



OECTA Algonquin-Lakeshore Unit
Professional Development Committee
Policies and Procedures 2019

The Professional Development Committee represents a commitment on behalf of O.E.C.T.A. and the unit executive to support the growth of its members; professionally, personally and spiritually. The Committee will endeavour to:

1. promote the principles of Catholic education; and
2. work for the moral, intellectual, religious and professional growth of its members.

The Professional Development Committee will meet these aims by:

1. allocating the funds available to the total membership for personal professional development in a fair and just manner;
2. increasing awareness of P.D. opportunities
3. promoting the Young Writers' Awards.

PROFESSIONAL DEVELOPMENT FUNDING POLICY

Funding is available to sponsor O.E.C.T.A. members. Eligibility is determined by the start date for the conferences, workshops, and courses. In order to distribute funds as equitably as possible, the following guidelines will be followed.

1. A member may be sponsored up to \$150. per fiscal year, beginning July 1 and ending June 30. Monies may be used for registration, accommodation, transportation, meals and course fees.
2. Applications are considered on a first-come basis and will be received until May 31st.
3. Funding application forms must be forwarded to the Co-chair of the Professional Development Committee in your region three weeks prior to the date of the conference/workshop/course. Please note that OECTA will fund any course taken for professional growth or upgrading, including university undergraduate and post graduate courses.
4. **Receipts are to be submitted within 30 days of conference attendance or completion of a course.** A brief summary must be submitted at that time as well.
5. Members are reminded that additional funds may be applied for through the school budget, the Board's P.D. budget, and **the Professional Growth Fund – Article 10 Collective Agreement.** (application forms for funding of AQs, BQs, ABQs are available at your school)
6. Members must follow the procedure outlined by the school principal for attending workshops/conferences during the school day.

REMEMBER

O.E.C.T.A. cannot give members permission to attend conferences during school hours. O.E.C.T.A. will fund members for conferences/workshops held during school hours conditional on members being approved by the Board. Conferences held outside the school day do not require Board approval.



THE ONTARIO ENGLISH CATHOLIC TEACHERS' ASSOCIATION

ALGONQUIN-LAKESHORE UNIT

PROFESSIONAL DEVELOPMENT FUNDING REQUEST FORM A

Name: _____ Email: _____

Date of Application: _____ School: _____

Conference/Workshop/Course: _____

Sponsoring Person or Organization: _____

Location: _____

Event Date: _____ Estimated Expenses: \$ _____

If you anticipate receiving funds from other sources, please list the amount:

School P.D. Budget \$ _____ Board P.D. Budget \$ _____

Professional Growth Fund \$ _____ Other \$ _____

Requests are to be forwarded to the P.D. Committee Co-chair listed below

To be completed by the P.D. Committee Co-chair

Date Received: _____ Approved Expenses: _____

Comment:

Signature of P.D. Committee Co-chair _____

For approval, a copy of this form is to be forwarded to:

West Region

Cyndi Kelly – St. Mary School, Trenton

kellycy@alcdsb.on.ca

Fax 613-392-2368

East Region

Donna Brett – Mother Theresa, Kingston

donna.brett@aloecta.com

613-384-0183

FOR REIMBURSEMENT:

PLEASE FORWARD **RECEIPT** & **CONFERENCE SUMMARY FORM**

WITHIN 30 DAYS OF CONFERENCE ATTENDANCE OR COMPLETION OF COURSE.



THE ONTARIO ENGLISH CATHOLIC TEACHERS' ASSOCIATION

**ALGONQUIN-LAKESHORE UNIT
PROFESSIONAL DEVELOPMENT COMMITTEE**

CONFERENCE/WORKSHOP/COURSE SUMMARY FORM B

Name: _____ Email: _____

School: _____

Conference/Workshop/Course: _____

Location: _____ Date: _____

1. Brief Summary of the Professional Development Experience:

2. Recommendations to P.D. Committee: (i.e. would you recommend this P.D. experience to other OECTA members) or other comments:

3. Yes, I have attached my receipt.

Signature: _____ Date: _____

**PLEASE FORWARD WITHIN 30 DAYS OF CONFERENCE ATTENDANCE OR
COMPLETION OF COURSE IN ORDER TO BE REIMBURSED.**

West - Cyndi Kelly
St. Mary School, Trenton
kellycy@alcdsb.on.ca
Fax 613-392-2368

East - Donna Brett
Mother Teresa, Kingston
Donna.brett@aloecta.com
613-384-0183