

P.D. 001

Application and Claim Form to the In-School PD Committee

Purpose: see guidelines

N.B.: A photocopy of your registration form and a brochure which outlines full details with respect to the event must accompany this application and claim form.

Applicant (please print) :

Program/Purpose :

Organization/Sponsor :

Location :

Dates: Starting Date _____ at _____ (time)

Completion Date _____ at _____ (time)

ESTIMATE OF	REQUEST	APPROVED	ACTUAL
1. Registration/Tuition/Professional Materials/Technology			
2. Travel: _____ km x \$0.70/km (Complete only if you are driving or employing another mode of travel)			
3. Accommodation a) Name of individual if sharing _____ b) Number of nights _____ c) Double rate _____ Single rate _____ d) Total cost (Max.\$200/night)_____			
4. Meals (other than those provided) Max. \$80.00/day)			
AMOUNT REQUESTED/APPROVED _____ Applicant's Signature			
NUMBER OF SUPPLY DAYS: _____ - approx. 300\$ per day (SEMS code 013) - no cost if using your 1.5 days allotted (SEMS code 022)			

P.D. 003
Year End Summary

School :
Union Steward :
P.D. Committee Chair :

Total # of Supply Days :

Amount as per invoice (January) :

Amount as per invoice (June) :

Cheque # _____ Issued to the Avon Maitland D.S.B. on _____.

Cheque # _____ Issued to the Avon Maitland D. S. B. on _____.

Fill in and submit to the Avon Maitland Teachers' Local office with Form PD002, by **June 15, 2025.**

Union Steward -- June Checklist

- Complete PD002 and PD003 forms
- Provide Lindsay O'Reilly a copy of PD002 and PD003 forms (electronically, picture, attachment, or the courier)
- Select/vote on union steward for the 2025-2026 school year, as well as an ETFO on site H&S committee member
- If a new steward is named, perhaps deal with the banking changes prior to September
- Forward name of the 2025-2026 union steward to Laura Inglis-Eickmeier, prior to June 30, 2025
- Have amount of PD monies available for each member left at the end of June 15, 2025
- If members are transferred to a different worksite, prepare a cheque to forward to their new worksite payable to the school (not until September, 2025)

Avon Maitland Teachers' Local

In-School Professional Development Plan Guidelines

2024-2025

To: Union Stewards/PD Committee Chairs

From: Avon Maitland Teachers' Local/Treasurer Lindsay O'Reilly

Date: October 29, 2024

Instructions

1. Establish your ETFO PD Committee for 2024-2025 year (see Section B).
2. Immediately deposit the cheque to your In-School PD account (which is separate from other school accounts). The name of this account should be your school's name PD Fund, with 2 signing officers (Union Steward _____ and one other ETFO member _____).

3. Call a meeting of the committee to review the package contents.
4. **Set up individual teacher PD accounts to keep track of yearly allowances (\$195 per Full Time Equivalent) and expenditures for each member according to the member list included with the PD cheque.**
5. Use PD001 as an application and claim form.
6. Use PD002, your own form or this google doc as a committee worksheet to keep a running balance for your school's account throughout the year.
7. Use PD003 as a record of reimbursement to the Board for occasional teacher costs incurred by P.D. activities. Your school may be invoiced in January, and/or June.
8. Submit a copy of PD002 (or form that you used) and PD003 by June 15, 2025 to Lindsay O'Reilly, Treasurer AMETFO.

If you have any questions, contact Lindsay via **email @**
lindsay.oreilly@ed.amdsb.ca
519-527-2702 (office)

AVON MAITLAND TEACHERS' LOCAL

Professional Development Plan

Guidelines 2024/2025

A. Purpose:

This plan is to improve the quality of the program offered to the students of the Board. Areas which are to be funded will clearly be in the interest of education in general and education in the Board in particular. Funds will be made available to:

- assist in the professional development of teachers
- improve the quality of instruction
- develop and improve program and curriculum available in individual schools

B. District Professional Development (PD) Committee:

The Professional Development Plan shall be administered by a District PD.

Committee composed of:

- two (2) representatives appointed by the Union Local,
- two (2) representatives appointed by the Board Administration.

The District PD Committee shall:

- establish the general guidelines for the use of PD funds;
 - and determine allocations of PD funds to schools on an FTE basis.
- The general guidelines established by the District PD Committee will include and will support the following: curriculum and program development projects; workshops, conventions, up-dating courses, etc; professional activity day(s).

C. Funds:

According to Article 32.05 of the Collective Agreement, the Board shall fund the Professional Development Plan on the basis of \$195 per full-time equivalent (hereinafter known as FTE) teacher in place at the time. The Board shall issue a cheque to the Union Local in this amount to be used solely for the purpose of funding professional development in accordance with the general guidelines.

The Union Local will allocate the PD funds to the schools on a FTE basis.

D. In-School Professional Development (PD) Committee:

An In-School PD Committee shall be established in each school, which shall utilize the general guidelines to administer the in-school PD fund allocation. The In-School PD Committee shall report to the Union Local PD Committee as determined by the Union Local. The Principal's endorsement is **required only** where a teacher's absence from the school is involved.

E. Purpose of the In-School Professional Development (PD) Fund:

The purpose of the in-school fund, referred to as the PD fund, is to assist with costs related to **teacher-initiated** professional development.

F. Recommended Allowable Expenses

It is the responsibility of the PD Committee to maintain an accurate accounting of each teacher's total PD fund available by adding yearly allowances and subtracting yearly expenditures.

The maximum payable to a teacher must not exceed the total amount in his or her individual account. The ETFO PD Committee must use the following guidelines:

1. Conferences/Workshop

Registration (full cost may be paid)

Memberships may be included

Meals (maximum of \$85 per day)

Transportation (maximum allowable amount to be determined by in-school committee)

Accommodation (up to \$250 per night)

Occasional Teacher Coverage (teacher initiated)

Other parking, taxis, gratuities, daycare and elder care outside of school hours)

2. Courses

Tuition allotment

3. Exchanges/School Visits

Travel and occasional teacher costs

4. Planning/Training (individual, division, group)

Occasional teacher coverage

Reference materials for teacher use

5. Technology

G. In-School Professional Development Committee:

The In-School PD Committee shall be composed of:

- two (2) ETFO members
- the Union Steward
- the Principal or designate **in a non-voting role**

H. Meetings:

District Professional Development Committee:

The district committee shall meet once yearly to review the use of the PD funds and to revise the existing guidelines if necessary.

In-School PD Committee:

The In-School PD Committee shall meet as needed to

- a) review and approve applications
- b) authorize disbursements from the PD fund, as per the approved form PD001

Worksheets/minutes (PD002) of all monies that is be available to all school teaching staff and filed in the school.

Union Local PD Committee:

The Union Local PD Committee shall meet as required to carry out the duties as detailed in Article 33.03 of the Collective Agreement.

I. Applications

- applications for funds will be made to the In-School PD Committee on the application and claim form PD001
- all relevant information will be included on the PD001 form
- where possible, applications shall be submitted to the In-School PD Committee not later than one month **prior** to the date of the workshop, conference, or in the case of a visitation, no later than two weeks prior to the intended school or classroom visitation
- applications requiring release time and with occasional teacher coverage must be pre-approved
- an applicant may attend the meeting when the application is being discussed

J. Record Keeping

The completed form, PD002 (or running record of your choice), is regarded as minutes of the In-School PD Committee meetings. This form shall be a running balance of committed funds, whether for individuals or groups. Copies of approved and denied applications shall be kept in the PD binder.

K. Approvals/Denials/Amendments/ Appeals

- the In-school PD Committee will convene regular meetings to discuss applications for use of school funds and to determine the level of subsidy
- applications may be approved, denied, or amended
- the PD members will sign the PD001 form in the appropriate section. The original form (PD001) will be kept in the PD binder with a photocopy provided to the applicant indicating the decision of the committee
- a majority of the voting members of the In-School PD Committee shall be required to make a decision
- if a request is refused at the school level, an appeal may be made first to the In-School PD Committee, then to the two Union Local members of the District Professional Development Committee

L. Authorization of Expenses

Payment will be processed upon submission of the form PD001 and related receipts to the chair of the In-School PD Committee.

M. Administration

- the funds disbursed to the schools shall be on an FTE basis, by cheque, as early as possible in the school year
- the In-School PD Committee shall reimburse the Board for the salary and benefits paid to occasional teachers hired to replace a teacher on approved PD leave (Cheques made out to Avon Maitland District School BoardEd
- no funds will be approved by the PD committees for alternate professional development activities that occur on Federation or Administration planned PD days, without the prior approval of the respective planning committees
- PD002 and PD003 of the In-School PD Committee shall be forwarded to the Treasurer, Avon Maitland Teachers' Local office by June 15, 2024.
- When a teacher changes positions outside of the school where their funds are, the money left allocated to the member will be transferred by December 1st of the new year, at the new location.