Due to the transitional nature of the Bargaining process in B.C., this document is subject to change.
# Sea to Sky
## Professional Development Committee Handbook

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1. PHILOSOPHY OF PROFESSIONAL DEVELOPMENT

The Sea to Sky Teachers Association and the Board supports the principles of Professional Development as embraced by the BCTF and BCPSEA.

1.1 Definition and Purpose of Professional Development

Professional Development is broadly defined as any activity or event whereby a teacher can update their knowledge or expertise in a field of studies. A teacher may also pursue learning that is beneficial to the teaching profession. There will also be opportunities to keep current of developments in teaching styles or strategies, and to become aware of changes in educational philosophy and education in general.

1.2 Declaration of Continuing Education Principles

a. It is the responsibility of the individual teacher to make continuing efforts to develop professionally.

b. The specific nature of participation by teachers in professional development should be determined by each teacher.

c. Planners of professional development activities should work as colleagues to identify needs and to tailor activities to fit those needs. Feedback from teachers is crucial to this process.

d. Professional development activities should enhance competence and collegiality, to support cooperation and collaboration.

e. Effective professional development requires a commitment of resources, time and organizational support.

f. Individual teachers should be given the opportunity and the time to pursue their professional development objectives.

g. The organization and delivery of PD programs can be effectively achieved at the provincial, district, school and individual level.

h. Teachers have the flexibility to access professional development activities which meet their individual needs.

i. Collegial support, on-site coaching and ongoing support should be available individual teachers to support professional growth.

j. The idea of teachers teaching teachers should be promoted in the provision of professional development programs.

k. Professional development programs should incorporate a wide repertoire of teaching approaches. No professional development program can meet the needs of all teaching and learning situations.

l. PD Activities will reflect and respect the diverse values of a multi-cultural society.

m. PD activities may include:
- Workshops
- Conferences
- Observation
- Action Research (Study Group)
- Personal PD Growth Plans
- Professional networks
- Mentorship
- Piloting New Programs
- Peer Coaching /Co-Teaching
- Inquiry

1.3 **Affirmation of the Importance of Professional Development**

The BCTF/BCPSEA affirm the importance of critical reflection and collaboration to the growth and development of knowledge and skills of teaching. Specifically, teachers need resources (time, space, materials) for:

   a) critical reflection on teaching;
   b) individual and collaborative planning;
   c) active research and development;
   d) personal, professional and staff development;
   e) democratic decision-making in schools; and
   f) inquiry.

2. **CONTRACTUAL OBLIGATIONS**

Contractual obligations between the Sea to Sky Board of Education and between the BCTF and BCPSEA for the following items are part of the Provincial Collective Agreement and therefore may be subject to change.

2.1 **SSTA Professional Development Chairperson’s Leave**

**ARTICLE A.27 LEAVE OF ABSENCE - UNION AND RELATED BUSINESS**

2. **SSTA Professional Development Chairperson's Leave**

Upon the request of the executive of the SSTA following the annual election of officers, the Board shall grant the Professional Development Chairperson of the SSTA leave of absence for a predetermined period of up to one year, either full-time or such portion of time as is determined by the SSTA. If the leave requested is less than 100%, reasonable efforts will be made to arrange the leave in contiguous blocks wherever practicable. The SSTA will reimburse the Board for the cost of salary and benefits for the period of leave upon receipt of a monthly statement.

   a. An application for leave must be made in writing by May 1st of the school year prior to the school year for which leave is being requested.
b. For purposes of pension, experience, sick leave and seniority, the Professional Development Chairperson shall be deemed to be in the full employ of the Board. The PD Chairperson shall inform the Board of the number of days or partial days, if any, that he/she was absent from his/her duties as PD Chair due to illness. Such days or part days shall be deducted from the PD Chairperson's accumulated sick leave credits.

c. The teacher returning to full-time teaching duties from a term or terms as PD Chairperson shall be assigned to the same position as held prior to the leave or to a position as closely related to that same position as is practicable at the time of return.

d. In the event that the PD Chairperson resigns from that office, or is replaced for any reason while on leave, the Board shall grant leave, upon request of the SSTA, to another teacher as PD Chairperson on the same basis as in Articles 5.02, 5.02.1, 5.02.2, 5.02.3, provided a suitable replacement can be found.

2.2 Professional Development: Funding and Control

ARTICLE F.20 PROFESSIONAL DEVELOPMENT FUNDING AND CONTROL

1. The Board shall establish a fund for the purpose of the professional development of the teachers of the school district. Effective July 1, 1993, the Board will provide annually, the sum of $340.00 per full time equivalent teacher (based on the staffing on each September 30) for the Professional Development Fund.

2. The professional development fund will be used to fund workshops, seminars, extended non-credit courses, inservice training and refunds for credit courses to the audit fee level only. The fund will not normally be used to fund implementation of new or revised Ministry Curriculum.

3. In the event that the sum of money provided by the Board in a given fiscal year is not spent, the remainder of the money will be allowed to accumulate in the fund to be used in the succeeding year. The total amount of the fund in any given year is not to exceed 3.0 (three) times the money agreed to in F.20.1.

4. The administration of this fund is to be in the hands of the Professional Development Committee, which shall include at least one school trustee representative, the Superintendent of Schools or representative, one teacher representative from each school, and one person named by the SSTA.

5. The Professional Development Committee shall be responsible for:

   a. facilitating teacher identification of individual professional development needs through a needs assessment;
   b. designing, implementing and evaluating professional development programs;
   c. distributing professional development funds;
   d. ensuring that professional development opportunities are distributed as equitably possible.
2.3 Professional Development on Non-Instructional Days

ARTICLE F.21 PROFESSIONAL DEVELOPMENT ON NON-INSTRUCTIONAL DAYS

A minimum of three (3) of the available non-instructional days as prescribed in the annual School Calendar shall be used for teacher professional development activities. The Board shall only approve the dates and professional development activities on such days, as are requested by a school staff or the SSTA.

2.4 District Co-ordinating Committee for Curriculum

ARTICLE F.22 DISTRICT CO-ORDINATING COMMITTEE FOR CURRICULUM

1. Implementation

A District Co-ordinating Committee for Curriculum Implementation shall be established, composed of three (3) representatives from SSTA and three (3) representatives from the Board. The Committee shall identify curriculum undergoing change in the near future, and name an appropriate sub-committee.

2. The sub-committee shall have the task to plan the implementation and to identify the resources necessary, including time, recognizing the relationship between them. The sub-committee shall make recommendations to the Board concerning needs with respect to implementation and the provision of resources to accomplish it.

2.5 Professional Autonomy

ARTICLE F.23 PROFESSIONAL AUTONOMY

The Board recognizes and respects the professionalism of teachers covered by this collective agreement. Teachers, within the bounds of the prescribed curriculum and consistent with recognized effective educational practice, shall have individual professional autonomy.

3. TERMINOLOGY

3.1 Non-Instructional Days

Non-instructional means, in respect of any school, a day in session in a school calendar year that is not a day of instruction.
3.2 Professional Development Day

A non-instructional day consistent with the purpose and principles of Professional Development (PD) as described in Articles 1 and 1.1 of this handbook.

3.3 Teacher Initiated Professional Development

PD activities designed and initiated by individual teachers or groups of teachers.

3.4 School-Based Professional Development Committee

A school-based committee consists of the PD Rep, principal and any other interested teachers.

3.5 School-Based Professional Development Days

Professional development days designed by the School-based PD Committee to meet the professional development needs of a particular staff; not normally intended for specialist or district initiated programs.

3.6 Board Initiated Professional Learning

Professional learning activities initiated by the Board or Board designate (Superintendent), which in the opinion of the Board will benefit the district.

3.7 Curriculum Implementation

The introduction of new programs, curricula and philosophies identified by the Ministry. There is a distinction between Professional Development and such Curriculum Implementation and further there is a difference in the responsibility for funding.

4. THE SSTA PROFESSIONAL DEVELOPMENT COMMITTEE

4.1 Function

The function of the SSTA PD Committee is to ensure that the purpose of Professional Development, as stated in Article 1.1 of this handbook, is realized.
4.2 Structure

The committee shall consist of a professional development chairperson elected from the SSTA, a school trustee, Superintendent or representative, and a teacher representative from each school or worksite. Meetings will be held as needed, although a minimum of three meetings should be held per year. Decision-making shall be by majority vote. All members of the committee have one vote; however, each school receives only one vote.

4.3 Quorum

A quorum is defined by the number of representatives (1 per worksite as per our Collective Agreement) on the Professional Development Committee.

A quorum for the Professional Development Committee will be at least 1/3 of its members as per a count held no longer than 15 minutes after the scheduled start of each meeting.

4.4 Duties of Committee Members

a) The PD Chairperson shall
   i) determine the PD needs of the district;
   ii) coordinate the PD activities of the district and assist in the smooth functioning of the PD activities of individuals, schools and professional groups;
   iii) ensure that the accounting of PD funds is accurately planned and recorded;
   iv) attend B.C.T.F. PD coordination sessions and seminars;
   v) communicate PD information to relevant target groups or individuals;
   vi) act as an advocate for Professional Development in the school community through newsletters, newspaper articles and media;
   vii) be one of the three SSTA representatives on the District Co-ordinating Committee for Curriculum (DCCCI) and may be substituted if unable to attend;
   viii) facilitate PD Committee meetings; and
   ix) provide lists of meeting dates, representatives and phone numbers annually.

b) The School Trustee shall
   i) attend PD Committee meetings;
   ii) act as liaison between the Committee and the School Board particularly with regard to District Goals;
   iii) assist with the effective planning and operating of PD activities for the district, schools and individuals; and
   iv) be an advocate for the PD Committee at the Board table.

c) The Superintendent or Representative shall
   i) attend PD Committee meetings;
   ii) act as liaison between the Committee and the School Board;
   iii) assist with the effective planning and operating of PD activities for the district, schools and individuals;
iv) inform district staff of PD activities; and  
v) be an advocate for the PD Committee and PD in general with the public, parents, Ministry of Education, and business community.

d) The School PD Representative shall  
i) attend PD Committee meetings;  
If a school doesn’t have an elected PD rep that regularly attends, or sends a designate (to at least 50%) meetings then the PD Chair becomes that school’s representative to pre-approve all of that school’s PD spending.  
ii) in collaboration with a School-based PD committee determine the PD needs of the staff and develop a plan of action;  
iii) coordinate the School PD activities;  
iv) be responsible for the pre-approval and distribution of PD funds allocated to the school;  
v) communicate PD information to individuals, schools, staff as a whole and neighboring communities;  
vi) pre-approve and support individual staff members' personal PD requests;  
vii) have the PD Chair pre-approve School PD Rep’s personal PD requests; and  
viii) be an advocate for Professional Development. (i.e. newsletters to P.A.C., articles in school newsletters, etc.)

5. GUIDELINES FOR PROFESSIONAL DEVELOPMENT

5.1 Responsibilities

Guided by the BCTF Professional Development Lens (see Appendix A) and Professional Development policies and procedures, the SSTA PD Committee should attempt to provide positive Professional Development activities at three levels of organization, District, School and Individual.

In order to assess needs, plan, coordinate, and evaluate PD activities at each of these levels, responsibility should be clearly delegated to groups or individuals. A suggested delegation of responsibility is as follows:

a) District Level PD: District PD Chairperson, assisted by District PD Committee;  
b) School Level PD: School PD Rep., assisted by District PD Committee and School PD Committee and Teachers; and  
c) Individual Level PD: The individual teacher, assisted by School PD Rep., and fellow teachers.

5.2 Funding for Professional Development

The monies available for SSTA Professional Development, as described in Article 36.01 of the Collective Agreement, shall be allocated in a manner that will facilitate the effective delivery of PD services to the teachers of Sea to Sky. The suggested division of these funds is as follows:
a) District Level PD:

i) The District PD fund, or Central Fund, receives one-seventh of the total funds allotted by the School Board for the year. This money will be used to provide for the planning and delivery of District Wide PD activities.

ii) The TTOC fund is an annual professional development grant allocation of $500.00, to be paid from the 6/7 allocation for school funds before the school funds are disbursed. The allotment of these funds can be carried over from year to year to a maximum of 1.5 times of the yearly allocation. Any funds in excess of a 1.5 allocation at June 30 will revert to the central fund.

iii) Every active Local Specialist Association (LSA) may apply for a professional development grant allocation of up to $250.00, to be paid from the Central Fund. In order to obtain this grant money each LSA must submit, by October 31, a list of current table officers of their executive, a list of meeting dates and/or professional development activities, and a brief outline of how the money will be spent. Further monies may be granted at the discretion of the Professional Development Committee, pursuant to a written request and budget outline from the LSA.

The allotment of these funds can be carried over from year to year to a maximum of 1.5 times of the yearly allocation. Any funds in excess of a 1.5 allocation at June 30 will revert to the central fund.

b) School and Individual Level PD:

The schools of the Sea to Sky School District should receive the remaining six-sevenths (less the northern distribution and TTOC fund) of the total funds allotted by the School Board for the year. This money should be allocated to each school in the following manner:

i) The Northern Distribution Fund is for schools outside the Squamish area, receiving a travel supplement amount equal to the school's FTE times the cost of one round trip from the school to Squamish (according to PD guidelines). This rate of reimbursement is the same as that paid by the SSTA. (Appendix D). This money is intended to provide all teachers in the District with an equal base from which to pursue PD activities.

ii) School allotments of the remaining monies are per FTE at September 30. This money should be used to sponsor school PD activities and to subsidize individual PD activities (eg: travel, meals, accommodation, registration fees and professional literature, etc.). PD Funds are not available for courses and/or activities that are eligible for a tax credit.

iii) School-based funds are distributed with consideration of:
   - equity to all teachers; and
   - balancing availability of funds through the school year
• individuals do not retain individual PD Accounts; and
• funds remaining in June may be distributed to meet unpaid claims from the current year.

iv) The allotment at each school can be carried over from year to year to a maximum of 1.5 times of the yearly allocation. Any funds in excess of a 1.5 allocation at June 30 will revert to the central fund.

v) **Itinerant teachers** and **School District staff** who are B.C.T.F. members receive monies allocated on a pro-rated basis according to the FTE rate and this group functions like a school for PD purposes. (TTOC’s are excluded from this clause.)

vi) Professional Development Funding for Seconded Teachers - If PD funds are not available through any other sources, teachers who are seconded are entitled to access SSTA PD funds. They can do this by applying to the PD Committee following the established process. The monies for this funding will be equal to the amount provided by the Board for each FTE educator in this district and will be taken from the Professional Development Central Fund.

Teachers seconded for part of the year will have their PD funds pro-rated. It is the responsibility of the PD Chair and PD Committee to ensure that the budgeting of such funds for seconded teachers be done in the fall of each year as per the Collective Agreement.

vii) Professional Development Funds for **SSTA President** and **PD Chair** - The SSTA President and PD Chair shall receive monies annually for professional development proportionate to their release time. This sum will be equal to that received by all teachers in the school district as per the Collective Agreement. Because the personal leaves of the President and the PD Chair are not funded in the FTE allocation granted to the Professional Development Committee this money will be taken from the Central Fund.

The allotment of these funds can be carried over from year to year to a maximum of 1.5 times of the yearly allocation. Any funds in excess of a 1.5 allocation at June 30 will revert to the central fund.

viii) The rate that teachers are reimbursed for driving to and from Professional Development activities or meetings shall be $0.42/km. This rate is to be reviewed and ratified by the Professional Development Committee.

c) **Pre-Approval for funds**

Teachers must seek pre-approval for all PD Activity that requires funding:

i) Verbal approval may be sought from PD Rep for requests up to $250;
ii) Pre-Approval from the school PD Rep and the PD Chair must be sought for the following:
   - funds in excess of $250
   - LOA or TTOC
   - summer participation

d) SSTA PD Expense Claims

i) See Appendix D

5.3 Honorarium Funding

When a teacher within the District offers a PD activity he/she may be paid an honorarium on the following basis:

- the activity has been pre-approved by the PD committee (or by the PD chair if time is not available);
- the activity has been publicized at least two weeks in advance and is widely offered to all teachers; and
- the teacher submits an expense claim form requesting payment of an honorarium.

Honoraria will be awarded according to the following guidelines:

a) full day  - $150
b) half day   - $100

Any honoraria are considered taxable income.

5.4 Summer PD Funding

Summer PD eligible for SSTA funding must be teacher directed and voluntarily chosen.

With respect to school-based summer PD, teachers should keep in mind BCTF policies and procedures 30.A.02, 30.A.17, 30.A.16 and 30.A.18.

5.5 Election of Professional Development Reps

Each school must elect its PD Rep by September 30 of each year. PD Reps should follow BCTF procedure 30.A.34 in carrying out their roles.
5.6 Attendance and Participation in Professional Development Activities

a) Teachers are encouraged to attend the district-wide SSTA Professional Development day, planned and funded by the SSTA PD Committee. Notwithstanding the above, teachers may initiate collaborative learning/self-directed PD activities, and where possible they should be located at the central District PD Day site.

b) When not attending any PD day or event due to illness, teachers must register their absence in the usual fashion.

5.7 Professional Development and Collaborative Learning/Self-Directed PD

Article F 20.5 (b) of our Collective Agreement stipulates that the PD Committee “shall be responsible for designing, implementing and evaluating professional development programs.” The purpose of these guidelines is to ensure that the integrity of PD is maintained at all times and that the PD Committee has the responsibility of to support all members’ appropriate engagement in PD activities. (see Appendix A: PD Lens)

On any PD day, teachers who are engaging in a collaborative learning/self-directed activity must complete a Collaborative Learning/Self-Directed PD Form (Appendix D) and submit it to the SSTA PD Committee. Each collaborative team need only submit one (1) form.

5.8 PD Reps

The role of the school PD rep is vital. In order to be more effective, the school PD Rep may develop a PD team at the school. Because the responsibilities of the principal also include Professional Development, the principal should work closely with the school rep and the school PD team.

6.0 Mentorship

The SSTA believes in providing ongoing teacher mentorship to support and encourage new teachers.

See Appendix E, Mentorship for guidelines and forms. Please note: “Mentorship Release Forms” must be completed and approved prior to application for absence to the SBO.

A “Reflection of Mentorship” form must be submitted to the PD Committee by May 30 of that school year.

Mentorship applications must be submitted to the SSTA PD Committee within 4 weeks of the start a school year or semester. Approvals will be determined at the PD Committee meeting following the submission date.
APPENDIX 1

THE PROFESSIONAL DEVELOPMENT LENS

At the centre of the lens are teachers and their learning, both as a collective and as individuals. The term "teachers' professional development" is used to highlight its use both in thinking about individual PD and PD as a collective endeavor.

The Inner Ring: Key criteria
The inner ring consists of three factors that are necessary for an activity to be considered professional development. If any of the three are not present, then the activity should not be seen as professional development.

The Outer Ring: Necessary factors
The factors in the outer ring are critical to the success of teacher-directed professional development as a collective endeavor. In turn, this collective work provides the necessary conditions for all teachers to be able to create their own rich tapestries of appropriate professional learning.

Diverse
Teacher-directed professional development opportunities should span a wide range of topics and learning methods.

Collaborative
Teacher-directed professional development is best when teachers work together to plan, to deliver and to share their professional learning.

Relevant
Does this activity help me improve the work I do in my role as a teacher? Does this activity help the teachers involved improve the work they do as a collective?

Funded and Supported
Teacher-directed professional development must be supported with time, information, respect, and encouragement.

Autonomous
Has this activity been personally chosen?

Career-long
Appropriate opportunities for teacher-directed professional development span the full range of a teacher’s career.

BCTF PROFESSIONAL DEVELOPMENT
#ThisIsMyPD
THE PROFESSIONAL DEVELOPMENT LENS

At the centre of the lens are teachers and their learning, both as a collective and as individuals. The term “teachers’ professional development” is used to highlight its use both in thinking about individual PD and PD as a collective endeavor.

The Inner Ring: Key criteria
The inner ring consists of three factors that are necessary for an activity to be considered professional development. If any of the three are not present, then the activity should not be seen as professional development.

a. Relevant
   Does this activity help me improve the work I do in my role as a teacher? Does this activity help the teachers involved improve the work they do as a collective?

b. Autonomous
   Has this activity been/voluntarily chosen? Does this activity jeopardize the autonomy of my colleagues?

c. Responsible
   Does this activity meet obligations to colleagues, collective agreements, and our profession?

The Outer Ring: Necessary factors
The factors in the outer ring are critical to the success of teacher-directed professional development as a collective endeavor. In turn, this collective work provides the necessary conditions for all teachers to be able to create their own rich tapestries of appropriate professional learning.

a. Funded and Supported
   Teacher-directed professional development must be supported with time, information, respect, and encouragement. Adequate funds for both individual and collective teacher-directed professional development opportunities must be available.

b. Career-long
   Appropriate opportunities for teacher-directed professional development span the full range of a teacher’s career.

c. Diverse
   Teacher-directed professional development opportunities should span a wide range of topics and learning methods.

d. Collaborative
   Teacher-directed professional development is best when teachers work together to plan, to deliver, and to share their professional learning.
Form A – Pre-Approval:  
Request for PD Release & Estimated Costs

This form replaces the old “Release from Regular Duties” forms that are no longer used with the Atrieve system. Form A is required if you need release, but is also required so your PD Rep can monitor school allocation and distribution of funds throughout the year.

Instructions:

1) As soon as you are considering a PD Event, complete the form, providing details of expenses.
   a. If claiming professional resources (eg. journals, books) provide a detailed list of those resources.
2) Release requests MUST be submitted prior to the event.
3) Teacher to submit form to school PD Rep for signature
4) PD Rep must ensure sufficient funds to cover the claim, and signs the form.
5) PD Rep forwards Form A – Pre-Approval to the PD Chair at the SSTA Office.
6) PD Chair reviews all Form A – Pre-Approval release requests forms and will inform PD Rep if the request is denied.
## FORM A - PRE-APPROVAL
### Request for PD Release & Estimated Costs

### INFO
- **Name**
- **Date Filed**
- **Address**
- **School**
- **City**
- **Postal Code**

### Workshop/Conference Information
- **Workshop/Conference:**
- **Location:**
- **Date:**

### Expenses

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<th>Category</th>
<th>Details</th>
<th>ESTIMATED COST</th>
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<tbody>
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<td>RELEASE (TTOC)</td>
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<td>(Est. $300/FTE)</td>
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<tr>
<td>RELEASE (TTOC)</td>
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<td>(Est. $300/FTE)</td>
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<td>MEALS</td>
<td>Expense Guidelines for Meals (no receipts req’d): Breakfast-$8.00; Lunch-$12.00; Supper-$18.00</td>
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### Travel Information

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### SUBTOTAL ESTIMATED EXPENSES $0.00

### SUBTOTAL ESTIMATED TRAVEL $0.00

### TOTAL

- **CERTIFIED CORRECT:**
  - Claimant’s Signature:
  - PD Rep Signature:
  - PD Chair Signature:

- **Date Signed:**
  - Date Signed:
  - Date Signed:

### For Office Use Only:
- **Received:**
- **Specify Budget:**
- **Paid:**
- **Posted:**

---

Revised May 2016; dh/PD_FormA_PreApproval
APPENDIX 3

Form B - SSTA Professional Development Expense Claim

*Instructions:*

1. Immediately following the Professional Development event, the teacher fills out the form, providing details of expenses.
   a. If claiming professional resources (eg. journals, books) provide a detailed list of those resources, along with all original receipts.
2. Receipts are required for all expenses except meals and mileage
   a. VISA slips are NOT accepted
   b. Fax receipts are NOT accepted
   c. E-mail confirmations are accepted ONLY where no paper copy exists (eg. where the receipt is generated electronically)
3. Teacher to submit to school PD Rep for signature
4. PD Rep must ensure sufficient funds to cover the claim, and signs the form.
5. Send original application to PD Chair at the SSTA office (faxes NOT accepted).
6. PD Chair reviews all expense claim forms and authorizes payment.
7. Expense claims for the current school year MUST be submitted by June 15 of the same year.
8. Expense claims for PD activities engaged in over the summer MUST be submitted by September 15th to the school where the application for pre-approval was made.
# Professional Development Expense Claim

### INFO

**Name**

**Date Filed**

**Address**

**School**

**City**

**Postal Code**

### Workshop/Conference Information

**Workshop/Conference:**

**Location:**

**Date:**

<table>
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<th>Date</th>
<th>Details of Expense</th>
<th>TOTAL</th>
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**Expense Guidelines for Meals (no receipts req'd):** Breakfast- $8.00; Lunch- $12.00; Supper- $18.00

*Attach ORIGINAL Receipts to back - No VISA Slips Accepted*

### Expenses

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</table>

**SUBTOTAL Expenses** $0.00

### Travel Information

**Date**

**Travel Details**

*Include: Parking, Ferry, etc*

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Total Km</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Include: Parking, Ferry, etc**

X $0.42

X $0.42

x $0.42

X $0.42

x $0.42

**SUBTOTAL Travel** $0.00

### TOTAL

**CERTIFIED CORRECT:**

**Claimant’s Signature:**

**PD Rep Signature:**

**PD Chair Signature:**

**Date Signed:**

**Date Signed:**

**Date Signed:**

### For Office Use Only

**Received:**

**Specify Budget:**

**Paid:**

**Posted:**
APPENDIX 4

Collaborative Learning/Self-Directed PD Activity Registration

Instructions:

1) Made when a teacher engages in a collaborative learning/self-directed PD activity

2) Forms:
   a) Paper version is available at every worksite or on the SSTA website;
   b) Online registration, when available, is prompted through email notification by the PD Chair from the SSTA office.

3) Paper versions are submitted to school PD Reps who sign and forward to the PD Chair. The forms are filed at the SSTA Office.

4) Collaborative learning/Self-directed registrations are reviewed and recorded by the PD Chair.

5) Following PD Days, reports of PD Activity by school are sent to the PD reps for review.
Collaborative Learning/Self-Directed PD Activity

Professional Development is an Individual Choice

Professional Development includes all those experiences which provide an opportunity for professional growth and learning. It addresses the need to be current, the need to learn, and the need to socialize with others within the same profession.

Person completing this form:

Date of Activity:

Location: Location (click to select) Other:

Name(s) of those involved in the PD activity proposed:
1) 
2) 
3) 
4) 
5) 
6) 

GOAL: My goal(s):
•
•
•

STEPS: I will reach my goal(s) by:
•
•
•

SUPPORT: People and/or resources to help me achieve this goal are...
•
•
•

Teacher’s Signature: Date Submitted:

School: School (click to select) PD Rep Signature:

☐ Original: keep for your Personal PD Growth records
☐ Copy: to your school PD Rep, who will forward to SSTA Office (Send by Inter-school mail: Attn: PD Chair)