



MTU Policies

Professional Development

2116 DUTIES OF THE PROFESSIONAL DEVELOPMENT CHAIR

The Professional Development Chair is a member of the Executive Committee and shares the duties and prerogatives of that body. All members of the Executive Committee shall serve as alternate Local Rep to the BCTF. Specific responsibilities of the Professional Development Chair are as follows:

1. To call meetings and prepare agenda for the Professional Development Committee.
2. To chair all meetings of the Professional Development Committee.
3. To represent the Union's interests in all Professional Development & In-service matters.
4. To disseminate information and materials relating to Professional Development affairs.
5. To serve as MTU Rep for JEAC & Mentoring committees.
6. To perform such other duties as assigned by Executive or General Meetings.
7. To communicate to members with respect to their area of responsibility.

2230 PROFESSIONAL DEVELOPMENT COMMITTEE

The Professional Development (PD) Committee shall include the following members:

PD Chair
President
The Chairs, or their delegates, of local P.S.A.'s
PD Reps from each school
Such other persons as are ratified by the Executive Committee.

The PD Committee shall meet at the call of the Chair.

Specific responsibilities of the PD Committee are as follows:

1. to advise the PD Chair in matters relating to Professional Development, Curriculum and In-Service
2. to organize and implement District-wide PD Days.

3. to serve as a communication medium within the Union, on matters relating to PD, Curriculum, Education Change and In-service.

6201 PURPOSE OF PROFESSIONAL DEVELOPMENT

The Union believes that, generally the purpose of Professional Development (PD) is to improve the quality of instruction, by addressing the professional needs of the teachers as they prepare and continue to do their work. PD is an ongoing process which a teacher may use to remediate, upgrade or otherwise modify techniques or styles of instruction.

Specific purposes for Professional Development include the following:

1. to enhance personal instructional skills and methods;
2. to provide exposure to new ideas, research, resources and technology;
3. to improve personal management skills;
4. to facilitate curriculum implementation;
5. to upgrade knowledge of subject content
6. to increase interaction among teachers, both inter- and intra- District;
7. to provide related professional experiences.

6211 PURPOSE OF THE PROFESSIONAL DEVELOPMENT FUND

As established by contract between the MTU and the Board, there shall be a PD Fund. This fund shall be held and disbursed through individual accounts at the MTU Office, in accordance with MTU Policy.

In light of the bargaining history, the fund may be responsible for the costs of individual PD activities and materials. Legitimate costs to the fund include the following activities:

- a. The Provincial (PSA) day, usually fourth Friday in October,
- b. PSA conference, whenever it is held during the year,
- c. the individual PD day (Article F.3.3: PD Funding),
- d. other individual PD choices, except as noted below.

Further to the bargaining history, the PD Fund shall not be responsible for the costs of either District-wide or school-based PD events. These were bargained as the Board's cost. For the costs of these days, teachers should apply to their schools' Implementation Funds.

Notwithstanding the foregoing, the MTU will use the PD Fund to provide the district-wide PD day, until the board recognizes its obligation.

In particular, the fund will not be responsible for any costs related to new curriculum in-service.

At all times in-service is the Board's responsibility.

6212 OPERATION OF THE PROFESSIONAL DEVELOPMENT FUND

The PD Fund shall be administered by the MTU Office Manager, at the direction of the Executive, according to the following procedures:

1. Each teacher shall have an individual PD account. A teacher can claim reimbursement from the account by submitting the claim form and the appropriate receipts to the MTU Office Manager. A claim must be made within 2 years of the date that the cost was incurred. A claim will not be accepted for an advance payment, except when an expense has actually been incurred in advance (e.g. early registration) and the claim is accompanied by an appropriate receipt.
2. In September of each year, the Executive shall determine the amount of money to be placed in each teachers' account from the PD Fund. This amount shall be in proportion to each teacher's FTE.
3. Teachers may choose to carry over their PD accounts to a maximum of six (6) years. After six (6) years such accounts will not receive further annual deposits until money has been spent from the accounts. In September of each year, the Executive shall determine the maximum amount in each teacher's account, based on the deposits over the last five years. (see formula below)
4. As the current 6-year maximum can vary from year to year, some teachers could be in the position of temporarily having a balance higher than the current 5-year maximum. In such cases, the higher amount is allowed to remain in the account.

Example:	<u>Date</u>	<u>Deposit</u>	<u>Balance/6-year max</u>
	Sep 93	150	150
	Sep 94	155	305
	Sep 95	160	465
	Sep 96	155	620
	Sep 97	160	780
	Sep 98	160	940
	Sep 99	150	940

5. The annual deposit is calculated according to the formula below. Teachers whose accounts are at or above the current 5-year maximum will receive no deposit. Teachers whose accounts are close to the current 5-year maximum (i.e. less than one annual deposit below max) will be topped up to the current 5-year maximum. Any remaining money will be equally distributed among those accounts eligible to receive it, while ensuring that no account is topped up beyond the current 5-year maximum. This "re-distribution" deposit will not count as part of the "individual annual deposit" in the formula. For the purpose of calculating individual annual deposits, the accumulated totals in PD accounts shall only include claims made by June 30 of each year.

6. Unclaimed funds in individual accounts (retirement, resignation, etc.) shall be returned to the PD Fund for future reallocation under 6212.2 of this policy. Page 51 Last Revised 2022-09-07
7. A teacher wishing to volunteer pro-d funds for redistribution may choose to do so at any time. Such funds will be redistributed with other funds as per 6212.2. The funds are not to be gifted to a specific individual or group, but must be redistributed to all teachers. Requests for redistribution must occur in writing/email, and must indicate whether the funds will be coming from regular pro-d funds or remedy pro-d funds.
8. A fund, topped up to \$2,000.00 each year, shall be allocated from the PD Fund to provide PD activities for Teachers-on-Call. These PD activities shall be organized through the PD Committee.
9. A fund, topped up to \$2,000.00 each year, shall be allocated, on a pro-rata basis, for teachers new to the District during the remainder of that school year.
10. A fund, topped up to \$5,000.00 each year, shall be allocated to provide for a District-wide PD day.
11. A fund, topped up to \$1,000.00 each year, shall be allocated to provide workshops throughout the year.
12. A fund, topped up to \$300.00 each year, shall be allocated to cover administrative charges for the PD Fund.

6213 CRITERIA FOR PROFESSIONAL DEVELOPMENT FUNDING FOR INDIVIDUALS

Individual PD accounts, including any remedy monies, shall be funded according to the following

criteria:

1. Funding shall be available to MTU members only.
2. Funding shall not exceed the following limits, where applicable:
 - registration - full cost
 - transportation - mileage at current BCTF rates or Canada Revenue Agency rates, whichever is greater.
 - meals - at current BCTF rates
 - accommodation - full costs
 - educational materials - full cost.
3. Individuals who leave the MTU (through resignation, retirement or otherwise) shall have

30 days from the effective date of leaving in which to submit PD receipts for reimbursement. Expenditures must have been made prior to the date of leaving.

4. Individuals who are terminated from their contract may have access to their current ProD funds, as long as they are being represented by the BCTF.

5. "Out of district" workshops shall not be funded from individual funds on Mission's District ProD Day without 21 days prior notice to the MTU ProD Committee.

6. Reimbursement shall only be provided for professional development work that does not harm the reputation or dignity of the Mission Teachers' Union or the teaching profession.

7. If a reimbursement claim is denied, the member may appeal to the MTU Executive Committee, whose decision on the matter shall be final.

6214 CONTRIBUTIONS TO THE PROFESSIONAL DEVELOPMENT FUND

The MTU holds the objective that the PD Fund shall increase to a dollar value such that every member can be funded to attend at least one PD event per year.

6221 MANAGEMENT OF PROFESSIONAL DEVELOPMENT DAYS:

The days allocated for PD in each school year shall be managed according to the following criteria:

1. Both the dates and the topics for the PD days shall be jointly determined by the MTU and the School Board, through the Joint Education Advisory Committee.
2. One day shall fall on the Provincial Day (normally, the fourth Friday in October).
3. One day shall be District-wide, in a common location, as facilities permit.
4. For school-based days, the dates and topics shall be chosen by the staff in committee of the whole.

6223 DISTRICT-WIDE PROFESSIONAL DEVELOPMENT DAY

The MTU shall endeavor to present a District-wide PD day every year, typically on a PD day in February. The MTU shall attempt to cooperate with the Board of Education and CUPE, where practical and efficient, in the presentation of the day.

The MTU affirms that, with or without the cooperation of the partners, the responsibility for PD for teachers is the prerogative of teachers.

The MTU holds the following expectations for the operation of the day, and expects its members to articulate these expectations in any meeting with partners:

1. The committee preparing for the PD day will solicit as wide a range of presentations as practicable.
2. Teachers will have free, independent choice of which presentations they wish to attend.
3. The committee will use the "marketplace" approach to determine which presentations have enough enrollment to be offered.
4. The Board may choose to add presentations at its own expense.

6230 PROFESSIONAL DEVELOPMENT REPRESENTATIVES

The MTU shall endeavor to appoint Professional Development Representatives (PD Reps) in each school. The Staff Rep(s) shall conduct the election and ensure that it is done along democratic lines, consistent with MTU practice and policy.

Criteria for selection shall include the following:

1. relevant experience or willingness to learn
2. interest in working in this area
3. willingness to represent the interests of their staff members.

Duties of PD Reps shall include the following:

1. to attend meetings of the MTU PD Committee. (Policy 2230)
2. to represent their staffs in matters relating to PD, curriculum, education change and in-service.
3. report to their staffs in a timely fashion.

ARTICLE F.23: PROFESSIONAL DEVELOPMENT FUNDING

1. The Board and the Union shall establish a fund for the purpose of providing professional development of teachers employed by the Board.
2. Effective July 1, 1993, the total Board amount to be placed in the fund shall be \$155.00 per year per F.T.E. teacher, calculated at September 30.
3. The Board shall provide TTOCs at a rate of one (1) TTOC day per FTE teacher.
4. The Professional Development Fund, as established by this Article, shall be administered by the Mission Teachers' Union. The Union shall be responsible for:
 - a. administering and distributing Professional Development funds, and
 - b. ensuring that Professional Development opportunities are distributed equitably.
5. Teachers Teaching on Call shall have access to the Joint Professional Development Fund through direct application to the Mission Teachers' Union.