



## Waterloo Catholic District School Board

### NEW PROFESSIONAL DEVELOPMENT OPPORTUNITIES FOR TEACHERS!



#### Joint Professional Development Committee Communiqué #1

Over the next two years, the Ministry of Education has provided funds to each school board in Ontario to enhance professional development opportunities for teachers; this has been embedded within the Collective Agreement. This framework from the Ministry of Education also requires Teachers' Associations to have input into the use and allocation of the funds through a Joint Board and Association PD Committee.

According to the PD survey completed by our teachers September 2009, creating your own PD opportunities was at the top of the list of priorities. The Joint PD Committee devised a plan that addresses your request. All Elementary, Secondary and Continuing Ed Teachers, whether actively working or on leaves, will be able to benefit from these opportunities that are dedicated to self-directed professional development. Occasional Teachers have had these funds added to their daily rates, so these funds do not apply to Daily Occasional or Long Term Occasional Teachers.

**Teachers are strongly encouraged to access funds to support self-directed, job-embedded professional development. These opportunities are to be used to support goals identified by teachers in their Annual Learning Plans or their NTIP plans, but can also be used by all Continuing Education teachers.**

The following are examples of what funds may be used for:

- Expenses for conferences or workshops (i.e. registration, supply teacher coverage, meals – not alcohol), related to a teachers' ALP, up to \$400 (not mileage), or
- AQ or other course expenses, up to \$400 (not mileage), or
- Teacher resources, such as books, magazine subscriptions, computer software up to a maximum of \$400, or
- Cost of a daily occasional teacher (\$218.80 for 2010-2011) to replace a teacher for up to one full day, to work individually or collaboratively with a colleague(s).

**\*\* Pre-approval is required for all requests – purchases made without pre-approval may be denied for reimbursement. (Pre-approval includes selection of date(s) through Principal.)**

The following process will be used while administering the program:

- It is understood that PD money will be used to fund Professional Development in an area outlined in a teacher's ALP or NTIP plan. Remember that the ALP is a "living document" that can be modified.
- Teachers will submit completed forms to their principal for approval and signature. Principals will approve the alignment of the requested expenditure with the ALP/NTIP plan and the date of absence. The form will be returned by the principal to the teacher.
- Teachers will then submit the principal-approved form along with a copy of their ALP/NTIP plan to the OECTA office for approval.
- Forms will be returned to teachers with either a signature of approval or an explanation of why the application was not approved.
- Following their payment for the PD activity/resource(s), teachers will submit a copy of the signed approval form with **original itemized** receipt(s) to the Finance Department at the Board, PRIOR TO August 31st.
- Cheques for reimbursement will be made through the Board.
- **A maximum of one application may be submitted for re-imbursement by a teacher each school year, but you may seek pre-approval more than once per year.**

Please note:

- Absences requested during the month of June, as a rule, will not be approved.
- Teachers must seek pre-approval for any dates where a supply teacher is required.
- Funds will be distributed on a first-come, first-served basis, until all monies are exhausted.

**Application forms are available at [www.wcdsb.ca](http://www.wcdsb.ca) on "Staff Net" OR at [www.oectawaterloo.on.ca](http://www.oectawaterloo.on.ca) under "Forms"**