

High Prairie School Division's Professional Development Committee

Our Rationale:

HPSD recognizes a gap between its current practices and what the research says about effective professional development and evaluation. The intention of this committee is to create a proposal for a division-wide professional development plan that is ongoing, systematic, and intentional. Both the planning and evaluation of professional development will be linked to student achievement, and will meet the needs of all schools and personnel within the district through a variety of professional development options. The result of this effort will be effective professional development for improved student achievement, effective use of dollars, increased leadership capacity and expertise of teachers, systematic implementation of new curriculum and opportunities for job embedded learning.

Our Values, Belief Statements, and Purpose Statement

HPSD values professional development that is:

Systemic: We believe structures must be in place to support professional development at all levels in the school division.

Ongoing: We believe professional development is an ongoing and sustained process which leads to an improved learning community.

Goal-Driven: We believe professional development must have clear, meaningful and purposeful goals.

We value:

Learning: We believe effective professional development must result in improved student learning.

Evaluation: We believe evaluation must be planned, ongoing and designed to guide professional development decisions.

The purpose of professional development is to make High Prairie School Division a learning organization that continually develops adult knowledge and skills to improve student learning.

PROFESSIONAL DEVELOPMENT FRAME OF REFERENCE

1. Name

The name of this committee shall be the Professional Development Committee of the High Prairie School Division No 48 and ATA Local No 62.

2. Mission

The PD committee is a learning organization that continually develops adult knowledge and skills to improve student learning.

3. Duties and Responsibilities

3.1 In general:

- a) The professional development committee will endeavor to build linkages between the various professional development opportunities for teachers: school-based, local institutes, jurisdictions, conventions, inservice, specialist councils, AISI, FNMI, consortia, post secondary institutions and effective school teams.
- b) The professional development committee will exercise leadership in matters pertaining to professional development activities undertaken by the local and the jurisdiction.
- c) The professional development committee is responsible to the jurisdiction and local for a written annual report of its activities including a financial statement.

3.2 In particular:

The professional development committee has the following duties:

- a) To be responsible for the active promotion of professional development activities.
- b) To seek input and feedback from staff in regard to professional development needs and how these needs can best be met.
- c) To provide expertise and disseminate information about professional development activities.
- d) To establish procedures for funding application and reimbursement for PD activities.
- e) To consult, as appropriate, with ATA professional development staff officers, district representatives, consultants, members of the local, central office staff, admin. Association and regional consortia.
- f) To send representation, if possible, to Professional Development Area Conferences and the PD Course at Summer Conference.

- g) To coordinate and develop local responses to professional development issues.
- h) To develop and maintain a committee operating budget.
- i) To keep a record of the minutes of the meetings.
- j) To establish operational policy and procedures for any *subcommittee* that may be formed for the professional development committee.
- k) To recommend, where appropriate, changes in the policies of the school jurisdiction, collective agreement and/or the constitution of the local teachers' association which have an impact on the mandate of the professional development committee.

4. Membership

- 4.1** The professional development committee shall consist of the following voting members (appointed for a two year term where possible):
- a. (1) teacher representative from each school
 - b. (1) non-school based teacher representative.
 - c. (1) representative from the central office who is assigned PD duties.
 - d. (1) ATA representative from the teachers' convention association.
 - e. The president of the local and superintendent of the jurisdiction or designates acting in an ex-officio capacity.
- 4.2** The ATA district representative and staff officers who may attend professional development meetings from time to time shall be non-voting members of the professional development committee.
- 4.3** The members of the professional development committee are expected to:
- a. attend all meetings of the professional development committee.
 - b. be prepared to serve on a subcommittee of the professional development committee.
 - c. provide full and effective communication to their colleagues both to and from the professional development committee.
 - d. elect from its members the following officers for two year terms: a chair, a vice-chair and a secretary-treasurer (or a secretary and a treasurer). These positions shall be called "the officers" of the committee.

5. Officers

- 5.1** The officers of the professional development committee shall consist of the chair, a vice-chair and a secretary-treasurer (or a secretary and a treasurer).

5.2 These officers on the professional development committee will be elected from and by the members of the committee.

5.3 The officers of the professional development committee are expected to:

- a. Chair
 - prepare agenda at each meeting for upcoming meeting
 - chair professional development committee meetings
 - represent the professional development committee in its relationship with the general membership
 - provide leadership on planning, implementation and evaluation of professional development programs
 - attend local council meetings as required by the local constitution
- b. Vice-chair
 - assist the chair in the discharge of duties
- c. Secretary-Treasurer or Secretary and Treasurer
 - keep accurate business records of all professional development meetings
 - perform such other internal communications functions as may be assigned from time to time
 - prepare a budget
 - present financial statements at meetings, as necessary
 - prepare a yearly financial statement for the school jurisdiction and local

6. Term of Office

All officers are deemed to be elected for a two year term.

7. Committees

The professional development committee shall establish subcommittees from time to time as required.

8. Emergency Replacements

Vacancies in any office or subcommittee shall be filled at the next properly called meeting of the professional development committee.

9. Meetings of the Professional Development Committee

9.1 The professional development committee shall meet a minimum of three a times/year.

9.2 Notice of intent to hold a meeting shall be given to members as soon as possible.

9.3 It is the duty of each member of the professional development committee to attend meetings for the purposes of reporting and communicating.

10. Quorum

Seven voting representatives on the professional development committee shall constitute a quorum.

11. Rules of Procedure

The proceedings of all meetings shall be regulated by the official rules of procedure as published in the *Robert's Rules of Order*.

12. Finances of the Professional Development Committee

- 12.1 The professional development committee will be jointly funded by the local and the school jurisdiction.
- 12.2 Together, the president of the ATA Local, the Central Office delegate with PD responsibilities, and the Chairperson of the PD committee will set rates for reimbursement from the joint fund for individual teacher professional development.
- 12.3 The professional development committee shall prepare and submit to the local and the school jurisdiction the committee operating budget. The annual allocation for this committee will be determined by the HPSD Site-Based Decision Making committee.

13. Ratification of this Frame of Reference

This frame of reference shall be approved by the local and school jurisdiction.

14. Amendments to this Frame of Reference

Amendments to this frame of reference shall be made in accordance with the following procedure:

- 14.1 Notice of motion of intent to amend shall be given at a preceding professional development committee meeting.
- 14.2 The amendment shall be approved by a two-thirds vote of the professional development committee members.
- 14.3 Any amendment(s) shall only come into effect when approved by the local council and the superintendent of schools.

ADMINISTRATIVE PROCEDURE 415

**PROFESSIONAL DEVELOPMENT OPPORTUNITIES
FOR TEACHERS****Background**

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Procedures

The Division provides two forms of support for inservice activities. The Superintendent shall administer available funds and supervise various Professional Development activities undertaken by the Division.

1. School Division Initiated Topics
Funds are apportioned to facilitate System projects and inservice initiatives.
2. HPSD/ATA Joint Fund
To provide individual teachers with the opportunity of attending inservice outside the Division, the Division and ATA Local review and jointly fund applications for attendance at workshops, conferences, and specialist council meetings. The following regulations have been established to assist in administering this fund.
 - a. Applications completed on the appropriate form shall be given to the Principals for initial approval at least seven days prior to the leave and then forwarded to the Central Office member for the final approval of the Professional Development Committee.