

**NORTHERN SPIRIT LOCAL 6 PROFESSIONAL DEVELOPMENT  
FRAME OF REFERENCE**



**1. Name**

The name of this committee shall be the Professional Development Committee of the Northern Spirit ATA Local No. 6.

**2. Objects**

The professional development committee shall assume general responsibility for professional development activities undertaken in the jurisdiction. These activities will be undertaken in accordance with the professional development policies of the provincial Association (attached) and the Northern Spirit ATA Local No. 6 constitution.

**3. Duties and Responsibilities**

**A. In general:**

1. The Professional Development Committee consists of representatives from each school to ensure that there is a voice for schools small and large with regards to access to funds and information regarding professional development.
2. The Professional Development Committee is meant to augment the professional development access that each school has in place for their teachers, not to replace it.
3. The Professional Development Committee is committed to working with schools to ensure that everyone has equal access and opportunity for professional development funding.
4. The professional development committee will generally exercise leadership in all matters pertaining to all professional development activities undertaken by the local.
5. The professional development committee is responsible to the local for a yearly financial statement and for a written annual report of its activities.

**B. In particular:**

The professional development committee has the following duties:

1. To be responsible for the active promotion and organization of professional development activities within the local.
2. To seek input and feedback from teachers and/or school staffs in regard to professional development needs and how these needs can best be met.
3. To disseminate information about professional development activities.

4. To establish procedures for the consideration of funding applications for conferences, school and school-system professional development activities.
5. To consult with professional development staff officers, district representatives, consultants (as assigned) and members of the local.
6. To attend, if possible, Professional Development Area Conferences and the PD Course at Summer Conference.
7. To coordinate and develop local responses to professional development issues.
8. To ensure that appropriate payments are made when proposals are accepted by the Professional Development Committee.
9. To provide expertise and financial assistance, where possible, to school staffs and other teacher groups in the area of professional development.
10. To develop and maintain a budget.
11. To keep a record of the minutes of the meetings.
12. To establish operational policy and procedures for any subcommittee that may be formed for the professional development committee.
13. To recommend, where appropriate, changes in the policies of the school jurisdiction, collective agreement and/or the constitution of the local teachers' association which have an impact on the mandate of the professional development committee.

#### **4. Membership**

4.1 The professional development committee shall consist of the following voting members:

- a. one teacher representative from each school.
- b. one representative from the local teachers' association executive committee

4.2 The district representative and those staff officers and consultants who may attend professional development meetings from time to time shall be non-voting members of the professional development committee.

4.3 The president of the local or designate acting in an ex-officio capacity shall also be a member of the professional development committee.

4.4 The members of the professional development committee are expected to:

- a. attend all meetings of the professional development committee and if unable to attend, to ensure that a substitute representative is present.
- b. be prepared to serve on a subcommittee of the professional development committee.
- c. provide full and effective communication for their constituency both to and from the professional development committee.

## **5. Officers**

5.1 The officer of the professional development committee shall consist of the chair.

5.2 This officer on the professional development committee will be elected at the Annual General Meeting for the Northern Spirit Local 6 in accordance to the local constitution.

5.3 The officer of the professional development committee is expected to:

- Chair
- prepare and circulate an agenda for each meeting.
- chair professional development committee meetings.
- represent the professional development committee in its relationship with the general membership.
- provide leadership on planning, implementation and evaluation of professional development programs.
- attend local council meetings as required by the local constitution.
- keep accurate business records of all professional development meetings.
- perform such other internal communications functions
- provide direction in regards to a budget.
- provide a written report highlighting the activities of the Committee for the year.

## **6. Term of Office**

All professional development committee members, the officer and subcommittees are deemed to be elected (as per local constitution).

## **7. Committees**

The professional development committee shall establish subcommittees from time to time as required.

## **8. Emergency Replacements**

Vacancies in any office or subcommittee shall be filled at the next properly called meeting of the professional development committee.

## **9. Meetings of the Professional Development Committee**

9.1 The professional development committee shall meet as follows:

- a. In the fall and the spring of the school year: In person for organizational purposes.
- b. Subsequent meetings: via elluminate or other online medium for the purposes of voting on project proposals. These sessions will be recorded and distributed to Professional Development Committee members. Meetings may also be held in person if deemed necessary.

9.2 Notice of intent to hold a meeting shall be given to members as soon as possible.

9.3 It is the duty of each elected member of the professional development committee to attend meetings for the purposes of reporting and communicating.

## **10. Quorum**

10.1 A majority of the voting representatives in attendance at the professional development committee meeting shall constitute a quorum.

10.2 A member unable to attend in person, may be able to submit a vote if it is done prior to the meeting.

## **11. Rules of Procedure**

The proceedings of all meetings shall be regulated by the official rules of procedure as published in the *ATA Members' Handbook*.

## **12. Finances**

12.1 The professional development committee will be funded annually by the local.

12.2 The professional development committee shall prepare and submit to the local an annual budget.

12.3 The professional development committee will reimburse members and disburse funds as outlined line in the Northern Spirit Local No.6 Professional Development Framework.

12.4 The professional development committee may make a motion, at the September local meeting, to increase the PD budget in the amount of unused funds from the PD budget of the previous year.

## **13. Ratification of this Frame of Reference**

This frame of reference shall be approved in accordance with the terms of the local constitution.

## **14. Amendments to this Frame of Reference**

Amendments to this frame of reference shall be made in accordance with the following procedure:

14.1.1 Notice of motion of intent to amend shall be given at a preceding professional development committee meeting.

14.1.2 Except where time is of the essence, the text of proposed amendments shall be made available in writing to the members prior to the meeting.

14.2 The amendment shall be approved by a two-thirds vote of the professional development committee members in attendance.

14.3 The amendment shall be approved by the majority of teachers of the local council at a properly called meeting.



## **Northern Spirit Local 6 Framework: Professional Development Committee PD Funding**

1. Applications for Professional Development PD Funding forms are available through the Professional Development Representative in each school or accessed through the local's website.
2. Such applications must be submitted to the school P.D. Rep. up to one week prior to the professional development committee project meeting for which the decision is being made.
3. Applications for funding need to be made by the first PD Committee meeting of the current school year. The first meeting will be on or before October 28. If a school has not spent their funds the school PD Rep will bring applications to the final PD Committee meeting for approval.
4. The School Representative of the PD Committee will collect all applications and bring those applications to the first PD Committee meeting of the school year to be approved. If the School Representative can not attend the meeting the rep will need to forward the applications to the PD Chairperson.
5. Each Peace Wapiti school will have access to *The Teacher Directed PD Grant*. This grant will be rewarded based on FTE. There will be one grant available per school. There is a grant of up to \$500 for schools 15.0 FTE and under and a grant of up to \$900 for schools over 15.0 FTE. PD reps will need to confirm the FTE of their school with the PD Chairperson. Note: Colony Schools are considered one entity.
6. Funding approval is based upon the information given on Professional Development Committee PD Funding application and proposed budget. Applicants are only approved for the activity specifically described on this form. Funding is **not** transferable to another activity and must be completed within the budget year.
7. School procedures for arranging for a substitute teacher need to be followed.
8. When the PD expense claim form and the accompanying receipts have been received by the PD Chairperson, and approved, the authorization for the release of funds will be given to the treasurer of the Northern Spirit ATA local.
9. The applicant may be asked to provide an in-service, and/or share knowledge or materials with other teachers in the school division.
10. No applications will be accepted for an activity being held on the date of the Mighty Peace Teachers' Convention.

11. PD Reps will be advised via email of which applications have been approved.
12. All awarded grants not claimed by May 30<sup>th</sup> of a school year will be null and void.
13. PD attended June through October (prior to the first PD meeting) should be applied for at the first PD meeting of school year.
14. Individual teachers must apply for the grant based on a specific activity. Teachers, admin, and the PD Rep will consult and decide how to distribute the grant. The school will need to pay for the approved PD and the school will then be reimbursed once the receipts for the approved PD have been received by the treasurer.
15. To assist in the decision making process as to what projects qualify as professional development, the committee will refer to the Northern Spirit Local 6's definition of professional development which reads as follows:

*Professional development as defined by the ATA is the wide range of activities teachers do individually or collectively to improve their professional practice and to enhance student learning. It includes:*

*Inservice Education...a series of activities, experiences and processes that prepare a teacher to successfully implement curriculum.*

*Staff development...a focus on teacher-identified needs and concerns within a school.*

*Staff development has the potential to transform not only teaching practice but the school community itself.*

### **Other Key Ideas/ Thoughts about Professional Development**

- PD is about **IMPROVING PRACTICE**. If the resource is removed will the teacher still be able to perform?
- Resources purchased should be used by the teacher and NOT the student (it should not be directly used by the student. EG: Is the resource a "how-to" guide? Or will the teacher be photocopying BLM's or reading it with kids?)
- Development occurs when you have learned something that you did not know before and you are able to apply it to your practice. You've gained a new understanding.