

**JAMES BAY LOWLANDS
SECONDARY SCHOOL
BOARD**

ADMINISTRATIVE PROCEDURE HUMAN RESOURCES NO. 409	
Effective	August 21, 2019
Last Revised	August 15, 2023

PROFESSIONAL DEVELOPMENT AND TECHNOLOGY FUND: TEACHERS

PURPOSE

The James Bay Lowlands Secondary School Board is aware of the continuing need for professional development of its 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 basic or additional qualification accredited and recognized by the Ontario College of Teachers (OCT) courses or other accredited courses, professional activity days, in-service programs, workshops, 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. (*Article 10 – Professional Development and Technology Fund*).

- 1.4. 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:
- a) activities which will require the applicant to be absent from his/her regular duties.
- 1.5. The Professional Development Committee will use the attached forms for reviewing and processing requests.
- 1.6. Participation in professional development conferences must be consistent with the directives outlined in Administrative Procedure 420 Leaves of Absence.
- 1.7. Teachers shall follow the directives related to approvals and reimbursement outlined in Administrative Procedure 411 Professional Development Travel and Expenses.

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 Values, Vision, and Mission

Board Policy GOV-02 Role of the Corporate Board

Board Policy GOV-03 Role of the Supervisory Officer

Board Policy GOV-05 Multi-Year Strategic Plan

Administrative Procedure 411 Professional Development Travel and Expenses

Administrative Procedure 420 Leaves of Absence

Board Forms

Collective Agreement: Teachers

**JBLSSB – PROFESSIONAL DEVELOPMENT AND TECHNOLOGY FUND
APPLICATION FOR DISTRIBUTION OF PD FUNDS**

TEACHER Requesting Fund: _____

Date Application Completed: _____

Name of Course/Conference/Workshop: _____

Sponsoring Agency Hosting Organization for Course: _____

Date of PD Opportunity: _____

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

Approximate/Estimated Costs of PD Opportunity: \$ _____

PD Committee Signatures:

OSTTF TBU _____
Signature Date

OSSTF TBU _____
Signature Date

Principal _____
Signature Date

Director of Education _____
Signature Date

JBLSSB – PROFESSIONAL DEVELOPMENT AND TECHNOLOGY FUND

Pre-Approved **TECHNOLOGY REQUEST FORM**

Reference #: _____

Expenditure Code: **10-315-4-000-141**

NAME: _____

Date: _____

Pre-Approved TECHNOLOGY

CHECK ONE

Computer

Tablet

Smartphone

BRIEF description of item(s) and how it relates to your in-school responsibilities, subject area(s) or position(s) of responsibilities and to Ministry of Education directives:

Total Cost Estimate: \$ _____ *(Maximum allocation funded per year is \$1,500.00)*

PD Committee Signatures:

OSSTF TBU _____
Signature

Date

Principal _____
Signature

Date

JBLSSB – PROFESSIONAL DEVELOPMENT AND TECHNOLOGY FUND
Not on Pre-Approved List **TECHNOLOGY REQUEST FORM**

Reference # _____

Expenditure Code: **10-315-4-000-141**

NAME: _____ Date: _____

BRIEF Description of item(s) and how it relates to your in-school responsibilities, subject area(s) or position(s) of responsibilities and to Ministry of Education Directives:

Total Cost Estimate: \$ _____ (Maximum allocation funded per year is \$1,500.00)

PD Committee Signatures:

OSTTF TBU	_____	_____
	Signature	Date
OSSTF TBU	_____	_____
	Signature	Date
Principal	_____	_____
	Signature	Date
Director of Education	_____	_____
	Signature	Date

JBLSSB – PROFESSIONAL DEVELOPMENT AND TECHNOLOGY FUND

Course / Conference / OCT Membership Fees / Technology **REIMBURSEMENT FORM**

Reference # _____

Expenditure Code: **10-315-4-000-141**

NAME: _____

Date: _____

A. Documentation for Course Reimbursement:

- 1. Complete an APPLICATION FOR DISTRIBUTION OF PD FUNDS form
- 2. Complete REIMBURSEMENT FORM
- 3. Provide proof of payment, can include textbooks or materials for course success
- 4. Provide proof of successful completion of course

B. Documentation for Conference Reimbursement:

- 1. Complete an APPLICATION FOR DISTRIBUTION OF PD FUNDS form
- 2. Complete REIMBURSEMENT FORM
- 3. Provide all receipts associated with attending the conference

C. Documentation for Technology Reimbursement:

- 1. Complete Pre-approved TECHNOLOGY REQUEST form **or** Not on Pre-Approved List TECHNOLOGY REQUEST form
- 2. Complete REIMBURSEMENT FORM
- 3. Provide proof of payment – original receipts needed
- 4. Include a signature of ‘goods received’ on your receipt

Documentation for OCT Membership Reimbursement (Permanent Staff Only):

- 1. Complete REIMBURSEMENT FORM
- 2. Provide proof of payment

Total Claim Amount \$ _____

(Maximum allocation funded per year is \$1,500.00 for Items A, B and C)

(OCT Fees Membership Fees need to be claimed for separately)

OSTTF TBU

Signature

Date