

Professional Learning Standing Committee Terms of Reference 2023-2024

The Professional Learning committee shall:

- consist of a Chair, Co-Chair and Liaison, selected from the members of the Executive for the current year, or the number deemed by the President or Vice-President to be necessary to carry out the business of the committee;
- review and revise annually the Terms of Reference for the Professional Development Fund and submit to the Executive for approval;
- organize and provide professional development opportunities for members;
- meet a minimum of four times per year, with a year-end meeting to update Terms of Reference.
- Each Spring, priorities should be established for the following school year;
- endeavor to organize professional development opportunities that help increase the knowledge and competence of members to address issues of equity, anti-racism, and anti-oppression.

The chairperson of the committee shall:

- ensure that Terms of Reference are prepared for the November Executive meeting;
- prepare an agenda for each committee meeting;
- maintain a record of meetings (agendas), activities (minutes), and expenses;
- ensure a copy of the minutes is posted electronically and/or put in the Committee binder;
- prepare a budget proposal for the Budget Committee when requested;
- liaise with other committees of the Local as necessary;
- assist the committee liaison in preparing a monthly report for the Executive and Stewards' Council;
- submit an annual report one week in advance of the Local Annual Meeting.

Procedures and Practices

- Each Fall, priorities should be established for the current year;
- All meetings are to be held at the ETFO Halton office unless agreed to by the President or designate;
- A recording secretary will be appointed, or committee members will be asked to rotate the position of recorder. A copy of the minutes will be posted electronically for verification by committee members.
- Kilometrage and dependent care expenses shall be reimbursed according to ETFO Halton Teacher Local guidelines;
- Meals and/or snacks will be provided for committee members at any meetings, which take place during regular meal times;
- If a members' attendance at meetings is inconsistent, they may be asked by the chair to reconsider their ability to make this commitment at this time.
- Each committee will submit Terms of Reference to the Executive for approval by the November Executive meeting.

- Committee budget proposals will be submitted as required by the Treasurer.
- A binder or electronic folder will be kept that contains copies of agendas, minutes, reports and budgets.
- Minutes and reports will be sent by the Chair of the committee to the Executive Liaison to be printed and placed in the binder or added to the electronic folder.
- A call for committee members will go out in Sept, and as needed throughout the school year.

Federation Fund for Professional Learning Terms of Reference

1. Philosophy of the Fund

This committee will oversee the expenditures of professional Learning funds from the Employment Insurance rebate received from the Board and from any other ETFO Teacher Local monies allocated for this purpose. In order to ensure maximum benefits for as many ETFO members as possible, the amount allocated may not necessarily cover all expenses.

- Funding shall be made available and shall be distributed as fairly as possible;
- Funding is intended to encourage ETFO Halton teachers to participate in activities that will lead to improved teaching practice;
- These funds may not be used to support Halton District School Board sponsored activities;
- Funding is available for Additional Qualifications courses offered by ETFO (e.g., AQ)
- Funding is available for ABQ courses offered at other institutions until such time that they are offered by ETFO
- Funding is not available for a professional activity/institute/course which would result in departure from ETFO Membership (e.g. Principal's Qualification)

2. Vice President's Responsibilities

- Review applications for funding and allocate funds based on set criteria;
- Notify members of approval or denial of applications for funding;
- Monitor and be responsible for the disbursement of approved funds on submission of receipts;
- Maintain a database containing name, schools, name of event and amount of funding granted;
- Maintain a current accounting of the expenditures of the Federation Fund account and report same on a monthly basis to the Executive as requested;
- Make sure the current application forms are available on the local website.

3. Criteria for Allocations

- Funding may be available for non-Halton Board conferences, workshops, institutes, courses; member-initiated classroom visits, member-initiated networking/planning sessions; or ETFO courses or conferences (including ETFO AQ courses);

- ii. Funding may be available for member selected educational subscriptions or membership in professional associations pertaining to individual teaching assignments; or for a member-selected professional learning resource (to a maximum of \$100);
- iii. Members may be funded to a yearly maximum of \$750.00 plus one day release for events from July 1st to June 30th.
- iv. Funding includes: ADDITIONAL OT coverage for one day, registration, plus accommodation costs. The total for registration, accommodation and additional OT coverage is not to exceed \$750.00;
- v. No funding is available for transportation, mileage, parking, meals or resources except when included in the registration cost;
- vi. No funding is available for any event held on a P.A. Day, including single-day events or multi-day events that span the P.A. Day;
- vii. No funding is available for textbooks, classroom or student resources, (e.g. unit plans, black-line masters, workbooks or curriculum supports);
- viii. No funding is available for Occasional Teacher costs for days or half days on which a member does not normally teach;
- ix. A maximum of six (6) ETFO members per school / site may receive funding for any specific PL opportunity;
- x. There will be a maximum of \$30,000 allocated for any specific PL opportunity;
- xi. Members who are supported are encouraged to share their learning;
- xii. Applications requesting American Funds will be reimbursed at the rate of exchange charged on the original receipt.

4. Application Process

Members are encouraged to apply for funding before the registration deadline (before paying the registration fee) to ensure that the event will be supported and subsidized by the PL fund; Members are encouraged to apply as soon as possible, as the number of participants per school for any workshop or event is limited to 6.

i. Fully completed applications for events requiring release **must** be received at the ETFO office at least two weeks in advance of the starting date of the event, workshop or course in order to process the request and provide a release code.

ii. Applications for events where no release is required can be submitted at any time during the current school year (*no later than June 14th) in which the event or course was attended. Applications for events or courses that occurred in the previous year(s) will not be approved.

iii. The application for funds shall include all of the following:

- a. rationale for the Professional Learning opportunity;
- b. a statement of anticipated expenses;
- c. a copy of the current brochure / flyer, if applicable;

- iv. Further explanation may be requested if the rationale is unclear;
- v. Applications will be considered in order of submission according to the date they arrive at the ETFO office;
- vi. After the event, members must complete the statement of expenses form and submit it with original receipts, including the Smartfind job number, *no later than June 14th of the current school year in order to receive the pre-approved funds. Reimbursement cheques that are not cashed within 6 months of being issued will not be reissued if lost or misplaced;
- vii. Members who were approved for funding but did not/will not use the allocated funds should inform the ETFO Office Manager immediately in order to be eligible for future funding or to allow another applicant to attend an event;
- viii. If funding is approved from the Federation Fund and an Occasional Teacher is needed, the following practice will occur:
 - a. Members call SmartFind to report an absence, select CODE 3, enter Project #9501
 - b. Enter the SmartFind job number received on the Statement of Expenses form
 - c. When booking a half-day, enter exact time of the beginning and end of the periods for absence (i.e. morning = Periods 1-3 only afternoon = Periods 4-6 only)
- ix. If you are going to a PD opportunity on a day that you would normally be scheduled to work, it is expected that you book an OT to cover your absence. For further clarification, in order for us to fund a PL opportunity, you must book an OT for the day(s) you normally work. The OT will follow your regular timetable, as per the OT's Collective Agreement. While the OT may not be able to do a specific portion of your job, they will be expected to provide assistance and / or support in the classrooms to which you are assigned. The OT time can not be used by your administrator for prep payback, or other duties that are different from your regular timetable.