



PROFESSIONAL DEVELOPMENT HANDBOOK
TABLE OF CONTENTS
REVISED January 2015

	Page
CTA Professional Development Committee	2
Guiding Principles for Professional Development	2
<u>Professional Development Policies</u>	
1. CTA ProD Committee (Structure)	3
2. CTA ProD Committee Responsibilities	3
3. Responsibilities of a CTA ProD Chair	4
4. Responsibilities of the School ProD	5
<u>Professional Development Funding</u>	
5. ProD Fiscal Year	6
6. Budget	6
7. Finances	6
8. Honoraria	6
9. Allocation of Funds	6
10. Financial Support Guidelines	7
11. Teachers Teaching on Call (TTOC)	8
12. Self directed ProD	9
13. International Conference ProD Fund (ICPDF)	10
14. Appeal Procedure	12
15. Conference Access Registration Endowment (CARE Fund)	13
<u>Appendix 1</u>	
Collective Agreement Articles Relating to ProD	14
<u>Appendix 2</u>	
Local Specialist Association (LSA)	15

CTA PROFESSIONAL DEVELOPMENT COMMITTEE

Revised April 2008

PRIMARY GOAL: *To assist teachers in improving the quality of their instruction, curriculum knowledge, pedagogical practices and professional well being by providing professional development services and activities.*

Definition of professional development

Professional development is a process of continuous growth through involvement in programs, services, and activities designed to enable teachers, individually or collectively, to learn and grow professionally. (BCTF PD services book)

Definition of professional development activities

Professional development activities are defined as academic or professional upgrading or training, initiated by the teacher to improve or enhance their teaching area or performance. Professional development activities also enhance professional support, collegial practice and the participation in the professional organization.

Purposes of professional development:

The purpose of professional development is to assist members :

- 1 in building and strengthening themselves as a body of professional teachers
- 2 in establishing a professional relationship with students / parents
- 3 in developing, discussing, and revising educational theories that will be applied to the practice of teaching
- 4 in initiating curriculum and instructional development directed to improving education
- 5 in improving the quality of teaching through career-long professional development.(BCTF PD services book)

Guiding Principles for Professional Development

- 1 Professional Development (ProD) services should provide an opportunity for teachers to enhance their professional growth and well-being.
- 2 Professional development activities are defined as academic or professional upgrading or training, initiated by the teacher to improve or enhance their teaching area or performance.
- 3 Teacher participation in professional development activities is voluntary, except during non-instructional days set aside for professional development. Article F.20.5(a) SD33 Collective Agreement 2006-2011
- 4 The requirements, needs and preferences identified by teachers shall be the starting point for professional development activities.
- 5 Opportunities for professional development activities shall be distributed as widely as possible.
- 6 Teachers wishing to engage in self-directed activities must keep in mind that these professional development activities are defined as academic or professional upgrading or training and should provide an opportunity for professional growth.
- 7 Courses taken for credit will not be funded by ProD funds.

PROFESSIONAL DEVELOPMENT COMMITTEE
POLICIES

1.0 CTA Professional Development Committee

1.1 The CTA Professional Development Committee operates in an advisory capacity to the CTA President and CTA Executive Committee.

1.2 There shall be a six-member Professional Development Committee consisting of the currently elected CTA Professional Development Chair and the CTA Assistant-Treasurer, and, four two-year terms, four elected members representing the following areas:

- a) Elementary
- b) Middle/Secondary
- c) Member at Large
- d) Member at Large

1.3 The CTA president or designate shall also sit on the committee in an ex-officio capacity.

1.4 Other individuals as required, may be invited to meet with the committee as an invited guest with voice but without vote to help with professional development activities sponsored by the CTA Pro-D Committee.

2.0 CTA Professional Development Committee Responsibilities

2.1 The six-member CTA Professional Development Committee shall represent the Association on the Joint Professional Development Committee as per in Article F.1.3 of the Collective Agreement. (see Appendix 1)

2.2 The CTA Pro-D Committee's responsibilities are:

- a) To meet as often as deemed necessary but no fewer than once a month on a mutually agreed upon day of the week.
- b) To initiate, organize and support professional development activities and services.
- c) To establish, review or amend general professional development procedures (within CTA policies) and to bring these to the CTA Executive for approval.
- d) To encourage Local Specialist Associations (LSAs) to assess the needs of members and to support professional development activities.
- e) To prepare professional development recommendations, to bring these to the CTA Executive, and to implement professional development directions from the CTA Executive and membership.
- f) To provide training for school-based Pro-D Reps each year as per BCTF policy.
- g) To provide information about professional development activities through CTA publications.
- h) To meet with School District Board appointees on a regular basis to co-ordinate Joint Pro-D Committee activities and responsibilities for district based professional development.
- i) At the discretion of the committee, to plan, develop, organize and implement a CTA professional development day in the school year.
- j) To support any Joint Pro-D Committee sponsored days.
- k) To report to the CTA Executive the full Professional Development allocation of individual funds for the current year.

3.0 Responsibilities of the CTA Pro-D Chair

3.1 The CTA Pro-D Chair shall be elected at the Annual Meeting by the general membership.

3.2 The CTA Pro-D Chair shall be released from their teaching position for 20% release time (with benefits) in order to fulfill the duties and functions required by the position.

3.3 The CTA Pro-D Committee Chair's responsibilities are:

- a) To represent the Pro-D Committee as a member of the CTA Executive
- b) To co-ordinate the activities of the CTA Pro-D Committee
- c) To act as a resource to the CTA Executive Committee in matters relating to professional development
- d) To liaise with the CTA President on all professional development matters.
- e) To act as a liaison between the CTA and the District to develop and administer policy for the Pro-D Committee.
- f) To meet with the Joint Pro-D Committee
- g) To act as a chairperson at the Joint Pro-D Committee as per Article F.20.3 of the CA.
- h) To process and approve or deny all applications for professional development funds.
- i) To make a monthly report to the CTA Executive regarding the Pro-D Committee's activities
- j) To organize monthly meetings of the CTA and the Joint Pro-D Committees'.
- k) To facilitate the planning, development, organization and implementation of a CTA professional development day in the school year at the discretion of the committee
- l) To attend (where possible) the annual BCTF summer conference, BCTF zone meetings and other BCTF sponsored opportunities relating to professional development.
- m) To maintain a liaison between the CTA and the BCTF in matters of professional development.
- n) To provide a written report to the CTA Annual General Meeting on the activities and current budget of the Pro-D Committee.

3.4 After May 1st, along with the Superintendent (or designate) and CTA president, the CTA Pro-D Committee chair shall read and approve applications for the ICPDF Grant to be drawn at the CTA Annual General Meeting in May.

4.0 Responsibilities of the School Pro-D Representative

4.1. The School Pro-D Representative's responsibilities include:

- a) Attending the annual CTA Pro-D Rep training session.
- b) Chairing a school-based Pro-D Committee.
- c) Acting as liaison between Pro-D Committee and the school staff including :
 - i) distributing information to the staff
 - ii) collecting information for staff
 - iii) maintaining a Pro-D bulletin board, calendar, binder, clipboard, or other method of providing information to school staffs
 - iv) encouraging teachers to submit self-directed forms as necessary, according to the procedures laid out in the "Self Directed Professional Development Handbook".
 - v) being a member of the School Staff Committee if one exists

4.2 The School Pro-D rep shall facilitate requests for Pro-D funds from staff members by:

- a) providing 'Requests for Pro-D Funds' forms to teachers.
- b) ensuring that the 'Requests for Pro-D Funds' has been completed and receipts or Declaration forms are attached.
- c) initialing the Request for Pro-D Funds Form and submit the completed form with attached receipts to the CTA office to be processed.
- d) maintaining records of 'Requests for Pro-D Funds' forms
- e) informing staff of monthly individual Pro-D fund balances

4.3. The School Pro-D Rep shall initiate Pro-D business at staff meetings by:

- a) reporting to staff information regarding workshops and conferences
- b) encouraging staff to initiate Pro-D activities
- c) initiating discussions on selection of school-based non-instructional days (date/activities)
- d) facilitating committee discussions for selection of Staff Collaborative activities

PROFESSIONAL DEVELOPMENT FUNDING

5.0 Pro-D Fiscal Year

5.1 The Pro-D fiscal year shall be October 1st to September 30th.

6.0 Budget:

6.1 The Professional Development budget shall be set annually by the CTA Executive in consultation with the CTA Pro-D Committee.

6.2 The CTA will provide secretarial assistance to the Pro-D committee subject to authorization of the CTA President.

7.0 Finances

7.1 Finances of the CTA Professional Development Fund are outlined in Sec. F of the Collective Agreement (included in Appendix 1)

8.0 Honoraria

8.1 For Joint Pro-D Committee planned events, honoraria may be paid to BCTF members who conduct in-district workshops.

9.0 Allocation of Funds

9.1 Pro-D Funds are allocated in October, following receipt of funds from School Board. The CTA Pro-D committee may at its discretion allocate funds to new postings in February dependent on the funds recovered from retiring or resigning teachers.

9.2 Individual funds that are distributed in October and February are based on the School Districts staffing lists and a comparison of the lists for those months.

9.3 All teachers in the district, including part-time, with the exception of those on leave, will receive their full ProD allocation on October 1st of each year.

9.4 The maximum amount of any teachers Individual Fund shall be the current year's allotment plus the previous 3 years' allocations.

9.5 Funds in excess of the amount in 9.4 shall be returned to the General Pro-D Fund for equitable redistribution to all members.

9.6 No funds in excess of the amount in 9.4 shall be available for the individual use beyond the October 1st deadline unless the member specifies in writing that funds are targeted to an activity within the current ProD year.

9.7 Transfer of funds between members in any Pro-D year may only occur under the following conditions:

- a) The maximum amount an individual teacher in a Pro-D fiscal year may transfer is \$200.
- b) The total amount a teacher may receive in a Pro-D fiscal year from other teachers is \$800.
- c) Funds will be transferred between teachers' individual professional development funds' accounts on the date of receipt of the "Pro-D Transfer of Funds Form"
- d) All individual professional development funds accounts will be governed by Article 9.4.

9.8 A staff, a department, or a group of teachers, may see a need for a school-based workshop and assign funds from their accounts to cover the receipted costs (No honorarium can be included).

- a) A written plan of the event must be forwarded to the Pro-D Chair for pre-approval. Pre-approval of the ProD Committee Chair is required .
- b) After pre-approval is given, a letter signed by all individuals involved is required to access the funds from their accounts.

9.9 That the individual funds of teachers on leave, except for acting administrative positions, are held in reserve until such time as they return to a teaching position. This includes teachers returning from leaves throughout the year who may retain their prior years' allocation. Only teachers on the School District active staff list as of October 1st will receive the ProD allotment for that year. Teachers on leave can access their existing ProD Funds.

9.10 The individual funds of teachers who accept a position as an acting administrative officer will only be held until September 30th following their first administrative position contract.

9.11 The individual funds of teachers who cease to be members shall be returned to the General Pro-D Fund effective on the day the teacher's membership ceases. Teachers who are reinstated as members may not have their previous individual fund restored.

9.12 Teachers who are laid off and take temporary teaching assignments in another district where BCTF membership is required, may apply to have any previous balance of Pro-D funds restored upon their return as a CTA member.

10.0 Financial Support Guidelines

10.1 Pro-D expenses must be specific and cover only the individual teacher who is applying for reimbursement. Any other persons accompanying the teacher must submit their own request, or sustain their own expense costs.

10.2 The process for reimbursement for expended funds in relation to Pro-D activities are as follows:

- a) The School Pro-D Rep checks that the form is supported by receipts, initials the applicant's completed "Request for Pro-D Funds" form , and submits these to the CTA after the teacher attends the activity.
- b)The Pro-D Chair checks to ensure that the form is complete and accompanying documentation present and correct. The Pro-D Chair then may do one of the following;
 - i) Approve the request and sign the form.
 - ii) Request additional information for clarification and audit purposes regarding the individual applicant's request for Pro-D Funds. Applicants must be prepared to provide clarification if requested to do so to access their Individual Professional Development Funds.

iii) Deny the request for funds. Decisions of the Pro-D Chair may be appealed under Policy 14.0.

c) The CTA Office Manager processes the request by ensuring that funds are in the applicant's Individual Pro-D Fund account. A cheque is then written for the applicant for the approved amount and up to the amount available in the individual's account and the cheque number (#) is written on the Request for Pro-D Funds Form as the approval number. The approved expenses are reimbursed to the teacher applicant.

10.3 When billing Individual Account for any costs, proof of attendance is required. Where there are no registration receipts available for a Pro-D activity, or proof of attendance is lost,

- a) the applicant may fill out a "Declaration of Attendance" form.
- b) When a teacher requests TOC costs only for an activity, registration receipt is not required as the District bills the CTA from the LOA form signed by the administrator.

10.4 All receipts from the previous Pro-D fiscal year and the summer ProD activities must be submitted to the CTA office prior to September 30th. Receipts dated prior to that year will not be accepted.

10.5 Items acceptable for reimbursement are as follows:

- a) transportation expenses to and from a recognized Pro-D activity via land, air or water including kilometres traveled in a vehicle.
- b) meals (on the day of the Pro-D activity, plus transportation days)
- c) parking
- d) accommodation expenses (hotel or private home)
- e) registration costs
- f) Provincial Specialist Associations (PSAs)
- g) daycare costs for Saturday, Sunday and beyond regular working hours during the week.

10.6 ProD cheques that become stale dated (not cashed within 6 months) will be re-issued to the teacher within one year.

10.7 Lost ProD cheques can be re-issued, however, the cost of placing a stop payment on the cheque at the bank will be deducted from the original reimbursement amount.

11.0 Teachers On Call (TOC)

11.1 A yearly budget is set for Teachers On Call and exchange teachers and is paid out on a first come first serve basis per teacher to a maximum of \$200.

11.2 To access these funds, TOCs must apply to the ProD Chair and have the "Request For Pro-D Funds" application approved prior to attending a workshop.

11.3 After attending a pre-approved Pro-D activity, requests for reimbursements must be supported by paid receipts. If receipts are unavailable or lost see Pro-D policy 10.3.

11.4 TOCs may apply for the CARE Fund following guidelines in Policy 15.

12.0 Self Directed Pro-D

12.1 Definition of Self-Directed Pro-D:

Academic or professional upgrading or training, initiated by the teacher, to improve or enhance their teaching area or performance. This is done on an individual basis regardless of any other Pro-D activities that may be available.

12.2 It is preferable that Self-Directed Pro-D activities occur on days other than those when district wide Pro-D activities are planned.

12.3 Self-Directed Pro-D activities should not be activities where there are contract benefits or implications.

12.4 Self-Directed Pro-D activities should not to be used for regular classroom work.

Procedure for a Self Directed Pro-D activity:

12.5 Complete the “Self-Directed Professional Development ” form available from the school Pro-D rep or the CTA Office.

12.6 Submit by fax to the CTA Office. The form must be submitted prior to the activity for pre approval by the CTA president or designate.

12.7 The CTA Office will retain a copy of all self-directed activity forms to ensure member protection and accountability.

12.8 If further clarification of your activity is needed in order for approval, the CTA ProD Chair will contact you.

13.0 International Conference Pro- D Fund

13.1 For the purposes of this policy the definition of international workshop or conference shall be as follows: An international conference or workshop includes those conferences/workshops which occur outside of Canada, or which involve international participants inside of Canada.

13.2. The CTA International Conference Professional Development Funding -ICPDF- Award shall consist of two \$2500.00 grants to be awarded once annually.

13.3 In order to be eligible and to be declared a successful candidate:

- a) The teacher must be an active CTA member and not presently on leave at the time of the application and/or up to and including the date of the international conference.
- b) All applicants must be willing to meet the obligations listed in the ICPDF Policy and be willing to sign a “International Conference Contract” agreeing to all conditions if they are selected and awarded the grant.
- c) All applicants must be willing to abide by all the rules.
- d) All applicants must provide receipts as per current Pro-D policies.

13.4 The international conference should relate to the teacher’s present teaching area or assignment and must be of educational value to the teacher, school or district.

Application Process

13.6 The “CTA Professional Development Funding Application Form” must be filled out completely and accurately with as much supporting evidence and information as possible.

13.7 In order to be considered for the draw, a teacher’s completed “CTA Professional Development Funding Application Form” with accompanying documentation and conference proposals must be received by the CTA office before 4:00 p.m. on the first school day of May. The application form and accompanying documents shall be placed in a separate envelope, addressed to: CTA Pro-D Chair - CTA Office, Re: International Conference

13.8 A teacher may submit one application only per school year for consideration.

Consideration Process

13.9 A CTA Pro-D screening committee will review all applications and proposals to ensure that they meet the criteria (12.14). Only applications that meet the CTA ICPDF policy criteria and guidelines will be eligible for the draw.

13.10 The CTA Pro-D screening committee will consist of the following three personnel: CTA president, Pro-D Chair, and the Superintendent or designate.

13.13 If a proposal meets the criteria in 13.14 , the applicant’s name will then be entered into a draw at the May CTA Annual General Meeting.

- a)Eligible applicants will be notified prior to the May CTA Annual General Meeting.
- b)Applicants must be present at the meeting to receive a grant.
- c)At the end of the meeting, two names will be drawn for two awards of \$2500.00 each.

Criteria Requirements

13.14 Applicants must agree to the following:

- a) The international conference must be offered by a recognized educational organization.
- b) The date of the international conference must be scheduled within 18 months following from the date the recipient receives the award.
- c) The international conference must be non-credit.
- d) The international conference should relate to the teacher's present teaching area or assignment and must be of sound educational value to teacher, school or district.
- e) Funds can be used only for one international conference, not several smaller conferences.
- f) Funding is only to be used for membership fee, registration, accommodation, meals, transportation, and Teacher on Call expenses as per current CTA Pro-D policies.
- g) If the international conference occurs during the regular teaching year, a leave of absence form must be filled out as per SD. # 33 board policies. In addition, if the conference occurs outside the province of B.C. or the Pacific Northwest areas, board approval must be obtained.
- h) A successful recipient may not apply again until 6 years have lapsed from the day of the award.

ICPDF Grant Recipients

13.15 Successful recipients of the ICPDF Grant may claim up to \$2500.00 of the actual costs of attending an international conference. (receipts required)

13.16 The CTA may direct payment in advance prior to the actual date of the conference up to 50% (advances not to exceed \$1250.00) of the total expected expenditures for transportation, flights and or conference fee costs. Documentation/proof of funding requirements will be required.

13.17 In the event that the international conference does not proceed or is canceled, proof of cancellation must be provided. Any monetary advances must be returned to the CTA office as soon as possible. Should the teacher choose to attend an alternate international conference they must submit a new application form, with appropriate details, prior to the scheduled conference for final approval from the CTA Pro-D screening committee. It must not be presumed a guarantee of approval will be automatically given.

13.18 If the teacher is unable to attend the international conference due to a family emergency or personal medical emergency, a doctor's certificate will be required. The full amount of monies that have been dispensed to the teacher by the CTA shall be returned to the CTA. Should any costs be nonrefundable, the teacher will be required to provide proof of such.

13.19 Recipients of the CTA Professional Development Funding Grant agree to the following:

- a) To complete an "International Conference Contract" and remit it to the CTA Office.
- b) To submit, to the CTA Pro-D committee, a written report on the International Conference no later than one month after the conclusion of the Conference. The report shall contain speakers' names/addresses, a list of resources used or referred to at the Conference, equipment of significance, a brief summary of the sessions attended, and other pertinent information.
- c) To provide a workshop within a year of the conclusion of the International Conference to CTA colleagues. Materials and information acquired at the International Conference will be presented on one of the Chilliwack School District Pro-D days.

- d) To choose to complete one or more of the following:
 - i) Report to the members of an LSA (Local Specialist Association)
 - ii) Submit a report/presentation to the teacher's school/department
 - iii) Submit a report/article to appropriate PSA (Provincial Specialist Association)
 - iv) Offer a presentation to the Chilliwack School Board

14.0 Appeal Procedure

In the event that a teacher is denied approval of receipt of individual funds for a specified activity, the teacher may appeal the decision.

14.1 The following procedures apply to appeals:

- a) The Teacher will make a written request to the CTA Pro-D Committee (within a month following the date of denial) for a review of the decision.
- b) The CTA Pro-D Committee must take the original application for funding and written review request to the next CTA Pro-D Committee meeting.
- c) The CTA Pro-D Committee will review information provided and do one or more of the following:
 - i) make a decision supporting or denying the applicant's application for funds.
 - ii) refer the matter to the CTA executive for review and consideration. The CTA executive may make a recommendation to the CTA Pro-D Committee.
 - iii) solicit an independent opinion (preferably from outside SD # 33 where practical) from a knowledgeable authority relevant to the claim upon receipt of the independent opinion, the committee shall refer to actions a) or b) above for final resolution.

14.2 The teacher initiating the appeal shall have an advocate appointed by the CTA Pro-D Committee and shall be apprised of each stage of the appeal procedure .

14.3 If the teacher wishes to appear before the committee to present information, he/she may do so.

14.4 Once a decision has been reached by the committee, the individual teacher shall then be notified of the decision.

14.5 All decisions of the CTA Professional Development Committee are final.

ProD Policy 15.0 Conference Access Registration Endowment (CARE) Fund

Purpose: To provide additional funds for members attending workshops/conferences

- 15.1 The yearly budget for the CARE Fund will be determined by the CTA ProD Chair and the CTA Treasurer to a maximum of \$30,000 per year.
- a) The CARE Fund will be reviewed every 2 years to determine the availability of funds.
- 15.2 CTA members may apply for CARE funds to supplement their attendance at a conference/workshop.
- a) CTA members may apply for up to \$200 for conference/workshop registration costs where projected expenses will exceed their ProD Individual funds.
 - b) If registration fees are covered by a third party, then acceptable ProD expenses may be covered by the CARE Fund. This only applies where projected expenses will exceed the member's ProD Individual funds.
 - c) Applications for CARE funds will be on a first come/first serve basis.
 - d) To access CARE funds members must fill in the CARE application form and send it in to the CTA ProD Chair at least 3 weeks prior to the conference/workshop. Attach a copy of the conference synopsis or program (one page only) to your application. *Please keep a copy of the application for your own records.*
 - e) When approved, the application form will be returned as it must be attached to the "Request for ProD Funds" form (see 15.6a) when requesting reimbursement.
 - f) CTA members can only submit one successful application each ProD year (October 1 to September 30th).
- 15.3 Approved funds can only be applied to the conference/workshop specified on the application form.
- 15.4 The conference/workshop should relate to the members's present teaching area/assignment, or qualified teachable areas, and must be of educational value to the teacher.
- 15.5 The CTA ProD Chair will review all applications to ensure they meet the CARE fund criteria.
- a) Successful applicants will be informed of the status of their application in advance of their conference/workshop.
- 15.6 Successful applicants can access the approved CARE fund amount after attending the conference or workshop.
- a) A "ProD Request for Funds" form must be filled out with the CARE application form attached in order to receive reimbursement.
 - b) The conference registration receipt must also be attached: a Declaration form will not be accepted unless registration costs were paid by a third party.

APPENDIX 1
COLLECTIVE AGREEMENT ARTICLES
RELATING TO PROFESSIONAL DEVELOPMENT

Article F.20 PROFESSIONAL DEVELOPMENT FUNDING AND CONTROL

1. The Board and the CTA recognize that:
 - (a) providing opportunities for professional development is a shared responsibility
 - (b) activities which promote and foster professional development of teachers shall be covered in the article
2. There shall be a Professional Development Fund which is jointly administered by the Superintendent or designate and the CTA Professional Development chairperson or designate.
3. There shall be a Joint Professional Development Committee compromised of six (6) CTA members and three (3) representatives of the Board, chaired by a CTA member.
4. This joint committee shall administer professional development activities in the District.
5. This Joint Committee shall be guided by the following principles:
 - (a) Teacher participation in professional development activities is voluntary, except during non-instructional days set aside for professional development
 - (b) A needs assessment is the most appropriate starting point in planning a professional development program.
 - (c) Professional development programs shall include adequate resources, time and organizational support.
 - (d) Opportunities for professional development shall be distributed as widely as possible.
6. It shall be the responsibility of the Joint Committee to allocate available funds for school- based professional development, to set aside a contingency fund to meet special needs, to consider requests for additional funds from schools in which all allotted funds have been used, and requests from Teachers On Call in the employ of the Board. The Committee shall establish its own guidelines in these matters.
7. Each school shall have a Professional Development Committee of which an Administrative Officer is a member and which is chaired by a CTA member. Where practicable this Committee shall be elected.
8. The School Committee shall adhere to the principles in Article F.20.5.
9. The School Committee shall plan school-based professional development activities and approve expenditure of allocated professional development funds.
10. Effective July 1, 1992, the Board shall contribute annually to the Professional Development Fund eighteen one hundredths percent (.18%) P.A. Max per F.T.E. (as of September 30) and the CTA shall contribute seven one hundredths percent (.07%) P.A. Max per F.T.E. (as of September 30).
11. Effective July 1, 1992 the Board will annually provide six one hundredths (.06%) Max per F.T.E. (as of September 30) to increase the Professional Development Fund to offset substitute or other professional development related costs.

12. The CTA recognizes that the principal has the authority to authorize teacher absence from regular duties for professional development.
13. Unused funds at both District and school levels shall be carried over to the next year.
14. This Article shall not preclude the Board from providing curriculum implementation activities, however, the Professional Development Fund shall not be required to finance curriculum implementation.

Article F.21: NON-INSTRUCTIONAL DAYS

1. Five (5) of the non-instructional days in the School Calendar shall be used for teacher professional development activities.
2. Non-instructional days shall be considered as instructional days for salary purposes.

Article D.22: REGULAR WORK YEAR FOR TEACHERS

3. The days in session in the regular school year for the teacher shall include no fewer than five (5) non-instructional days for professional development. Scheduling for those days shall be jointly planned by the Superintendent of Schools and the CTA President. Scheduling is to include co-ordination of district-wide and school based non-instructional dates and shall be completed for the subsequent year by April 30th.

APPENDIX 2

LOCAL SPECIALIST ASSOCIATIONS (LSA)

An LSA is a group of teachers interested in promotion and advocacy of professional development in a specialist area.

- 1.1 It is encouraged that there be an elected executive of at least three CTA members:
 - Chairperson
 - Vice-chairperson
 - Treasurer
- 1.2 In order to be recognized as an LSA of the CTA the following criteria must be met : that there be a Provincial Specialists Association (PSA) in existence at present.
- 1.3 It is encouraged that LSA's provide opportunities where possible for workshops on the CTA sponsored days.
- 1.4 LSA's are encouraged to promote professional development through activities that may include:
 - Conducting in-service education
 - Participating in curriculum projects and sharing the results
 - Proposing curriculum policy positions for PSA adoption
 - Maintaining liaison with post-secondary faculty members in the specialist area
 - Maintaining liaison with the BCTF PSA, if one exists
 - Initiating and maintaining contact with beginning teachers
 - Maintaining a system of communication with its members through newsletter, general meetings and professional development activities.
 - Encouraging affiliation with national and international professional groups in the area of specialty