



**MOOSONEE DISTRICT
SCHOOL AREA BOARD**

ADMINISTRATIVE PROCEDURE HUMAN RESOURCES: NO. 409	
Effective	October 25, 2022
Last Revised	October 31, 2024
Last Reviewed	October 31, 2024

PROFESSIONAL DEVELOPMENT FUND - TEACHERS

PURPOSE

The Moosonee District School Area Board supports the continuing need for professional development of its teaching staff. In education, the growth of teaching staff has special significance because it is the Board’s responsibility to promote student achievement and well-being.

Only by being lifelong learners can the staff be models of learning for the students. Therefore, the Board is committed to encouraging and supporting effective professional development activities for Board staff, subject to the annual budget allocation and the directions outlined in this administrative procedure.

PROCEDURES

1. Goals of Professional Development

- 1.1. Professional development programs will be successful when the needs of the organization and of the individual are met. Consequently, some of the responsibility for professional development must be accepted by the organization and some by the individual.
- 1.2. Professional development is an ongoing process intended to increase a staff member’s effectiveness on the job by developing knowledge, skills, strategies, and values in order to address organizational and individual goals. Professional development includes university courses, Ministry of Education courses, basic and additional qualification courses recognized by Ontario College of Teachers or other accredited courses, professional activity days, in-service programs, workshops, conferences, travel and accommodation expenses related to conferences and technological devices or software, which leads to a teacher’s improved job performance.
- 1.3. The Board will provide professional development funds in accordance with the collective agreement between The Moosonee District School Area Board and The Elementary Teachers’ Federation of Ontario, James Bay Teacher and Occasional Teacher Local. (*Article 12.01– Professional Development Fund*).

2. Operation of Professional Development Committee

- 2.1. The Professional Development Committee shall provide a plan to the Board on or before the 31st day of October setting out new Professional Development directions, focuses and methods of

implementation for the current year. The Professional Development Committee shall provide a progress report to the Board at the completion of each school term at the January and June Board meetings.

- 2.2. Save and except for registration costs of summer professional development, it is understood and agreed that the amount listed for a particular school year shall be spent in the period September 1st to June 30th. The registration costs of summer professional development may be approved by the Professional Development Committee.
- 2.3. The Professional Development Committee will use the attached approval form for reviewing and processing teacher's professional development requests. *(see attached PD Approval Form)*
- 2.4. Approval of the principal, based upon the Professional Development Committee's recommendation, must be received by the applicant prior to attending the following professional development activities (at least 3 weeks' notice is required):
 - a) PD activities which will require the applicant to be absent from his/her regular duties.
- 2.5. Disbursements from the Professional Development Fund shall be submitted to the Board by the PD Committee Chairperson and the Board's Finance and Human Resource Administrator will process reimbursement on the recommendation of the Professional Development Committee. *(see attached PD Disbursement Form)*
- 2.6. Teachers shall follow the directives related to approvals and reimbursements as outlined in MDSAB Governance Policy 23 – Travel Allowance Trustees and Staff.
- 2.7. A financial accounting of the fund shall be provided to the President of the Bargaining Unit and the Board annually by the Committee. This accounting shall be presented no-later than the first Friday of October.

REFERENCE DOCUMENTS

Legal:

Education Act: Section 169.1 Duties and Powers of Boards: Responsibility for student achievement and well-being

Education Act: Section 170 Duties of Boards: Professional Development

Education Act: Subsection 283 (2) Chief Executive Officer: Develop and maintain an effective organization

Board:

Board Policy GOV-01 MDSAB Philosophy, Goals and Values

Board Policy GOV-03 Role of the Corporate Board

Board Policy GOV-04 Role of the Supervisory Officer

Board Policy GOV-23 Travel Allowance Trustees and Staff

Collective Agreement between MDSAB and ETFO James Bay Teacher & Occasional Teacher Local

MDSAB / ETFO TEACHERS' – PROFESSIONAL DEVELOPMENT FUND
APPLICATION FOR DISTRIBUTION OF PD FUNDS

TEACHER Requesting Fund: _____

Date Application Completed: _____

Name of Course/Conference/Workshop or Technology/Software: _____

Sponsoring Agency Hosting Organization: _____

Date(s) of PD Opportunity: _____

Rationale for PD Opportunity in relation to your current teaching assignment:

Approximate/Estimated Costs of PD Opportunity: \$ _____

(**Include Course Registration Fee or Conference / Workshop / In-Service Registration Fee, Travel, Accommodations, Meals, Supply Coverage Anticipated Costs**)

PD Committee Signatures:

ETFO Member _____ Signature _____ Date _____

ETFO Member _____ Signature _____ Date _____

Principal _____ Signature _____ Date _____

MDSAB Member _____ Signature _____ Date _____

**MDSAB / ETFO TEACHERS'– PROFESSIONAL DEVELOPMENT FUND
REIMBURSEMENT FORM**

Expenditure Code: **10-315-1-000-141**

NAME: _____ Date: _____

Reimbursement Form to be completed / signed off by PD Chairperson, reimbursement package to be submitted by the PD Chairperson to Finance and HR Administrator for processing.

Please note PD reimbursement cheques will be given to teachers through Board / School mail, if other arrangements are needed, the teacher must make a request to the Finance and HR Administrator.

A. Documentation for Course Reimbursement:

- 1. Signed APPLICATION FOR DISTRIBUTION OF PD FUNDS form
- 2. Completed PD REIMBURSEMENT FORM (*Cover Sheet, signed by PD Chairperson*)
- 3. Proof of payment for course
- 4. Proof of successful completion of course

B. Documentation for Technology/Software Reimbursement:

- 1. Signed APPLICATION FOR DISTRIBUTION OF PD FUNDS form
- 2. Completed PD REIMBURSEMENT FORM (*Cover Sheet, signed by PD Chairperson*)
- 3. Proof of payment for technology/software (Original Receipt)
- 4. Proof of receiving item (Packing Slip)

C. Documentation for Conference / Workshop / In-Service Program Reimbursement:

- 1. Signed APPLICATION FOR DISTRIBUTION OF PD FUNDS form
- 2. Completed PD REIMBURSEMENT FORM (*Cover Sheet, signed by PD Chairperson*)
- 3. Completed MDSAB REIMBURSEMENT CLAIM FORM – must submit original receipts associated with attending conference / workshop / in-service program
- 4. Supply Coverage amounts will be calculated by Board office and shared with PD Chair for tracking

Total Reimbursement Amount \$ _____

ETFO Chairperson _____
Signature Date

MDSAB Finance & HR Administrator _____
Signature Date