



## OECTA Algonquin-Lakeshore Unit

### Professional Development Committee

### Policies and Procedures 2022

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.**



**Form A**

**THE ONTARIO ENGLISH CATHOLIC TEACHERS' ASSOCIATION  
ALGONQUIN-LAKESHORE UNIT  
PROFESSIONAL DEVELOPMENT FUNDING REQUEST FORM**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

Date of Application: \_\_\_\_\_ School: \_\_\_\_\_

Conference/Workshop/Course: \_\_\_\_\_

Sponsoring Person or Organization \_\_\_\_\_

Location: \_\_\_\_\_

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**

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Date Received: \_\_\_\_\_ Approved Expenses: \_\_\_\_\_

Comment:

\_\_\_\_\_  
\_\_\_\_\_

Signature of P.D. Committee Co-chair \_\_\_\_\_

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

East – Lise Comartin – Regi, Kingston

[Lise.comartin@aloecta.com](mailto:Lise.comartin@aloecta.com)

West - Cyndi Kelly – St. Mary School, Trenton

[cyndi.kelly@aloecta.com](mailto:cyndi.kelly@aloecta.com)

**FOR REIMBURSEMENT: PLEASE FORWARD RECEIPT & CONFERENCE SUMMARY FORM  
WITHIN 30 DAYS OF CONFERENCE ATTENDANCE OR COMPLETION OF COURSE.**



**Form B**  
**THE ONTARIO ENGLISH CATHOLIC TEACHERS' ASSOCIATION**  
**ALGONQUIN-LAKESHORE UNIT**  
**PROFESSIONAL DEVELOPMENT COMMITTEE**  
**CONFERENCE/WORKSHOP/COURSE SUMMARY FORM**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

School: \_\_\_\_\_

Home Address : \_\_\_\_\_

Conference/Workshop/Course: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

1. Brief Summary of the Professional Development Experience:

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

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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.***

East -Lise Comartin – Regi, Kingston  
[Lise.comartin@aloecta.com](mailto:Lise.comartin@aloecta.com)  
West - Cyndi Kelly – St. Mary School, Trenton  
[cyndi.kelly@aloecta.com](mailto:cyndi.kelly@aloecta.com)