



PRSTA FOUNDATION

IN SUPPORT OF

PROFESSIONAL DEVELOPMENT
PROJECTS

FOR TEACHERS

IN S.D. 59 (PEACE RIVER SOUTH)

POLICY/GUIDELINE BOOKLET

Revised and approved by the PRSTA June 1990

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BASIC PRINCIPLES

To achieve and/or to maintain a high level of quality education in our schools, teachers, as a staff, a P.S.A. or a department, must actively develop and maintain good teacher and evaluation techniques, good classroom management methods and good learning programs and procedures within their classrooms.

- 1.0 Support these types of professional development in education is best provided at three levels: the school level, the specialist group level (P.S.A.) and the school department level.
 - 1.1 If the quality of education is to be improved or is to be further developed, these groups must take the initiative to begin this improvement or this development, and to foster them and to cultivate them until the desired result is achieved.
 - 1.2 These groups must develop a capacity to strive to maintain a high level of quality education in their schools.
- 2.0 Significant improvement / development requires good long term planning.
 - 2.1 Planning must be directed over a minimum 2-3 year period.
 - 2.2 Planning must be done by a committee.
 - 2.3 Plans must be reviewed, evaluated and updated on an annual basis.
- 3.0 Effective professional development in the area of quality education requires a commitment to gain the adequate resources, the time and the organizational support that teachers will need.
 - 3.1 Collegial support, on-site coaching and ongoing organizational support should be available to individual teachers to foster their commitment to the professional development project and its success.
 - 3.2 Time for planning and for effecting the professional development project must be provided for all teaching staffs, special groups (P.S.A.) or school departments.
 - 3.3 Sufficient funds must be made available in support of professional development to enable teachers to engage in activities at times when they can be relieved of classroom responsibilities.

- 3.4 Sufficient funds must be also available to cover the expenses the project will incur due to its activities. (See Activities/Items that will be funded by p. 6)
- 3.5 Administrators may be involved as facilitators to assist the committees in the organizational aspects of their projects (e.g. time, space, equipment)
- 4.0 Funding will be granted for well-planned, educationally sound, professional development projects. Funding will be denied for projects that are not adequately planned.

ADMINISTRATION OF FUNDS

THE FOUNDATION WILL BE ADMINISTERED BY THE PEACE RIVER SOUTH TEACHERS' ASSOCIATION

- 1.0 The Foundation will be funded in accordance with the collective agreement between the Board of School Trustees and the Peace River South Teachers' Association.
- 2.0 The PRSTA will be responsible for the investment of the funds and their allocation in accordance with a set of specific guidelines.
- 3.0 All funds will be managed by the Professional Development Treasurer under the advisement of the Professional Development Foundation Committee.
- 4.0 All administrative costs of the Professional Development Foundation Committee, up to a maximum of \$3,000.00 will be funded from Foundation Committee.
 - 4.1 A \$500 Honorarium for the Professional Development Treasurer will be part of the administrative costs and it will be given annually.
- 5.0 A committee of teachers appointed by the PRSTA will be given responsibility for screening and approving applications for funds.
 - 5.1 This committee will be known as the Professional Development Foundation Committee and will be a branch of Professional Committee of the PRSTA.
 - 5.2 The committee members must be teachers who philosophically support the concept of professional development at the staff, P.S.A., and department level.

- 5.3 Representation on the committee must be from the three geographic regions of the School District – Dawson Creek and contiguous area; Chetwynd and contiguous area; and Tumbler Ridge and contiguous area.
 - 5.3.1 Members for this committee will be appointed annually by the Professional Development Committee of the PRSTA from a list of candidates from each geographic region of the School District. These appointments will be confirmed at the Annual General Meeting or at any sequential general meeting of the PRSTA.
 - 5.3.2 The Professional Development Treasurer will be appointed annually by the PRSTA. This appointment will be confirmed at the Annual General Meeting or at any sequential general meeting of the PRSTA.
 - 5.3.3 This committee will be composed of 4 members from Dawson Creek, 1 member from Chetwynd, 1 member from Tumbler Ridge and the Professional Development Treasurer.
 - 5.3.4 Where possible, the composition of the Professional Development Foundation Committee should cover the spectrum from primary to secondary levels.
 - 5.3.5 The term of the Professional Development Foundation Committee begins September 1 and ends June 30.
 - 5.3.6 The Chairperson of this committee will be chosen by the members of the Professional Development Foundation Committee.
 - 5.3.7 The Professional Development Treasurer will not be a voting member of this committee.
- 5.4 The Professional Development Foundation Committee has the right to approve, reject, or modify the terms and the budget of any group's application. It can also place restrictions on the funding until the project's committee has satisfied the concerns of the Professional Development Foundation Committee.
- 5.5 When a project's application is approved, a contract must be signed between the Professional Development Foundation Committee and the group's Project Committee.

- 5.5.1 This contract allocates the amount of money approved by the Professional Development Foundation Committee to the project.
- 5.5.2 This contract will also contain, in a separate covering letter, any terms or restrictions placed on the project by the Professional Development Foundation Committee.
- 5.5.3 On all Foundation contracts, there must appear three signatures from three members of the Professional Development foundation Committee who represent at least two geographic regions.
- 5.6 The Foundation contract must also be signed by all members of the group's Project Committee so that they are totally aware and knowledgeable of the terms and restrictions placed on their project by the Professional Development Foundation Committee.
- 5.7 The Professional Development Foundation Committee will have regular mid monthly meetings.

APPLICATION SUBMISSIONS

- 1.0 Application guides will be made available on request to staffs. P.S.A., and departments wishing to make application to the foundation for financial support. Please contact the PRSTA office or the Chairperson of the Professional Development Foundation Committee.
- 2.0 Applications can be submitted to the Foundation at an time during the school year.
- 3.0 For approval, all applications must be submitted to the Professional Development Foundation Committee at least six weeks prior to the commencement of the project's activities.
 - 3.1 The 6 weeks lead time will allow the Professional Development Foundation Committee and the Project Committee involved to solve any problems that may arise with their application during the approval process.
 - 3.2 Proposals requesting funding for the summer must be in the hands of the Foundation Chairperson before the day of the May meeting in order for the PRSTA Foundation Committee to have sufficient time to consider the proposal and to solve any problems that may arise from it. (1990)

- 4.0 All applications are to be sent to the Chairperson of the Professional Development Foundation Committee.
 - 4.1 The Professional Development Foundation Committee has regular mid monthly meetings. This fact should also be taken into consideration by the Project Committee when it is submitting its application.
- 5.0 It is highly desirable that a representative from the Project Committee makes a presentation to the Professional Development Foundation Committee.

APPLICATION REQUIREMENTS

- 1.0 There must be evidence that some form of needs assessment has been conducted by the department, staff or P.S.A. as a basis for planning the development project.
 - 1.1 The professional development project should be based upon the needs of the teachers.
 - 1.2 The professional development project must be initiated, directed and organized by the teachers.
 - 1.3 The application for funding of a professional development project **will not** be accepted if the project has been initiated, directed and organized **solely** by the Administrative Officer of the school.
- 2.0 Planning must done by a committee which is representation of the group.
 - 2.1 There must be evidence that a majority of members is involved in the planning and implementation of the project.
 - 2.2 On the application, the Project Committee members must be listed and a contact person (Chairperson) must be designated.
- 3.0 The project's plan must contain a statement of sound educational goals.
- 4.0 Long-range objectives (2 - 3 years) and short term objectives (3 – 8 months) for the project must be stated.
 - 4.1 Goals and objectives are needed to guide the project and they must also be familiar to all the members concerned.
 - 4.2 Each fact of the project should fit with the project's overall goals and objectives.
- 5.0 **Strategies and activities designed to achieve the long and short term objectives must be reasonable obtainable in the time frame stated for the project.**
 - 5.1 The project should contain a variety of activities (courses, workshops, consultations, visitations, conferences), but too many activities could cause funding and organizational problems.
 - 5.2 Aspects of the project should be development sequentially with allowance for some features to be expanded as necessary.

- 6.0 An evaluation of the project's processes, its activities and the achievement of its objectives must form a part of the project's plan.**
- 6.1 This evaluation must be done annually by the Project Committee for as long as their project's contract or term is in effect.
 - 6.2 Getting time and materials to do this evaluation must be part of the project's plan and budget.
 - 6.3 The evaluation should include, at least, the following items:
 - 6.3.1 Any improvement needed in the procedures of organizing the project or its activities.
 - 6.3.2 The degree of success or failure of the project's activities as being worthwhile or in achieving the project's goals and objectives.
 - 6.3.3 The degree of success or failure in achieving the project's goals and objectives.
 - 6.3.4 Determining the project's goals and objectives are still viable.
 - 6.4 A copy of this evaluation must be sent to the Professional Development Committee every year by **June 1** as long as the project's contract or term is in effect.

7.0 All activities must be costed and a budget breakdown must form part of the plan.

- 7.1 Activities/Items that will be funded:

<ul style="list-style-type: none"> 7.1.1 Honoraria 7.1.2 All registrations 7.1.3 Transportation to site 7.1.4 Meals & Accommodation 7.1.5 Telephone & Postage 7.1.6 Xeroxing (Workshop materials only) 	<ul style="list-style-type: none"> 7.1.7 Substitute costs for in/out of project activities 7.1.8 Speaker Fees (fee, meals, room, and transportation) 7.1.9 Advertising the project's activities 7.1.10 Limited number of social events which are part of the project's activities
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- 7.2 Release time for planning and organizing the activities within the project must be included.
- 7.3 Travel mileage rates to a Pro D activity within the District will be set at .15 per kilometre. (1990)

Examples:	Dawson Creek to Chetwynd Return	\$30.00
	Dawson Creek to Tumbler Ridge Return	\$60.00
	Tumbler Ridge to Chetwynd Return	\$30.00

 - 7.3.1 Where more than one person is travelling by car to a Pro D activity within the District, reimbursement shall be paid on the basis of one car for each four persons or the allowance for the distance may be shared equally by the number of vehicles travelling. (1990)

7.3.2 Reimbursement for those electing to drive to, or to fly one's own plane to a Pro D activity shall not exceed the regular airfare by commercial carrier. Gas receipts must be submitted in place of airplane ticket. (1990)

7.4 Where a member who is participating in Professional Development activities stays with friends or relatives, their hospitality may be recognized to a limit of \$10.00 per night. (1990)

8.0 Some form of organizational support system for teachers must be built into the plan.

8.1 Considerations must be given to collegial support, on-site coaching, administrative involvement and an ongoing reward system to keep the teachers' commitment and morale strong.

8.2 Active involvement in the project creates a feeling of ownership and a degree of satisfaction on the part of the school staff, department or P.S.A.

9.0 The idea of teachers teaching teachers must be a prime consideration of the project.

9.1 First consideration must be given to the use of qualified personnel already with the district for any of the project's activities and/or workshops.

9.2 A successful professional development project will motivate teachers to be creative and to share ideas.

10.0 Consideration should be given to involve other colleagues outside the group where and when it is appropriate.

10.1 Activities planned might be beneficial to other staffs, P.S.A.s or departments that are doing similar things in the area of professional development. They may be interested in attending the activities if they are advertised.

10.2 Co-ordination of similar projects will be both economical and beneficial because the other group could share ideas, knowledge and experiences, as well as costs.

10.2.1 Notifying other staffs, departments or P.S.A.s of your intent for a project, prior to planning it, will identify other groups that share similar needs. Some groups may have already started and could help organize the project or share

experience, knowledge and expertise already gained. This would allow the Professional Development Foundation Committee to avoid any duplication and provide better service. For example, instead of sending several teachers out for a Whole Language Workshop, the experts could be brought to the district.

10.3 If other staffs, P.S.A.s and departments are interested in attending the project's activities, the Project Committee can charge a registration fee to cover the additional costs.

11.0 Administrators can plan an important role as facilitators in giving the Project Committee organizational and moral support. (eg. the release time needed to plan properly their needs assessment and their professional development project and the encouragement to pursue it.)

11.1 As a part of the staff, Administrative officers may also take part in the project's activities planned for in-school/in-district workshops. However, no funding will be granted to them to take courses or to attend any of the project's activities that are out of district.

12.0 Consideration should be given to involve parents when and where it is appropriate.

ACCOUNTABILITY FOR THE EXPENDITURE OF FUNDS

1.0 All project expenses that have been approved by the Professional Development Foundation Committee must be sent to the Professional Development treasurer where payment or reimbursement or both will occur.

1.1 The Professional Development Foundation treasurer will not pay out any monies until a contract signed by the Foundation Committee and the Project committee is in his/her possession. (1990)

1.2 All Foundation project contracts will be numbered and dated. (1990)

2.0 General Funding Procedures:

2.1 For refunding of expenses incurred in each activity, members must submit all receipts no later than **6 weeks** after the activity.

- 2.2 No monies will be released for any expense not receipted.
- 2.3 Credit card receipts being submitted for refund must be in the member's name. (1990)
- 3.0 **The Foundation Committee encourages the use of individual Pro D funds to supplement any Foundation-funded activity.**
- 4.0 **When the Foundation is paying for substitutes to allow teachers to attend conferences, visitations, etc., the Project Committee must submit a list containing the following information to the Pro D treasurer.**
 - 4.1 Date substitute used
 - 4.2 Teacher's name
 - 4.3 Substitute's name and category
 - 4.4 Name of the Foundation Project submitting the list
 - 4.5 This information will expedite payment to the School District
 - 4.6 Failure to submit the complete information listed above could cause a delay in payment or a failure in payment.
- 5.0 **Prior to an event, the Project Committee must notify the Professional Development treasurer of the following information:**