

CTA POLICY CHANGES

As adopted at the Tuesday, June 17, 2025 CTA Special General Meeting

9. PROFESSIONAL DEVELOPMENT (PD COMMITTEE) *

PD Definition/rationale: PD is a process of ongoing growth, through involvement in programs, services, and activities designed to enable teachers, both individually and collectively, to enhance professional practice. (BCTF Members' Guide)

a. PD

Primary Goal: To assist teachers by providing professional development services that improve the quality of teaching.

1. Guiding Principles for Professional Development *

- 1.1. The services should provide an opportunity for teachers to grow professionally.
- 1.2. Teachers shall have autonomy to select the PD activity that best meets their needs as professionals. *
- 1.3. PD is teacher driven, ongoing and requires support.

b. General Professional Development Policy

1. Each year, the Professional Development section of the Association's budget shall be set by the Annual General Meeting.
2. Allocation of Funds *
 - 2.1. The fund shall be used to cover requests for professional development activities throughout the school year. The school year for applications is considered to start May 1 of one year and end April 30 of the next.
 - 2.2. Individuals shall be allowed a maximum of two successful applications for funds per school year.
 - 2.3. Group applications (i.e., intact groups – school staffs, subject area, LSAs) will be encouraged. **The maximum fund available to LSAs and standing committees through group applications will be no more than \$50,000.**
 - 2.4. Opportunities for professional development activities shall be distributed as equitably as possible.
3. The Professional Development Day finances shall be a separate budgetary item **of no less than 20% of the total fund value**. Any portion of the funds allocated to Professional Development Day not used on occasion shall be returned to the General Professional Development Budget.
4. Retraining is a district responsibility. Where curriculum changes, reorganization or re-assignment create the need for retraining, this retraining shall not be covered by the CTA/~~CSB~~ SBO Joint Professional Development Fund.

c. Professional Development Assistance Policy

1. The CTA Professional Development Committee shall use the following as guidelines for those CTA members requesting financial support. This committee will determine the actual amount according to:
 - relevance to the teaching practice,
 - cost,
 - number of applications,
 - recent expenditures by individuals,
 - suggestions from LSAs and others as to the potential to enhance teaching and learning, and
 - budgetary limitations.

Priority for professional development support will be for those activities directly related to a teaching responsibility or in-school activity organized within the school district. The committee may refer questions to relevant LSAs and may ask an applicant to meet with the committee to discuss the application. *

2. Teacher appeals

- 2.1. The Professional Development Committee will adjudicate appeals by teachers on decisions made by the CTA Professional Development Committee. *
- 2.2. Any teacher not satisfied with the appeal outcome (2.1.) may appeal to the CTA Executive Committee.

3. Financial Support Guidelines (to be considered as maximum amounts)

- 3.1. Registration – Reimbursement shall be: *
 - 100% of the first ~~\$80~~ 160;
 - 50% of the next ~~\$420~~ 590;
 - up to 50% of any amount over ~~\$500~~ 750, subject to PD Committee review.*
- 3.2. **A newly certified teacher (defined as having received their teaching certificate within the last five years) would receive;**
 - 100% of the first \$230
 - 50% of the next \$430
 - Up to 50% of any amount over \$750, subject to a PD Committee review.
- 3.2.3 **Accommodation - \$360.00 per required night per applicant at conferences hosted 100 km or more from 1080 Winslow Avenue, Coquitlam, BC. Which nights are required will be determined by the CTA PD Chairperson in consultation with the workshop agenda and the applicant. ***

- 3.3 4. Individual reimbursement will not include financial assistance for ~~meals~~, taxes, parking and TTOC coverage ~~—no assistance.~~
- 3.4 5. Credit and non-credit courses are covered by Course Fee Assistance Forms available at the Board Office and therefore receive no assistance from the Joint CTA/SBO Professional Development Committee Fund. *

3.5 6 Transportation: *

- a. air travel:
 - 1/4 of base airfare (not including taxes/fees) or
- b. Car: ~~/ferry:~~
 - ~~Lower Mainland (Whistler to Hope) ————— \$ 0~~
 - ~~Other BC destinations & USA driving destinations ————— \$30~~
 - \$30.00 reimbursement for driving to conference locations that are 25 km or more from 1080 Winslow Avenue, Coquitlam, BC
- c. Ferry:
 - ¼ base ferry cost for a standard vehicle (not including taxes/fees)

- 3.6 7 PSA membership fees will be included in the reimbursement formula when a teacher attends a PSA conference and is required to pay a PSA membership *

- 3.7 8 Courses and/or workshops that provide credits for post secondary education are not eligible for pd reimbursement, regardless of whether the teacher intends to use those credits. The course fee assistance fund, administered by the board office, may provide financial assistance for these courses. *

4. Non-fee paying teachers on leave of absence shall not be eligible for financial assistance from the Joint CTA/CSB Professional Development Committee Fund.

d. Procedure of Applying for PD. Assistance

1. Application by an Individual *

- 1.1. The teacher shall complete the ~~yellow~~ application for PD Assistance. ~~form (available in each school office and at the CTA Office).~~ If special registration procedures apply, the teacher should attach an explanatory note to the front of the application. *
- 1.2. The form shall be signed by a site ~~the applicant, the school-based Professional Development Contact and the administrator~~ principal for contract teachers. Forms submitted by TTOCs ~~need only the applicant signature~~ do not require administrator signatures. *

- 1.3. Applications must be received by the CTA Office a minimum of two weeks prior to the activity with a copy of the complete program details, which must include the registration fee, date and location. *

For recorded online workshops that do not have a start date, applications must be received a minimum of two weeks before the applicant intends to start the program in order to receive pre-approval for reimbursement. The applicant must indicate on the form or program details when they intend to begin and when they anticipate being done. *

- 1.4. It is the responsibility of the teacher to complete their own registration with the organizers of the professional development activity. ~~It is recommended that no prepayment is made until Professional Development Assistance approval is received.~~

- 1.5. Payment for approved applications shall be made when the appropriate receipts and the Conference Report are submitted to the CTA office following the activity. Where receipts are not in Canadian dollars, proof of payment with exchange rate must also be provided. *

- 1.6. Receipts and conference reports must be received at the CTA Office no later than one month after the last day of the conference. For conferences held during June, July or August, receipts must be received by the CTA Office no later than October 1. *

For online workshops without a set or specific start/end date, receipts and conference reports must be received at the CTA Office within three months of the original form submission. If the program is not complete at that time, the applicant will report only on what they have completed at that point. *

- 1.7. ~~In extenuating circumstances such as a global pandemic, the yellow application forms may temporarily be replaced by a virtual form which collects the same information and approvals, has the same deadline and limitations, and follows the same process (Policy 9.d.1.1-1.6), including appeals 9.c.21-2.2). The information collected in this way will be printed and made available for any audit needs. *~~

2. Applications by Group *

- 2.1. The purpose of Group PD Assistance is to help offset the cost of professional development activities. It is expected that **school staffs or teacher** groups who apply will also contribute financially to the funding of the event. *
- 2.2. Groups (LSAs, school staffs, **standing committees**, or teacher groups) shall complete the Group PD Assistance Application Form (available **online or** in each school office and supplied by the Board Office).

- 2.3. Applications must be submitted to the CTA Office a minimum of two weeks prior to the activity.
- 2.4. Payment for approved applications shall be made when the appropriate receipts and a completed Group PD Expense Report are received.
- 2.5. Receipts and Group PD Expense Report must be received by the CTA Office no later than one month after the event. For events held during June, receipts and the Group PD Expense Report must be received by the CTA Office no later than October 1st of the following school year.
- 2.6. LSAs and teacher groups shall be allowed a maximum of two approvals per school year. School staffs shall be allowed one approval per school year.
- 2.7. Funding shall be 50% of the total costs up to a maximum reimbursement of ~~\$10 2500.00~~. **Funding for LSAs or standing committees shall be 100% of the total costs up to a maximum reimbursement of \$5,000.***

e. Honorariums *

1. ~~Requests for honoraria must be submitted to the CTA Professional Development Committee at least two weeks prior to the professional development activity. *~~
- ~~1.1. 1. All groups requesting honoraria For LSAs and other groups (including school staffs), please will use the Group Professional Development Assistance Application Form. *~~
2. Honoraria for CTA members - Honoraria will be paid to CTA members who conduct in-district workshops at a CTA hosted event. *
- 2.1. Payment Guidelines *
 - ~~• 1 1/2 hour workshop \$30.00~~
 - ~~• 3 hour workshop (1/2 day) \$60.00~~
 - ~~• 5 hour workshop (full day) \$120.00~~
 - A morning or afternoon session \$50.00 each session
 - An offsite full day session \$150.00
- 2.2. CTA members whose job descriptions include the giving of PD workshops will receive honoraria at the discretion of the PD Committee. *
- 2.3. Unsuccessful applicants may appeal to the PD Committee.

f. Local Specialist Association (LSA) *

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

5. LSA Financing *

- 5.1 In order to receive funding, LSAs must submit a Budget Planning Form to the CTA Office no later than October 30th. Funding will be distributed to each LSA based on the following formula:
 - 5.1.1. Total CTA LSA Budget divided by the number of LSAs that submit their Budget Planning Forms by October 30th. *
 - 5.1.2. Those LSAs that submit the Budget Planning Form after October 30th will not receive funding. If there are extenuating circumstances the LSA may submit a written appeal to the Executive Director by November 30th. The appeal will be reviewed by the next Executive Committee meeting to determine if funding will be granted. The Executive Director will report back to the LSA with the Executive Committee decision. *
- 5.2 In order for LSAs to receive funding they must meet the criteria of f.2.
- 5.3 Only one LSA should exist per corresponding PSA. *
- 5.4 Charges for operating expenses will be borne by the LSA's operating budget. *
- ~~5.5 Honoraria and traveling expenses for special speakers shall be applied for using the Group Professional Development Assistance form with the exception to cover costs for the CTA PD Day.~~
- ~~5.6~~ 5 An LSA can charge a fee to offset activity costs. *
- ~~5.7~~ 6 All LSA expenses shall be recorded by the LSAs by the LSA's treasurer and reported to the LSA Council Chairperson along with the LSA's May 1st annual report.
- ~~5.8~~ 7 The annual report must include financial statements consistent with CTA financial reporting procedures. *

56. ADULT EDUCATION COMMITTEE (AEC) *

b. Membership

1. Membership of Committee

The Adult Education Committee shall consist of the: *

- Chairperson
- ~~ELSA~~ LINC rep
- Foundations rep
- High School Completion rep
- Learning Centre rep.
- Member-at-Large who identifies as Indigenous
- Member-at-Large who identifies as Black or person of colour
- Past chairperson