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**ADMINISTRATIVE PROCEDURE 445**  
**ATA PROFESSIONAL GROWTH FUND COMMITTEE**

**Background**

The purpose of the ATA Professional Growth Committee is to review and develop guidelines for the use and expenditures of professional growth funds. The committee reviews, recommends and administers Policy 20 – Professional Growth of Teachers.

**Procedures**

1. Membership

1.1 Membership (as defined in the ATA Collective Agreement)

- One ATA Professional Development Chair or a designate
- One teacher representative from each of the 5 zones
- Three (3) Administration

Each member is entitled to vote and the (3) three administrative members shall have a weighted vote of (2) two.

2. Attendance

2.1 A meeting convened in person, or via teleconference or video-conference is a duly constituted meeting.

3. Decision Making Processes

3.1 The Committee makes recommendations and decisions for professional growth of ATA members as outlined in Policy 20 – Professional Growth of Teachers.

4. Quorum

4.1 Quorum exists when all representatives of the Administration and ATA are present, unless otherwise indicated.

4.1.1 An ATA representative who is unable to attend may assign their vote to another ATA representative on this committee, to achieve a quorum.

- 4.2 Decisions are made by majority of all members of the committee in attendance.
- 4.3 In the event that a representative is in conflict of interest on a decision, prior to a vote:
  - 4.3.1 They must immediately declare their conflict and remove themselves from the discussion; and
  - 4.3.2 Assign their vote to one of the other members of the committee.
- 5. Joint Statement Release
  - 5.1 The committee representatives are encouraged to notify and consult their respective organizations on any proposed changes to relevant policies.
  - 5.2 All matters are confidential until the release of a joint statement agreed to by the Committee.
    - 5.2.1 A release will first be circulated to the committee members via email as a draft.
    - 5.2.2 A second draft, incorporating any changes from the first draft, will be circulated to the commit members with a deadline for response and release date.
- 6. Meetings
  - 6.1 A meeting can be requested by either Chair of each represented group.
  - 6.2 Dates are to be mutually agreed upon to achieve quorum, and in a timely manner.
  - 6.3 The committee is to meet at least once a school year to review Policy 20 – Professional Growth of Teachers and its terms of reference and protocols.
  - 6.4 Any materials used during a meeting are to be destroyed by the Administrative Liaison.

### **Meeting Agenda**

Meetings of the ATA Professional Growth Fund Committee will include the following items:

- 1. Establishment of a Chair.
- 2. Minutes of the previous meeting.
- 3. Financial Statement
- 4. Business arising from the Minutes.
- 5. New Business:

- 5.1 Ratification of applications approved or denied; and
- 5.2 Consideration of new applications

### **Application Approval Process**

1. Applications are received by the ATA Zone Rep.
2. The ATA Zone Rep reviews each application to ensure that it qualifies under Policy 20 – Professional Growth of Teachers and:
  - 2.1. May return the application to the applicant if it does not meet the qualifications under Policy 20; or
  - 2.2. Advise the applicant on completion of the application form to ensure its compliance with Policy 20.
3. The ATA Zone Rep forwards the application to the ATAPG email address.
4. The ATA Professional Growth Fund Committee meets up to 5 times per year to approve credit and non-credit leave application and discuss all relevant professional growth concerns.
5. The ATA Chair notifies the applicant via email of the decision of the Committee, and retains a copy of the correspondence until June 30 of the following year of application; or until the next meeting of the ATA Professional Growth Fund Committee
6. The ATA Chair forwards a copy of the approved application to the ATAPG email as well as to the Zone Rep.
7. In the event that the seminar, workshop or project is cancelled:
  - 7.1 the applicant must immediately notify the ATA Zone Rep;
  - 7.2 the ATA Zone Rep must immediately notify the ATAPG email; and
  - 7.3 any reasonable costs incurred to the point of cancellation may be covered, subject to approval of the committee.

### **Payment Process**

1. In accordance with Policy 20, the applicant is to submit an Expense Claim Form to the ATAPG email for reimbursement.
2. The ATA Professional Growth Fund Committee is to review the Expense Claim Form to ensure that:
  - 2.1 it is complete; and
  - 2.2 it complies with the application and approval from the Committee.

3. The ATA Professional Growth Fund Committee will then:
  - 3.1 approve the expense claim form by signature; or
  - 3.2 deny the expense claim form and return it to the applicant with notations of the changes required.
4. The ATA Professional Growth Fund Committee is to forward the original approved expense claim and supporting documents to Financial Services for payment.
  - 4.1 Financial Services may return the Expense Claim to the Chair in the event that the form is incomplete, for follow-up and resubmission.
5. In the event that a claim is incomplete, the 30-calendar day submission period continues to count off, excluding the period where the claim was being reviewed for approval or payment and up to the date that the applicant was notified of the deficiencies.

Previously Board Policy 8 – Committees of the Board

Developed: January 15, 2014  
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