

# PROFESSIONAL DEVELOPMENT COMMITTEE MEETING

Wednesday, January 7, 2026

Zoom - 4:30 pm

- Minutes -

Melanie Demoe	PHSS	Sarah Soltau	FRES
Shawn Gough	VINTA	Steph Boal	NISS
Courtney Wall	PHSS	Frank MacLean	PHSS
Evania Nolan	SVES	Tammy Bono	SES
Courtney Wall	PHSS		

1. Call to Order. Sarah Soltau 4:31pm.
2. Review/adoption of agenda dated January 7, 2026.  
Remove Maybe from (e), add (g) Parent Participation  
**Moved – Cave/Boal**  
That the agenda dated January 7, 2026 be adopted as amended.  
**CARRIED**
3. Review/adoption of minutes dated December 3, 2025.  
**Moved –Cave/Boal**  
That the minutes dated December 3, 2025 be adopted as circulated.  
**CARRIED**
4. Business:
  - a) May PD – Steph and Sarah need to set up a time to get together, March will be more serious time for that. Already have a few of people lined up.
  - b) Afterschool Workshops in February  
We have been talking about this, planning afterschool zoom sessions about Literacy and math k-3 working on 4-7 but trouble finding ground on those documents. 3:15-4:30 Daniel Neier will be there and a woman from the ministry will be there as well. March 3<sup>rd</sup> using those documents to plan, a little more interactive. Can be stand alone sessions so people don't have to attend all of them. March 9<sup>th</sup> LART session help plan interventions. We need to get this information out to have a decent amount of people attend. Hoping to have a flyer out to promote the sessions. Documents are pretty unknown but ministry is making an attempt to attend these. Even if people turn it on and have it on in the background. Is there a cost to any of these? No.
  - c) Mentoring Pilot  
No update on that. School district is involved in a UBC mentoring pilot project. No information has been released.
  - d) November 2026 Collaboration Day  
We have done something similar before, a day very long time ago a café, people got to pick

where they wanted to go, organic process of pd. Mentoring processes so that all the teachers have the capacity to be a mentor. Is it like the living library? Yes. Casual like that but with a little structure to keep people on track. Any ideas for next year start thinking about it.

e) TTOC PD Process & Policy

Sarah re-read the pd policy manual over spring break. We do not provide TTOC with PD funds. How much in history have we been sharing with the TTOC – we have been doing it for roughly 5 years. Are the pro-d funds allocated to someone's contract? We haven't done that we get paid by member not by FTE. TTOC's are not in that number. We should be supporting the TTOC's, they are our younger members typically and encourages them to stay around. We had quite a number of TTOC apply for Pro-D. Could be a problem if we have too many apply. Changing policy with the EC. There are other items that need to be updated. Problem of how to claim PD day for a TTOC, taken from a bank days. At the last pro-d some thought the sign in was how they would get paid for the day. Create a District day Form for the TTOC to sign on the day so they don't have to go to the school. Shawn will talk to Rena to clear things up on what to do with TTOC's so that everyone has a clear idea.

f) Electronic Forms

Cowichan uses electronic forms for all their claims. It seems to work well for them, everything is on their website and everything is clear and up to date. It's not super expensive. It worked really well. We would have the links on the site, the form lives on Jot Form, you would fill in the form then it gets sent to the people that need to approve it and one back to the member, we can see if it's approved or denied. It sounds pretty straight forward and it also meets privacy requirements. Sometimes Jot form will go to people's junk mails usually with Hotmail accounts. Might be able to cure our problem of forms not getting to the appropriate people. Should be discussed at the Joint Pro-D, it sounds like a great idea and would streamline things. It can be instantly updated. Would be easier to send a link and I think people will engage with that easily. Nice to know that it's already been vetted and it seems to work privacy side of things to go with.

g) Parent Participation

It does say that other people are welcome to attend if invited we do not have to let parents attend. Not that keen to let parents attend anytime, for confidentiality reasons. It came up at a DPAC Meeting they were told they can attend any PD. I think it should be a case-by-case situation. If it's something that they want to attend and if it would be good for them. Boundaries workshop and we would say no. There is a cost, privacy and comfortability. Need to have a clear process.

5. Correspondence: Anyone want to present May 15 in Vernon at their conference they are asking for submissions for their workshops. MyPita is looking for October workshops.

6. Reports:

a) Financial:

First installment has come in, most of it has been spent. Revenue has come in. District and Admin have PD funds available. Our interest revenue has made \$2800 on the 100k. I am quite happy that people are using the funds. Interest did come in. The bank account has lots of money in it. If we stay on budget we have appropriated 50k of that. Next installment is in

February.

- i) Current Financial Report vs Budget.....5-7

**Moved – Demoe/MacLean**

That the current financial report be accepted as presented.

**Carried**

- 7. Other Business:

Adjournment 5:12pm

## Action List