

FCTA SCHOOL-BASED PROFESSIONAL DEVELOPMENT GUIDELINES (FORM 2.0)

1. Plans for school-based development must be presented in writing to the FCTA Pro D Chair a month or more before the event: (Form 2.2 and Form 2.3)
2. Summer Pro D plans and budget must be submitted by June 10th (or the Monday following June 10th, if June 10th falls on a Saturday or Sunday) to be considered for funding. Plans should state (Form 2.2 and Form 2.3)
 - Schools, departments or teachers involved
 - Description of the event
 - Resource personnel involved
 - Estimated costs for honorarium, speaker's costs, substitute costs, on-site costs or other appropriate expenses
3. Summer Pro D is considered school-based Pro D and costs are covered by the FCTA District Account.

The school-based Professional Development Committee shall meet before May's staff meeting to discuss options for Summer Pro D and bring ideas forward at the May staff meeting.

At the May staff meeting, it is the time to discuss what options have been discussed with the administration and to open the floor for discussion from the staff.

Proposed Summer Pro D events must meet the following criteria:

 - the events are approved by at least 75% of the school's staff
 - the events are an appropriate charge by following Pro D Guidelines (Form 3)

Costs to be covered may include:

- speaker honorarium: this may include speakers from within the District
- speaker expenses (mileage and meals at FCTA rates)
- speaker TTOC costs (including presentation prep time – up to one day)
- photocopying costs for the workshop
- luncheon/snack costs to the maximum of the individual guidelines per FCTA participant
- If a school staff decides to participate in a school staff development activity away from the school site, the school's allotted money must be used first. No member may claim more than \$180 from their individual Pro D account per year; it is understood that transportation will be pooled.

When a staff, working through the school-based Professional Development committee chooses an activity that the majority of the staff commits to attend then members should recognize the value and attend, providing it does not extend beyond the school year or regular school hours.

4. In the spring of the preceding school year, the District Professional Development Committee will decide on the date that the District-wide Pro D Day for that school year. If such a day is planned, then the Pro D Committee may request necessary funds from the FCTA. When a District-wide Pro-D day is planned, members of the Planning Committee may use additional Pro D days as needed/if available.
5. Subject to #3 above, at the beginning of each school year, the FCTA will transfer \$6,400 from the General Account to the District School Professional Development Account. This money, plus 100% of any remaining surplus from the school-based Professional Development account from the previous year, will be divided equally among the schools. School-based Professional Development Committees are encouraged to work with other school-based Professional Development Committees in arranging professional development activities. Schools may pool part or all of their school-based funds.
6. Following any approved event under these guidelines, the school involved shall submit to the District Professional Development Committee, through the FCTA Pro D Chair, an itemized statement (Form 2.1) showing expenses incurred, with appropriate receipts attached. Whenever possible, requests for payment are to be to one source only.
7. The District Professional Development Committee shall coordinate the selection of the dates for all professional development activities within the school year. Dates shall be chosen so that dates can be approved and announced to parents/guardians by May 31st.
8. When the District Professional Development Committee or a group of school-based professional development committees choose a “district day” activity, members are expected to attend. If a member feels that this particular activity is not of value to them then they will choose an alternative and submit it in writing to the Assistant Superintendent.
9. When a teacher or a group of teachers request to organize or attend an activity that is being held during summer vacation, and approval is given by at least 75% of the staff, then the teachers may access their individual Pro D Fund and be granted days in lieu. (See Pro D Summary for details) Each school will submit a copy of Form 2.2, which indicates the date(s), a description of the event, and the teachers involved, to the Pro D Chair by June 10th or the following Monday if June 10th falls on a Saturday or Sunday. The Pro D Chair will compile a list of all summer Pro D activities and forward it to the Superintendent by June 30th.

- 10.** Days used for school-based Summer Professional Development may be taken as days in lieu (to a maximum of 3) at the teachers' discretion, during Professional Development Days of the following school year, unless the staff has voted to hold an activity where attendance is required as in 2B, in such cases, the teacher will select an alternate date.
- 11.** Before the last day of school, the FCTA Pro D Chair will indicate to each school's Pro D Rep whether or not each school's Summer Pro D event has been approved.
- 12.** All school-based Professional Development claims for the current year must be submitted for payment before June 1st. This will allow us to determine the amount available for Summer Pro D.
- 13.** A surplus, if any, shall be carried into the next school year's District school-based Professional Development Fund.