - professional resources or educational literature that is directly related to the teacher's assignment or the teacher's professional growth plan to a maximum of \$500 (20%) in the three year cycle.
  - engaging the services of a speaker or instructor who would offer professional development to a group of teachers if it would be less expensive to bring the speaker to Lethbridge/Calgary than to send our teachers to a similar activity.
- In the event that a teacher is unable to attend an event they have already received funds for, the teacher will be responsible for reimbursing any funds that have been advanced to them. This requirement may be waived by the P.D. Council in exceptional circumstances.
- These funds are for teacher use only for self-directed P.D related to a teacher's teaching assignment. The professional learning opportunity must provide instructional strategies to the teacher within their instructional area. Contextual considerations are made specific to a teacher's assignment. For example, CTS and P.E. teachers may apply for first aid certification that will enable them to then teach the content to students as a course requirement.
- Collective agreement funds may not be used to cover costs incurred for any **mandated** conventions that teachers are required and obligated to attend, including but not limited to SWATCA, PDTCA, ACSI, and PCCE.
- This Guide recognizes and respects the intent of Professional Growth Plans.
- To promote the use of P.D. Funds, a teacher may transfer individually available funds accumulated prior to September 2019 to the P.D. Fund by filling out a [\*Transfer of Funds form\*](#).



## PROFESSIONAL DEVELOPMENT FUND APPLICATION AND REIMBURSEMENT PROCEDURES

Professional Development Applications to utilize P.D. Funds may be submitted at the following Links

[P.D. Application Form](#)

[Post P.D. Activity Summary](#)

### P.D. PROCESS APPLICATIONS

1. Individuals wishing to participate in a P.D activity will need to complete and submit an application form to the Application Committee a minimum of (ten) 10 business days prior to the activity for approval. The Application Committee will respond within (ten) 10 business days. During non-instructional times (Summer), applications need to be submitted a minimum of (15) days prior to the activity, and the Application Committee will respond within (fifteen) 15 business days. If an applicant has not received a response within the allotted time, please contact the Application Committee [pd\\_applications@pallisersd.ab.ca](mailto:pd_applications@pallisersd.ab.ca).
2. Groups of teachers may apply for funds to cover the costs of bringing in a speaker or presenter to provide collaborative teacher directed P.D. activities within the division, that will be available to all teachers on Division Wide Collaborative Days or on site P.D. days. Applications to access funds for this purpose in this manner must be submitted directly to the Application Committee, 6 - 8 weeks in advance to provide time for approval and planning of the event. Group applications will be reviewed by the P.D. Application Committee within two weeks of receipt. The total amount allocated for these purposes will be \$60,000 annually, to be reviewed by the P.D. Fund Committee annually.
3. Members wanting to attend conferences are encouraged to apply to the conference early enough to take advantage of an early registration rate if one is offered. Members are also expected to take advantage of early booking rates for any airfare. If the same conference is being offered in two venues, an application should be made for the least costly venue whenever possible.
4. If registration is paid for at least three months in advance of the P.D. event, teachers can make an initial submission for reimbursement for registration and airfare (if required). It will then be submitted to the Palliser P.D. Council for approval. All other expenses can be adjusted on the same application thereafter.
5. The Post P.D. Activity Summary and expenses must be filled out, within 30 days, after attending a professional development activity. It will then be submitted with scanned copies of original receipts to the Application Committee. Expenses must be in Canadian Funds, or if the amounts are in foreign currency, a credit card statement must be submitted including the Canadian exchange rate. Receipts and scanned copies of original receipts shall be submitted.  
**\*Please see checklist at the end of this document.\***

6. Itemized receipts are required and must be submitted separately for each individual requesting reimbursement. For example, if two people share a hotel room, each must submit a separate receipt for their portion of the expense. Applicant's name MUST be on all receipts for hotels, flights and registration.

If you have any questions about the Local #19 P.D. funds, please contact the P.D. Application Committee ([pd\\_applications@pallisersd.ab.ca](mailto:pd_applications@pallisersd.ab.ca)).

## ATA LOCAL #19 PROFESSIONAL DEVELOPMENT FUNDS

The ATA Local #19 professional development funds are administered by the ATA P.D. Committee of Local #19. Each school site's budget in this fund is calculated by starting with a base of \$275 and adding \$30 per teacher on-site. These funds are calculated at the beginning of each school year and they do not roll over to the next year. Any funds that are not accessed in the current school year are "lost" and the schools start with a new amount the following year.

To access these funds, the following steps need to be taken:

1. Two or more weeks prior to the P.D. event, ATA P.D. reps for the site fill in a Form A, detailing the P.D. activity, the number of teachers involved, supportive professional resources that will be used and a proposed budget. Form A needs to be signed by all three members of your school site's P.D. committee. Local #19 P.D. funds can be used:
  - to pay for a speaker,
  - to pay for ATA workshops,
  - to purchase professional development resources (a list of titles needs to be submitted with Form A.)
  - to pay for substitute teachers so teachers can work collaboratively.
  - Half of the ATA Local #19 budget can also be used to purchase food for professional development activities.
2. Scan a copy of the completed Form A to Jodi Gurr for approval ([jodi.gurr@pallisersd.ab.ca](mailto:jodi.gurr@pallisersd.ab.ca)) and an email will be sent confirming.
3. Complete your professional development activity.
4. Following the activity P.D. reps fill in Form B, which includes information about how the P.D. could impact your staff's professional practice as well as an itemized budget of funds to be reimbursed. On this form, please specify WHO needs to be reimbursed, whether it is an individual person at your school or your actual school site.  
\*Please note that principals MAY NOT use their school VISAs to charge funds when accessing the ATA Local #19 funds.\*  
\*When paying for a speaker, you need a receipt that shows a zero balance as well as the name of the person/school that paid.\*
5. Email a copy of Form B, along with all itemized receipts (no debit card receipts) , to Jodi. Keep the original for your own records – you do not need to send the originals in school mail once you have emailed them.

**NOTE:** If you have used Local #19 funds to pay for a sub to allow teaching staff to work collaboratively, a copy of the Easy Connect sub form must be submitted as a receipt. Follow these steps to fill in Easy Connect:

1. Log onto Easy Connect
2. Choose date of absences and choose “select re-billable third party” from the drop-down menu
3. Complete the rest of the process of filling in information. At the end you will be prompted to select which re-billable third party - type in 893 (ATA Local #19 will pop up).
4. At the very end, in the Additional Comment section, type a message saying what P.D. event you are participating in. Then print off your form and submit that to Jodi Gurr. This acts as your receipt.

6. Jodi will fill in the necessary forms and forward the information to Morey Terry, our Local #19 Treasurer, who will write the cheques and send them out in the school mail. Please allow a few weeks for delivery but, at that point, if the reimbursement cheque has not been received, please contact Jodi to inquire about it.

The Local #19 P.D. Form A and Form B will be included in each P.D. rep’s package of information which is handed out at the initial meeting in the Fall and it will also be shared as a Google document in the P.D. reps team drive. (Palliser Local 19 PD Team).

If you have any questions about the Local #19 P.D. funds, please contact:

Erinne Wolfe at Brant Christian ([erinne.wolfe@pallisersd.ab.ca](mailto:erinne.wolfe@pallisersd.ab.ca))

Anna-Marie Moulding at Jennie Emery Elementary ([annamarie.moulding@pallisersd.ab.ca](mailto:annamarie.moulding@pallisersd.ab.ca))

Jodi Gurr at Dorothy Dalgliesh School ([jodi.gurr@pallisersd.ab.ca](mailto:jodi.gurr@pallisersd.ab.ca))



# Checklist for Applicant Use

Please ensure that ALL items on this list are complete.

Reimbursement will not take place until everything is received and the current intake has closed.

<b>Prior to P.D. Activity</b>	
	Complete online application form. Application forms will be automatically forwarded to the Application Committee. <a href="#">P.D. Application Form</a>
	When paying for conference fees, hotel costs or airfare, ensure that they are paid for with the applicant's own credit card. <b>DO NOT</b> purchase registrations as a group on one person's credit card, using school credit cards, or through purchase orders. <b>All receipts must show the name of the applicant. Please refer to Page 3 for more detailed information.</b>
	You are approved to attend the P.D. only after you receive confirmation of approval and reimbursement form from the Application Committee. You will receive an email notification when the Application Committee has reviewed and approved your application.
<b>Post P.D. Activity</b>	
	Submit your updated and completed P.D. Activity Summary with all expense receipts for conference fees, hotel costs, and travel expenses. Ensure that the receipts show how expenses were paid and include the attendee's name. Ensure that receipts show zero balance, indicating that it has been paid. If you do not have a zero balance receipt, please submit your credit card to show that it has been paid. <a href="#">Post P.D. Activity Summary</a>
	If the conference or workshop took place in the United States, a credit card statement must be provided that shows the Canadian conversion rate and amount.
	After you complete the P.D. Activity Summary, information about the P.D. you attended may be shared with all teachers so others can get ideas for valuable P.D. opportunities.