

# VINTA Professional Development Handbook

**Vancouver Island North Teachers' Association**

**P.O. Box 5151  
Port Hardy, B.C.  
V0N 2P0**

**Tel: 250-949-8888  
Fax: 250-949-8882**

**Email: [lp85@bctf.ca](mailto:lp85@bctf.ca)**

September 1990  
Revised September 1993  
Revised September 1997  
Revised January 2015

## **Introduction:**

This handbook was developed by the Professional Development Committee. It is intended to be a general guide to Professional Development in Vancouver Island North. The Professional Development Committee invites you to use this handbook as a guide to our services. It is based on provisions from the Collective Agreement, School Board Policy and the Professional Development Policy, Bylaws and Procedures as approved by VINTA (February 2015)

If you have any questions, concerns or suggestions for improvement please let us know. We are here to serve you.

## **Professional Development Committee Members:**

The members of the VINTA Professional Development Committee are the Pro-D Chair from the Executive Committee, the Local President, and at least one representative from each school site.

Quorum will consist of 33% of schools represented

## **Joint Professional Development Committee:**

The Joint Professional Development Committee is established according to Article F.21 of the Collective Agreement (2013-2019). Members of this committee are three representatives of the Association and three representatives of the Board. VINTA representatives are to include the Chair of the Pro-D Committee and the Local President.

The Joint Professional Development Committee shall meet as often as necessary, but no less than three times per year (October, February, and May.)

## **Curriculum Development Implementation Committee:**

The Curriculum Development Implementation Committee is established according to Article F.22 of the Collective Agreement (2013-2019). Three members of the Association and three members of the Board comprise this committee. Members of this committee will be elected by the VINTA membership at a general meeting, and shall include the Local President. Meetings are held at mutually agreeable times at the request of either party to discuss the implementation of new curricula.

**Professional Development is a Right and Responsibility.  
It is our Right to receive it,  
it is our Responsibility to attend  
Professional Development activities to  
ensure professional growth.**

**Professional Development:**

Teacher initiated activity which results in the professional growth of the individual, specifically activities which enable teachers to keep pace with changes in the content, philosophy, methodology and techniques involved in their work. Professional Development should assist the teacher in building and strengthening themselves as a professional. It should provide continuing education services that improve the quality of teaching.

This may be taken to include such activities as:

- Teacher-initiated visits to other classrooms/schools
- Participation in conferences, content-oriented workshops/conventions, and non-credit course outside School District 85
- Workshops utilizing district personnel organized within the school district; includes school-based and district wide development activities
- The importation of resource personnel for in-district workshops/activities
- Activities that promote curriculum development
- Any other activity which promotes professional growth

**YOU APPLY FOR PROFESSIONAL DEVELOPMENT ON THE YELLOW FORM  
AVAILABLE AT EACH SCHOOL SITE or**

**[Click Here to go to VINTA Website and download](#)**

**Teacher In-service:**

Board initiated provision of specific training or assistance to members for the purpose of implementing new or revised programs or curricula, or assisting them in the execution of those duties assigned to them by the Board.

In-service may be divided into three categories

- a) Staff Development
- b) Curriculum Development
- c) Curriculum Implementation

**YOU APPLY FOR IN-SERVICE ON THE GREEN FORM AVAILABLE AT EACH SCHOOL  
SITE**

## **Definitions:**

Staff Development – concerns the majority of the whole staff of a school who agree to pursue certain activities which will benefit the school as a whole.

Examples:

- a) A day or half day on the topic “Responsibility for Learning”
- b) Conflict Resolution
- c) Quality Teaching
- d) Classroom Management
- e) Boundaries

Curriculum Development – concerns whole staffs, specialty groups, and individuals. It is an “on-going” process for district, staff, or individual initiated curricula.

Examples:

- a) Developing a new unified arts program
- b) Co-operative unit planning with a teacher-librarian or team-teaching colleague
- c) Developing co-operative/collaborative teaching or learning strategies
- d) Developing new methods of evaluation for students
- e) Primary, Intermediate or Secondary learning strategies

Curriculum Implementation – concerns the whole district, whole staffs, specialty groups, and individuals. It is usually Ministry driven and in many cases Ministry funded. It is in our contract as being the responsibility of the Board to finance these activities. It is an “on-going” process rather than an event or just one program.

Examples:

- a) Implementation of the new Primary Program
- b) Year 2000 Program
- c) Health and Career Education Program

## **Professional Development Funding:**

Our Collective Agreement has very clear language about Professional Development funding. In the 2015-2016 school year, the base amount per member rose to \$715.00. This is the amount that the Board contributes to the Pro-D Fund. This figure increases at the same rate as our salary.

The Professional Development Fund which is administered and controlled through the VINTA office is broken into the following categories:

**Association Directed Funds:** (85% of total)

- a) Individual Professional Development funds (\$600 plus 2 TTOC days in 2015)
- b) Committee Directed funds (District Day usually in February)
- c) School Based Professional Development funds

Each year the Professional Development Committee develops a budget for each of the above categories.

**District Directed Funds:** (15% of total)

This fund is awarded at the discretion of the Superintendent. Apply through the regular Professional Development form, but mark the source of funding as District Directed. The amount available for Professional Development from these funds is equal to that available from the Individual Professional Development fund.

**What is covered in each of these categories?**

1. Association Directed Funds

A. Individual Professional Development

This fund may be used for such activities as:

- a) attending workshops/courses in or out of district
- b) school visitations in or out of district
- c) purchasing materials (up to 25% of personal allotment)

To apply for Individual Professional Development funds, use the yellow Professional Development form available at all school sites as well as the VINTA office. Send the form with the completed estimate section to the School Board Office for approval by the Superintendent (or designate.) It will then be returned to you. A copy will be sent to the VINTA office by the Board. Once you have returned from your Pro-D activity, complete the rest of the form and attach all required receipts. Send this to the VINTA office for payment. Your cheque will be issued upon receipt of the completed form.

B. Committee Directed Funds

A percentage of the total funds shall be established annually and may be allocated to fund activities related to Local-identified goals and such other activities as:

- a) committee Meetings
- b) chairperson leave provisions (1/2 day per month)
- c) district-wide Professional Development days
- d) additional funding for school based activities
- e) long term educational leave bursary
- f) purchase of approved material
- g) committee approved local curriculum development projects
- h) PSA/LSA activities, meetings etc. to fund district sub-committees
- i) professional development support for isolated school personnel
- k) exchange teacher professional development
- l) support for District Parent Advisory Council activities

### C. School Based Professional Development

A percentage of the total funds shall be established annually and will be allocated to each school for the purpose of funding Professional Development involving one or more staff members working toward a goal established by the staff as a whole. Each school will receive a base amount of \$200.

In addition to this, any school with over six members will receive an additional amount of \$30 per member to a maximum of \$400 including initial allotment. This funding may be used for such activities as:

- a) whole staff working together on an agreed upon topic or theme
- b) groups within a staff working on an agreed upon topic or theme
- c) group visitations to other schools to further staff Professional Development goals
- d) individual activities to further identify staff goals
- e) resource materials up to 25% of allotted amount (resources to remain school based)

Additional funding for school based Professional Development may be made available upon application to the Professional Development Committee, such funds to be payable from the Association Directed funds.

### 2. District Directed Funds

These funds are administered by VINTA but are subject to approval of the Superintendent or designate. These funds may be used for such activities as:

- a) funding of educationally oriented activities for district teachers
- b) subsidizing of the Professional Development activities for isolated school teachers
- c) subsidizing of committee directed fund activities in unusual circumstances
- d) funding of district directed education oriented activities (e.g. new curriculum workshops)
- e) funding of individual Professional Development activities in circumstances where the expenses of the workshop exceed \$800.

### 3. Other Professional Development Funding

#### A. Mentoring Program

Traditionally, the first year of teaching is the most difficult one teachers will face in their career. The mentoring program is meant to assist with this; however, it is available to assist any teacher who feels the need. A new curriculum or teaching assignment, change in administration, times of personal stress, difficult class composition, and changes in family situation may necessitate the use of the mentoring program.

#### B. VINTA Members on International Exchange

Any VINTA member who is on exchange to a foreign country or to another school district/division in Canada is also eligible for Individual Professional Development. Claims are to be submitted, along with receipts, to the VINTA office after the Professional Development activity is completed. This may be done while on exchange or after returning to School District 85. Funds will be dispersed in Canadian dollars, and shall be capped at the current rate for Individual Professional Development. Redistribution from unallocated monies at the end of June is also possible.

C. Exchange Teacher working in SD85

As a courtesy to the teacher who comes to this district on exchange from another country or school district/division in Canada, the current amount for Individual Professional Development will be made available for use, subject to the same procedures as VINTA members follow. Redistribution from unallocated monies will not be available to exchange teachers.

D. Non-Credit and Credit Courses

The October 25, 1995 General Meeting eliminated the category of Summer Funds and moved those funds into the Individual Professional Development fund. The October 17, 1995 Joint Pro-D Meeting passed a motion that restricted the use of Professional Development funds to non-credit course work.

E. Educational Leave of Absence

The VINTA Professional Development Committee may budget, annually, an amount to assist a teacher in offsetting those costs incurred in improving professional competency through participation in an educational leave of absence. Approval of payment shall be at the discretion of the Professional Development Committee. This is referred to as the Educational Leave Bursary.

F. Teachers Teaching on Call

Teachers Teaching on Call are not eligible for Professional Development funds, however they are invited to attend any Professional Development activity within the district. VINTA encourages all TTOCs to engage in ongoing Professional Development.

TTOC service to the district shall not be considered broken by a non-instructional day.

Teachers are required to request a TTOC if they are to be absent from school for a Professional Development activity on a regular instructional day. The cost of the TTOC will be charged to the Individual Professional Development fund. Teachers are currently (2015) accorded two TTOC days as part of their annual allotment of Individual Professional Development funds.

G. Facilitating a Workshop

VINTA will cover reasonable expenses (per-diem, travel, accommodation etc.) and provide preparation time for members facilitating workshops for their own staff or another group of teachers. Preparation time will be ½ day for a ½ day workshop, and 1 day for a full day workshop. TTOC costs will be paid by VINTA.

VINTA members have lots of expertise in a variety of areas. When booking workshops, please remember to look within VINTA before hiring outside presenters.

H. Teacher Teaching on Call Time Allowance

Teachers Teaching on Call are allowed for the day(s) of the Pro-D activity plus safe travel time. Members are encouraged to travel safely with the minimum amount of time spent out of the classroom.

## I. Transportation

As a general rule, VINTA members should use the fastest and most economical mode of transportation. Travel is reimbursed at the rate of the most economical mode. If a decision is made to drive where flying is cheaper, reimbursement will be at the rate for flying.

- a) Public Transportation: bus, ferry, or plane fares (economy class where possible) at cost.
- b) Limousine: where practical, limousines must be used for transportation to and from airport. Otherwise, taxi charges will be reimbursed at cost.
- c) Private Vehicle: subject to special regulations governing the use of private vehicles, members may claim reimbursement at the current mileage rate.
- d) Driving around town is not compensable, only point to point travel can be claimed.
- e) Parking charges and transportation tolls will be reimbursed at cost

## J. Special Regulations Governing the use of Private Vehicles

1. Persons travelling on VINTA/Pro-D business by private vehicle must charge expenses on the basis of public transportation costs except when:
  - a) two or more persons are travelling in one vehicle, in which case only the driver may claim reimbursement at the current mileage rate.
  - b) in the opinion of the Local President, Treasurer, or Pro-D Chairperson, the use of public transportation would be impractical.
  - c) in the opinion of the Local President, Treasurer or Pro-D Chairperson the rigid application of the regulations would create an undue hardship.
2. Persons travelling on VINTA/Pro-D business are expected to pool the use of vehicles whenever possible.
3. VINTA members must carry their own vehicle insurance for passenger hazard, third party liability, collision etc. VINTA will not reimburse for losses incurred from accidents, parking or traffic violations. In no case shall anyone be entitled to any personal gain or profit arising out of the use of a private vehicle on VINTA business.

## K. Accommodation, Meals and Other Expenses

1. Hotel Rooms/Accommodation: Reimbursed at cost. Ask for the government rate. Individuals working for a school board are entitled to this rate. Claims must be supported by receipts. Should another person accompany the member, but not for official business reasons, the member may only claim for accommodation costs based on single occupancy.
2. Hotel room expenses are not claimable for the night following a Pro-D activity unless the member is unable to make reasonable travel arrangements home that evening. However, if a saving in transportation costs result from the member staying the additional night, a claim for the extra accommodation and meals will be accepted.
3. Where a member attending a Pro-D activity stays with friends or relatives, their hospitality may be recognized to the maximum of \$30 (BCTF rate) per night. A receipt is not required. The expense voucher should indicate that the member stayed with friends or family and the number of nights involved.



4. Meals, including gratuities are to be reimbursed at the current BCTF per diem rate. Alcohol consumed with the meal is not a separately claimable expense.
5. Child Care: members may claim reasonable child care expenses while attending VINTA/Pro-D activities. Where no child care would normally be incurred, none shall be claimed. VINTA will provide on-site child care if numbers warrant, and advance notice is received.

If there are any questions, comments, or concerns about anything in this Professional Development Handbook, please contact either your staff Pro-D rep, the VINTA Pro-D Chairperson or the Local President. [Or Click Here to go to the VINTA website for information and downloads.](#)

# Appendices

# PROFESSIONAL DEVELOPMENT TERMS OF REFERENCE

## Collective Agreement (2013-2019)

### ARTICLE F.21 PROFESSIONAL DEVELOPMENT

#### 1. Funding

- a. The Board and the Association shall establish a Professional Development Fund for the purposes of providing for the professional development of the employees of the school district (hereinafter called the "Fund").
- b. The Board's contribution per employee will be:
  - i. July 1, 2013 – June 30, 2014 \$692
  - ii. July 1, 2014 – January 1, 2015 \$706
  - iii. January 1, 2015 – June 30, 2016 \$715
  - iv. July 1, 2016 – June 30, 2017 \$722
  - v. July 1, 2017 – April 30, 2018 \$725
  - vi. May 1, 2018 – June 30, 2018 \$733
  - vii. July 1, 2018 – April 30, 2019 \$736
  - viii. May 1, 2019 – June 30, 2019 \$744
- c. For subsequent years, the Board's contribution per employee will increase by the percentage increase in the teacher salary grid for that year.
- d. Costs for Board-initiated in-service shall not be a charge against the Professional Development Fund.

#### 2. Administration

The Fund, established pursuant to Article F.21.1, shall be controlled and administered by the Professional Development Committee of the Association in accordance with the policy referred to in Article F.21.5.

#### 3 Non-Instructional Days

Subject to Article D.24, non-instructional days shall be used on the basis of a minimum of 75% for employee professional development activities and 25% for in-service.

#### 4. Approval

- a. Non-instructional days used for professional development activities shall be determined by teachers at the school staff level or the local Association level and shall be subject to Board approval.
- b. Individual professional development activities shall be subject to the approval of the Superintendent, and at least five days' notice shall be given by the teacher to his/her principal whenever possible.

**5. Policy Development**

- a. The Joint Board/Association Professional Development Committee shall be responsible for the development of recommendations to the Board for professional development policy. The Joint Committee shall consider recommendations of the Association's Professional Development Committee and the Board's Education Committee.
- b. The Joint Board/Association Professional Development Committee shall be comprised of three Association appointees and three Board appointees.

**ARTICLE F.22 CURRICULUM IMPLEMENTATION**

**1. Introduction of New Curricula**

- a. When new curriculum is being introduced into the school district, it shall be the responsibility of the Board, in consultation with the Association and employees affected, to plan for and implement such curriculum.
- b. The Board and the Association agree that teachers are key agents in the implementation of educational change.
- c. The Board will inform the Association, in writing, of the specific new curriculum to be introduced into the district.

**2. District Committees**

- a. District Committees shall be struck, in accordance with Article F.22.2.c, for the purpose of consultation regarding matters concerning the implementation of either provincial or local new curricula. The District Committees will:
  - i. review new curricula; and
  - ii. consider and make recommendations regarding implementation of new curricula.
- b. The Board will consult with the District Committees when evaluating new curricula after implementation.
- c. Each District Committee shall have at least three Association appointees, and three Board appointees.
- d. The District Committees shall meet at mutually agreeable times at the request or either party to discuss implementation of the new curricula.

**ARTICLE F.26 MENTOR/BEGINNING TEACHER PROGRAM**

**1. Administration**

The mentor/beginning teacher program shall be administered and facilitated by the Association in consultation with the Superintendent or designate.

**2. Definition**

A mentor is an employee who voluntarily agrees to mentor a beginning teacher and who:

- a. has experience in assignments similar to that of a beginning teacher;
- b. has informed the Association of a willingness to serve as a mentor.

**3. Participation**

- a. Participation in the mentor/beginning teacher program is voluntary.
- b. A mentor/beginning teacher relationship between employees in different schools may be established only with the prior approval of the Superintendent or designate.
- c. Where a mentor/beginning teacher relationship is established, the administrative officer(s) concerned shall be advised.
- d. The relationship of the mentor/beginning teacher shall be confidential.
- e. The pairing of the mentor/beginning teacher and the continuation of the pairing for up to one year shall be by mutual agreement of the mentor and the beginning teacher.
- f. The mentor/beginning teacher program will not comprise any part of the evaluation of an employee.

**4. Release Time**

- a. Any proposed activities by participants in the mentor program which may need release time shall be considered to be individual professional development activities under Article F.21 of this agreement. If such release time is approved under Article F.21.4.b, teacher teaching on call costs shall be paid from the District-directed portion of the Professional Development Fund.
- b. The release time may be used to provide assistance to the beginning teacher such as moral support; guidance; feedback; and assistance with instructional strategies, classroom management, short and long-term planning, student evaluation and reporting to parents.

**5. Other Support**

Nothing in this Article shall be construed as limiting the provision of support to beginning teachers by the Board.

**ARTICLE G.25      LONG-TERM PERSONAL LEAVE**

**1.      Application**

Leave of absence for a school year shall be granted provided that applications for long-term leave are received by the Superintendent by March 31 of the preceding school year.

**2.      Extension of Leave**

Long-term leave normally will be granted for one (1) year at a time and shall be without pay. Requests for an extension of long-term leave or notice of the employee's intention to return from long-term personal leave must be received by the Superintendent prior to March 31 of the school year in which the employee has leave. Extensions may be granted at the Board's discretion.

**3.      Duration of Leaves in Aid Programs and Cultural Leaves**

In the case of service in an aid program, (i.e. CUSO), length of leave will be determined by the program guidelines. In the case of a request for cultural leave for a period longer than one year, long-term leave may be granted where the Superintendent is satisfied that the experience gained on the cultural leave will benefit the school district.

**4.      Assignment on Return**

The employee returning from long-term leave shall be assigned, whenever possible, a teaching position in his/her previous school. The employee shall be notified by the superintendent by May 31 as to which school he/she is assigned.

**5.      Employee Accepts Employment**

If an employee accepts employment, in a position with another school board in a position which requires a teaching certificate while on leave of absence under this article, the employee shall be deemed to have resigned his/her employment with the Board. It shall be the duty of the employee to notify the Board that he/she has accepted such employment with another school board within 48 hours of acceptance. This paragraph shall not apply to employment which is approved in advance by the Superintendent as part of a cultural leave.

# Professional Development Policies

## 1. Policy Statement

### A. Purpose:

It is the objective of the Vancouver Island North Teachers' Association to promote the professional growth of the teaching staff of School District 85. VINTA aims to encourage:

1. all teachers to develop and/or maintain a high standard of effectiveness in the classroom.
2. teachers to keep pace with changes in subject/curriculum, philosophy and methodology of instruction.
3. teachers to develop/use materials and curricula that best meet the needs of their students.
4. members to establish effective school based professional development committees.

### B. Definitions:

1. **Professional Development** is any activity which results in the professional growth of the individual, specifically activities which enable teachers to keep pace with changes in the content, philosophy, methodology, and techniques involved in their work.
2. **Workshop, Institute, or Conference** is any educationally oriented activity publicized as such by the presenter.
3. **Course** is any educationally oriented activity offered by the BCTF, or any established university or college, which publicizes the activity as a "course" in its official calendar.
4. **Non-Credit Course** is any activity described in B.3 for which the member does not receive academic credit, or an institute/workshop of a minimum of 15 contact hours.
5. **Leave of Absence for Professional Development** is a period of time granted a teacher by the Board of Education whereby the teacher is excused from regular duties to participate in professional development activities.
6. **Teacher** is any employee covered by the VINTA/SD85 Collective Agreement
7. **In-service** is Board initiated and funded activities providing assistance to members for the purpose of implementing new or revised curricula or programs.
8. **Professional Development Committee** is the committee made up of professional development representatives from each school, the elected VINTA Professional Development Chairperson, the Local President, and the Secretary/Treasurer of VINTA.
9. **Joint Professional Development Committee** is the committee established pursuant to Article F.21.5 of the Collective Agreement (2013-2019) between the Board and VINTA.
10. **Curriculum Implementation Committee** is a sub-committee of the Professional Development Committee to be selected at the first Pro-D meeting of each school year. The committee is established pursuant to Article F.22.2 of the Collective Agreement (2013-2019) between the Board and VINTA.

### C. Funding and Administration:

1. The Board and VINTA shall establish, pursuant to Article F.21 of the Collective Agreement (2013-2019) between the Board and VINTA, a Professional Development Fund.

2. The Fund shall be controlled and administered by the Professional Development Committee in accordance with the following provisions:
  - a) The Board will contribute to the Fund an amount to be negotiated contractually. The Board shall forward its payment to the Association on a semi-annual basis; the first payment to be received on or before October 1, and the second payment to be received on or before February 1.
  - b) A disbursement statement shall be prepared and provided to both the Board and the Association monthly.
  - c) The fund shall be audited annually.
  - d) Any two of the following officers of the Association shall have signing authority for the disbursement of monies from the Fund:
    - i) President
    - ii) Treasurer
    - iii) Professional Development Chairperson
    - iv) Vice President
  - e) For administrative purposes the Fund shall be allocated as follows:
    - i) District Directed Fund
    - ii) Individual Directed Fund
    - iii) Committee Directed Fund
    - iv) School Based Fund
  - f) Prior to May of each year the Professional Development Committee will make a recommendation to the Association as to the percentage breakdown by category for the following year.
  - g) Individual Professional Development:

A percentage of the total funds shall be established annually to address the professional needs of individuals. Payment will be made in accordance with established guidelines, however, payment will not exceed the Professional Development Committee's recommended pro-rata teacher amount. This funding may be used for such activities as:

    - attending workshops/courses in or out of district
    - school visitations in or out of district
    - professional materials up to 25% of the personal allotment
  - h) Additional funding for Individual Professional Development activities may be made available by redistribution of any unallocated funds by May 30.
  - i) School Based Professional Development:

A percentage of the total funds shall be established annually and will be allocated to the school for the purpose of funding Professional Development involving one or more staff members working toward a goal established by the staff as a whole. Each school with over seven members will receive an additional amount per member. This funding may be used for such activities as:

    - whole staff working together on an agreed upon topic or theme
    - groups within the staff working on an agreed upon topic or theme
    - group visitations to other schools to further staff goals
    - individual activity to further identified goals



- j) Additional funding for school based Professional Development may be made available, upon application, from the District Committee funds.
- k) District Based Professional Development:
  - A percentage of the total funds shall be established annually and will be allocated to district identified goals and activities such as:
    - committee meetings
    - chairperson leave requirements
    - district-wide Professional Development activities
    - additional funding for school based Pro-D activities
    - long term educational leave bursaries
    - purchase of district committee approved materials
    - committee approved local curricula development projects
    - PSA/LSA activities
    - funding district subcommittees (e.g. curriculum implementation)
    - Pro-D support for isolated school teachers
    - Pro-D support for exchange teachers
    - funding for non-credit courses
    - support for District Parent Advisory Council activities
- l) The actual cost of any Teachers Teaching on Call required for a teacher to attend a Professional Development activity is considered to be part of the cost of the activity and shall be charged to the appropriate fund.
- m) All unused and unallocated funds shall automatically be carried over to the next school year.
- n) Regulations governing expenditure guidelines and limits will be developed by the VINTA Pro-D Committee. A current set of regulations will be on file at the VINTA office.

D. Educational Leave of Absence:

1. Any teacher who:
  - a) has a valid teaching certificate;
  - b) is willing to make a future service commitment to School District 85;
  - c) has received a satisfactory teaching report on the most current reporting period.
  - d) all other things being equal, the applicant with the greatest seniority in the district shall receive assistance.
2. The VINTA Professional Development Committee shall budget annually an amount to assist a teacher to offset those costs incurred in improving professional competency through participation in an educational leave of absence. Approval of payment shall be at the discretion of the Professional Development Committee.
3. Written applications for educational leave are to be submitted to the Professional Development Committee no later than March 1<sup>st</sup>. All applications will be reviewed by the committee.

4. In the event of a tie in applications for educational leave, the decisions will be based on the following:
  - a) an outline of plans for the leave;
  - b) a statement of intent regarding professional activities upon return to School District 85;
  - c) past contributions to the profession within the school, association and to the community;
  - d) interviews as requested by the committee.
5. Should a teacher who has received an educational leave subsidy not be able to honour the commitment made in Section D.4 the teacher shall reimburse the fund for those monies granted.

## 2. Bylaws for the VINTA Professional Development Committee

### A. Terms of Reference

1. The establishment and execution of policy/procedures for the effective administration of the various components of the Fund.
  - a) Pro-D school representative training will occur in the fall of each year.
2. The establishment of budgetary guidelines for the disbursement of funds.
3. Reporting on at least a quarterly basis the distribution of funds.
4. The assessment of the teaching/learning needs within the District and/or school and the promotion of local Professional Development workshops/activities relative to these needs.
5. The promotion of the development of curricula designed to more adequately meet the needs of the students in School District 85.
6. The implementation of BCTF continuing education principles.
7. The evaluation of all activities sponsored/promoted by the Professional Development Committee.
8. The publicizing of those activities designed to promote professional growth or curriculum development.
9. The promotion of liaison between the Professional Development Committee and those groups, regionally or provincially based, with objectives consistent with those of the Professional Development Committee.
10. The establishment and promotion of school based Pro-D Committees.

### B. Claiming Expenses for In-District and Out-of-District Activities:

Expenses incurred by teachers participating in approved Professional Development activities shall be paid in accordance with the following guidelines:

1. All applications must be received at the Board Office prior to participation in the activity.
2. Only expenses submitted on expense vouchers or appropriate application forms, with receipts shall be considered for payment.
3. For the purpose of redistribution, no individual shall receive more than \$600 per school year (September – June)
4. Transportation will be part of the expense submission and will be deducted from the accepted Individual Pro-D allocation.
  - a) VINTA's mileage rates will be used to pay for representation at approved In-District activities

- b) Guidelines for travel out-of-district for selected committee members shall be established by the Committee.
- 5. Living expenses shall be considered part of the Individual Pro-D allocation unless the Committee makes special allowance for attending such activities as:
  - a) Zonal Workshops
  - b) Bargaining Seminars
  - c) Summer Training etc.
- 6. Registration Fees shall be considered part of the Individual Pro-D allocation
- 7. TTOC costs shall be paid, upon request, to the accounting department of the School Board.

C. Claiming Expenses for Organizational Costs:

Expenses incurred for in-district professional development activities shall be paid in accordance with the following guidelines:

- 1. The transportation allowance for out-of-district resource personnel should be in accordance with BCTF policy.
- 2. Accommodation/Meals for the resource person/host organizer will be reimbursed at actual cost.
- 3. All legitimate costs relative to the organization shall be paid. These may include telephone costs, mailing costs, costs associated with “wellness breaks,” workshop handouts and incidental materials.
- 4. Pre-registration is necessary for in-district workshops, and if insufficient numbers are registered seven days prior to the workshop the workshop will be cancelled.
- 5. The amount of an honoraria is to be established between the sponsoring association/group and the facilitator/presenter at the time of engagement in keeping with budgetary restrictions.
- 6. The Professional Development Committee should encourage local teachers as facilitators/presenters.
  - a) if the presenter is giving a half day or full day workshop, release time in the same amount shall be provided. Request for such release time needs to be made at least two weeks prior to the workshop.
  - b) no facilitator/presenter will bear any expenses from the workshop presentation.

3. Procedures for Accessing VINTA Professional Development Funds

A. All Workshops:

- 1. That pre-registration be necessary for non-school based in-district workshops, and if insufficient numbers are registered seven days prior to the workshop, the workshop will be cancelled.
- 2. A registration fee may be set by the Committee, with such registration fee being refunded upon successful completion of the activity.
- 3. That on-site childcare facilities be provided for District Pro-D functions upon advance request.

B. Application for In-District Workshops:

- 1. Schools/groups must submit application to the District Committee representatives at least three weeks prior to the activity.

2. All applications for activities during instructional time will be submitted through the District Committee to the Superintendent (or designate) for approval.
3. Upon receipt of any necessary approval, the District Committee will then return a copy of the application to the sponsor/co-ordinator with any attached conditions/amendments.
4. Within two weeks subsequent to the event, the sponsor will submit an itemized expense account, with receipts, to the Committee along with a comprehensive report and evaluation of the activity.

C. Suggested School Guidelines:

1. The primary authorization for Professional Development expenses will be at the school level when handling school fund applications.
2. That each school notify its Parent Advisory Council of suitable workshops they can attend.
3. That all school personnel-aides, home-school co-ordinators be notified of workshops.
4. That, where space is available for extra members to attend and no extra expense is incurred, members of the public be invited to all Professional Development functions at a school and district level.
5. Posting of in-service activities shall be posted throughout the year.
6. Clear designation of fund amounts available will be made to each individual staff member.
7. Collegial sharing opportunities after in-service activities is encouraged and may be arranged.
8. A staff member must scrutinize forms for accuracy and completeness before they are submitted to the District Pro-D Committee.
9. The school Pro-D representative is charged with ensuring all staff are knowledgeable about assistance that is available and the forms to be filled in to qualify.

D. School Committee Request Procedures:

1. Determine if more than one delegate is going
2. Who has the authority to decide who is going?
3. One person to scrutinize forms for accuracy and completeness prior to submission
4. Are the forms to be seen by the Superintendent?
5. Information regarding redistribution procedures (clear designation of amounts available to individual staff members.)
6. Calculate amount of possible advance.
7. Who do the forms go to next?
8. Fair allowance of TTOC time.
9. A running balance of school expenditures on Pro-D.
10. Posting in-service and Pro-D opportunities available throughout the year.
11. Arrange for sharing of in-service experiences with staff after returning from event.
12. An appeal process, if request not approved.
13. Continuity in handling forms due to strict adherence to the guidelines for reasonable amounts to be claimed.
14. Ensuring all claims are complete with receipts, and reports are turned in promptly after returning from an event. Determine reasonable deadlines for claims. Establish a cut-off date.

15. Clearly defined limits to number of requests to be submitted by individual staff members.
16. A view to possible appeal procedures, if more than time limit is to be allowed.
17. Notifying staff members that approval for participation has been given at the school level.

## **EDUCATIONAL BURSARY**

### **Definition:**

A teacher must be in receipt of a Long Term Educational Leave under Article G.27 of the Collective Agreement (2013-2019) for the ensuing school year. The leave must be a minimum of four consecutive months in length and the recipient must be enrolled in a degree granting program at an accredited university or college.

1. Any VINTA member may apply who:
  - a) has a valid BC teachers' certificate
  - b) has received a satisfactory teaching report on the most current reporting period
  - c) is willing to make a future service commitment to SD85

All other things being equal, the applicant with the greatest seniority in the District shall receive the bursary.

2. The VINTA Professional Development Committee shall budget annually an amount to assist a teacher to offset those costs incurred in improving professional competency through participation in an educational leave of absence. Approval of payment shall be at the discretion of the Professional Development Committee.
3. Written applications for educational leave are to be submitted to the Professional Development Committee no later than March 31<sup>st</sup>. All applications will be reviewed by the Committee.
4. Priorities (in event of a tie) – the decision will be based on:
  - a) an outline of plans for the leave
  - b) a statement of intent regarding professional activities upon return to the district
  - c) past contribution to the profession within the school, association, and to the community
  - d) a ten month leave will have priority over a four month leave
  - e) interviews as requested by the Committee
5. Payment of bursary will be made upon receipt of Educational Leave and receipt of Registration.