
ATA PROFESSIONAL GROWTH FUND COMMITTEE

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 Administrative Procedure 423 – Professional Growth of Teachers.

Procedures

1. Membership

1.1 Membership (as defined in the ATA Collective Agreement)

1.1.1 One (1) ATA Professional Development Chair or a designate;

1.1.2 One (1) teacher representative from each of the five (5) zones;

1.1.3 When a Zone Representative position is shared, each zone will only have one vote.

1.1.4 Three (3) Senior Administration.

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

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 Administrative Procedure 423 – Professional Growth of Teachers.

4. Quorum

4.1 Quorum exists when 2/3 of the representatives from Administration and 2/3 from the ATA Zone Representatives are present. Reassigned votes are to be noted in the minutes.

4.1.1 An ATA Zone Representative who is unable to attend may assign their vote to another ATA representative on this Committee, to achieve a quorum. Reassigned votes are to be noted in the minutes. Representatives can assign their vote to one (1) of the other members of the committee.

4.1.2 An Administration committee member who is unable to attend may assign their vote to other Administration committee member, 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 (1) 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 procedures.
- 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 Committee 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 Administrative Procedure 423 – Professional Growth of Teachers and its terms of reference and protocols.
- 6.4 Any materials used during a meeting are to be destroyed.

7. Meeting Agenda

- 7.1 Meetings of the ATA Professional Growth Fund Committee will include the following items:
 - 7.1.1 Approval of Agenda.
 - 7.1.2 Approval of Minutes of the previous meeting.
 - 7.1.3 Financial Statement.
 - 7.1.4 Area/Zone and/or ESC Reports
 - 7.1.5 Business arising from the Minutes.
 - 7.1.6 New Business:
 - 7.1.6.1 Ratification of applications approved or denied; and
 - 7.1.6.2 Consideration of new applications.

Reference: Section 196 Education Act
Freedom of Information and Protection of Privacy Act
Personal Information Protection Act
Teaching Profession Act
Certification of Teachers Regulation 3/99 (Amended A.R. 206/2001)
Practice Review of Teachers Regulation 4/99
Ministerial Order 016/97 – Teaching Quality Standard Ministerial Order 001/2013 – Student Learning
Guide to Education ECS to Grade 12
Practice Review of Teachers Information Bulletin 3.3.2

Approved: January 15, 2014

Amended: January 13 2016; March 21, 2018; July 1, 2018; May 19, 2020, June 7, 2021, December 15, 2022, October 7, 2024