

Organizing an OSSTF/FEESO-Planned Professional Development Day

OSSTF/FEESO District-25 Teachers' Bargaining Unit



Revised by:

Les Robinson, Professional Services Officer (District-25 T.B.U.)

November 2017



The OSSTF/FEESO Anti-Harassment Statement

Let us not take thought for our separate interests, but let us help one another.

A member of OSSTF has the right to a workplace and union environment free from harassment and bullying.

Harassment and discrimination are not joking matters. They have a destructive effect on the workplace environment, individual well-being, and union solidarity. Such actions are always unacceptable.

As members of OSSTF, our goal must be to protect human rights, to promote mutual respect and trust, and to foster inclusion.

OSSTF is committed to strengthening member solidarity and takes seriously its own responsibility to ensure that members are treated with respect and dignity at all provincially sponsored OSSTF events and meetings.

Any member who feels targeted by harassment or discrimination must be able to speak up and know their concerns will be responded to immediately in accordance with OSSTF Policies and Bylaws and the Resolution and Complaint Procedure, as approved by AMPA.

OSSTF/FEESO
District 25
Indigenous Statement

The Ontario Secondary School Teachers' Federation acknowledges and thanks the Algonquin people of this territory and other Indigenous Peoples for sharing this land, so that we may come together in a good way.



The OSSTF/FEESO Pledge

I solemnly dedicate myself to promote and advance the cause of education.

I will strive to achieve and maintain the highest degree of professional competence and will always uphold the honour, dignity, and ethical standards of my profession.

I pledge my loyalty and support to the Ontario Secondary School Teachers' Federation and will comply with the Constitution, Bylaws, policies and established practices which govern its members.



Table of Contents

Introduction	Page 2
Important Dates	Page 3
Funding	Page 4
List of Subject Councils and PD Organizers	Page 4 -5
Planning your PD day:	
Needs Survey - sample	Page 6
Choosing a Location	Page 7
Registration Fees	Page 8
Catering and Food	Page 9
Registration Form-sample	Page 10
Tasks of the PD Day Planning Committee	Page 11-12
Workshop Presenter Booking-Template	Page 13
Publishers' Display Check List	Page 14
Government Agency Display Check List	Page 14
Session Organizer-Template	Page 15
Planning Resources:	
OCDSB Resources	Page 16
Educational Services Resource Bank	Page 16-18
Mandatory Reports:	
Accounting Procedures & Information	Page 18
PD Day- Preliminary Budget Report	Page 19
PD Day- Final Report	Page 20-21
End of Year Financial Report- Subject Council	Page 22-24

Introduction

The purpose of this handbook is to provide reference material for secondary school teachers who have volunteered to organize the annual system-wide professional development day for their particular subject council.

OSSTF/FEESO District 25 has a rich history of providing teacher generated professional development activities for its staff. This history has included a system-wide professional development day, which usually occurs in mid-February. Historically, the organizational process has been collaborative and collegial. Volunteers working through subject councils and the OSSTF/FEESO District 25 Teachers' Bargaining Unit have worked together in order to provide ongoing professional development opportunities for Ottawa-Carleton secondary school teachers. This handbook has been developed in consultation with all of the aforementioned partners. It contains the synthesis of their collective experience and wisdom concerning ongoing, teacher-generated professional development.

Purpose and Content of Effective Professional Development

Purpose:

- ✓ To increase awareness of new trends and issues in education
- ✓ To improve instructional practices
- ✓ To produce growth in knowledge and skills
- ✓ To create a more effective learning and working environment
- ✓ To generate and share new teaching ideas and strategies
- ✓ To revitalize staff members
- ✓ To ensure that Ottawa Carleton District School Board students receive the most effective and stimulating programs possible.

Content:

Ideally, professional development workshops should contain at least **ONE** of the following elements:

- ✓ Curriculum review, development and implementation.
- ✓ Improvement of instructional work practices.
- ✓ Improvement of assessment and evaluation practices.
- ✓ Improvement of instructional content and teacher content knowledge.
- ✓ Improvement of classroom management and of teacher/student interaction

Important Dates for 2017-2018

- November 28th. 2017** Subject Council PD Day **Planning Meeting**
- January 9th. 2018** Deadline for the ****Andre Lecuyer Award** - Link
to information: <https://goo.gl/W59v5A>
- March 5th. 2018** Submit **PD Day Preliminary Budget Report** to Les Robinson, at the
District office
- March 29th. 2017** Deadline for handing in the **PD Day Programs,**
Schedules, Workshops offered etc.... to Les Robinson
- April 27th. 2018** **OSSTF/FEESO-Planned PD Day**
- May 28th. 2018** **Debriefing Meeting and Appreciation Reception**
Submit **PD Day Final Report** to Les Robinson
- June 29th. 2018** **Submit Subject Council-End of Year Financial Report**

****This award is presented annually at AMPA by the Educational Services Committee to a member in recognition of outstanding contributions, especially in the area of professional development. **No nominations must be endorsed by a district or bargaining unit executive.****

Funding:

Local Funding from the Board and District

The Teachers' Bargaining Unit of District 25 has negotiated both the system-wide Professional Development Day and funding for professional development in its collective agreement with the Ottawa-Carleton District School Board. The funding is provided at a rate of **\$25.00 per FTE**. This money is given to the Teachers' Bargaining Unit and is divided between the annual Professional Development day and on-going conference funding for teacher members.

The OSSTF/FEESO District 25 Teachers' Unit Executive is responsible for ensuring that the Board funding reaches the subject council PD day planners. Our current practice is that each subject council receives an initial amount of **\$600** which is supplemented by a per person amount based on the previous year's attendance. **Funds for the current year can only be issued if the final report from the previous year has been submitted.**

Subject Council PD planners receive their initial grant money by **electronic transfer**. A **preliminary budget** must be submitted no later than the **beginning of March**. Upon approval of the preliminary budget, subject councils will receive the balance of their funding by **electronic transfer**. **All expenditures must be justified with receipts in the final report.**

List of Subject Councils and PD Organizers for 2017-2018

The following is the list of subject councils and their PD chairpersons. Traditionally the Ottawa-Carleton secondary teachers have not opted for a congregated PD structure. Each subject council has organized its own PD day at various locations around the Board. Some subject councils have traditionally combined their resources. Guidance and Co-operative Education Subject Councils have planned their activities together. Canadian and World Studies, Social Sciences have usually worked together. French Immersion Teachers have generally attended the PD activities specific to the subject which they teach in French. The PD organizers for subject councils who include teachers of French Immersion have organized workshops to meet the needs of those teachers.

SUBJECT COUNCIL PROFESSIONAL DEVELOPMENT INFORMATION 2017-2018

Subject Council	PD Day Chairperson-Work site	Treasurer-Work site	Notes
Business	Rosalie Crich (Sir Wil.)	Brent Howard (John McCrae)	
Canadian and World Studies, Social Sciences	Bob Barter	Jaiden Lairson (Woodroffe)	
Dance	Leslie Jaeggin/Stacey Hamilton (South Carleton)	Leslie Jaeggin/Stacey Hamilton (South Carleton)	
Drama	Wendy Gunter-Woods (Wood.)	Colleen Pierce-Price (Gloucester)	
English	Amanda Potts (Canterbury)	Kristy Robinson (A.Y. Jackson)	
Equity Studies	Shannon Mills (Bell) Bonnie Cranston		
ESL/ELD (s)	Devinder Pooni-Gunderson (Alpha)	Ruth Anderson (Alpha)	
Family Studies	Sandra Lillico (SRB) Emily Elwood (Wood.)	Sandra Lillico (SRB)	
First Nations, Metis, Inuit	Kim Bruton (SRB)/Alicia Salyi	Emily MacDuff (Wynwood)	
Guidance	Cameron Jones (Ridge.)-Chair Jeff Hemstreet (Bell)- Asst.	Mellissa Wright (Gloucester H. S.)	
Co-op	Susan Hemstreet (Bell)/LA Schmidt (West Carl.)/Candace Carson	Karen Bellamy	
Library	Angie Cameron (Bell)	Kristen Barbour (McCrae)	
Math	Jimmy Pai (Woodroffe)	Mirella Baraggi (Ridge.)	
Modern Languages	Denis Cousineau (Alpha)/ Anna- Marie Kukla, (Glebe)	Denis Cousineau (Alpha)	
Music	Elizabeth Dutton/ Lani Sommers, (Lisgar)	Melanie Reeks (Hillcrest)	
Outdoor Education	Trevor Allen (Canterbury)	Eva Moon (Nepean)	
Phys. Ed.	Megan Port (Earl of March)		
Science	Tricia Jones (Lisgar) Andrea Davidson (LDHSS)	Jeremy Cheeseman (Lisgar)	
Technology	Glenn Ellis (Lisgar)	Kevin Shea (SRB.)	
Visual Arts	Sheila Williams (OTSS)	Dana Wardrop	

Planning Your Professional Development Day

Professional Development Survey-SAMPLE

Name: (optional) _____ Return to: _____

Please complete the following survey in order for your subject council to best determine the nature of its professional development activities for the annual P.D. day.

Please rank answers in order of 1- most preferred to 5- least preferred.

1. Format Preference:

_____ Key Note Speaker _____ Sharing Seminar _____ Workshop Activity _____ Panel Presentation

_____ Combination of (indicate) _____

2. Select the topics of interest to you.

Please rank in order of 1- most interested to 10- least interested.

_____ Students at Risk (STAR)

_____ Celebrating Public Education

_____ Computer Training

_____ Assessment and Evaluation

_____ Leadership

_____ Literacy Across the Curriculum

_____ Special Needs

_____ Subject Specific Issues

_____ Career Education

_____ Crisis Awareness, Development and Implementation

3. Other topics of interest you would like to suggest:

_____ Stress Management

_____ Homophobia

_____ Specific Disorder Information

_____ Classroom Management

_____ Anti-Bullying, Cyber-bullying

_____ Behaviour Management

_____ Role of Workplace Representatives

_____ Student Advocacy

_____ Learning Tools for Special Needs

Choosing a Location

One of the first considerations when planning your Professional Development day is choosing a location. The Ottawa-Carleton District School Board secondary teachers have traditionally preferred to meet as subject-specific groups at various locations around the area. School facilities are available and most subject councils have opted to present their Professional Development Day in these venues. There are several issues that should be considered when deciding upon a location:

- ✓ Will the site accommodate the projected number of participants?
- ✓ Is the site easily accessible for all participants?
- ✓ Is there ample parking for participants?
- ✓ Are there specific costs related to using this site, such as custodial staff?
- ✓ Is the site available for the date in question?
- ✓ If you are not having lunch catered, are there local restaurants that would be able to accommodate participants?

The Ottawa-Carleton District School Board usually provides the use of school facilities free of charge; however, you will need to make specific arrangements to use the school facility in question.

Specific information about school sites, their cost and availability can be obtained at:

Community Use of Schools
116-1645 Woodroffe Avenue,
Nepean, Ontario, K2G 1W2
Phone: 613-596-8260 Fax: 613-596-8239
<mailto:communityuse@ocdsb.ca>

A sample of **The Community Use of Schools/Board Use Online Application (Form OCDSB 24B)** can be found on the Board's website:

<https://goo.gl/9CaQeK>

It is sometimes easier to choose a school where a planning committee member actually works. This can cut down on confusion in booking classrooms and accessing audio-visual equipment for presenters etc.

Planners are not required to use school facilities, although they are usually far less expensive. Some subject councils have opted for other locations such as the facilities at the University of Ottawa, Carleton University, the Ottawa School of Art, Concordia Faculty of Fine Arts, the McSkimming Center and Gatineau Park.

Registration Fees

Professional Development day planners **may charge registration fees**. The following are the District 25 Teachers' Bargaining Unit guidelines for registration fees:

1. **Up to \$10.00** can be charged per participant as a registration fee.
2. Registration fees can be used to cover any type of expense ***except luncheon***.
3. The OSSTF/FEESO District 25 Professional Development grant ***can not*** be used to cover luncheon expenses. It can, however, be used to offset the cost of snacks for the coffee break.
4. There is no requirement that lunch be provided for participants of the OSSTF-planned Professional Development day. Should a PD committee decide to offer lunch to participants, the cost of the lunch must be clearly indicated on the registration form.
5. Participants should not be required to purchase lunch; therefore, the registration form should indicate the **option of opting out of lunch**.
6. Members from other bargaining units are welcome to attend our workshops. *They can be charged an additional \$20.00 above the regular member registration fee. (**Note: Your subject council may opt for a lower fee**).
7. Student teachers are encouraged to attend our workshops. They should be charged a **reduced fee** to be determined by the PD planning committee in question.
8. The OSSTF-planned Professional Development day **MUST** be non-profit. Consequently, revenues should equal expenses for the day.
9. Some subject councils have surplus funds from previous years, which should be spent. A healthy bank account hinders the acquisition of new funds for the upcoming year. A special speaker or venue may be a great treat and a good way to use up surplus funds.

Catering and Food

Traditionally, many subject councils have provided a catered lunch for their PD day participants. There is, however, no requirement that lunch be provided, and the OSSTF/FEESO PD day funding can not be used to cover the costs of lunch. One of the initial planning decisions is whether or not to have a noon meal catered. If you have chosen a location that is close to restaurants, you may decide to give participants a slightly longer lunch hour so that they can go off site to eat. You may avoid the issue of lunch altogether by running workshops through the lunch period and finishing the day early. For example, if workshops are scheduled from 8:30 am to 2:00 pm with a coffee break from 10:30 am to 11:00 am, teachers will have fulfilled their **five-hour workday** requirements. The following are items that should be considered if your PD day committee opts to provide a lunch.

Coffee Breaks

Many PD committees offer coffee, juice, muffins, etc., as registrants arrive. They also provide a similar service at coffee breaks. This means that a PD committee member needs to be responsible for organizing the breaks and purchasing the coffee, juice, etc. Sometimes the lunch caterers will also do breaks for a reasonable amount. The price for such snacks can be factored into the registration fee.

Lunch

1. Lunch fees should not be too costly.
2. A special dietary menu option should be considered. (i.e. Gluten/dairy free, vegetarian, etc.)
3. The committee needs to decide whether or not late registrants or walk -in registrants can purchase lunch. If walk-ins are accepted, you may need to order extra noon meals in order to accommodate late registrants.
4. Tracking who has paid for lunch and who has opted out of lunch can be problematic. There are several fairly simple ways of tracking who has actually paid for lunch in the lunch line. Nametags can be colour-coded to indicate whether or not the registrant has opted for lunch. This provides an easy visual verification in the lunch line. Lunch tickets can be provided at registration to those who have purchased lunch. These can be collected in the lunch line.

Professional Development Day: Registration Form (sample)

Subject Council: _____ Name of Registrant: _____

Work Location of Registrant: _____

ITEM	COST	Payment Received
Registration Fee	\$10.00	
Student Teacher Registration Fee	\$5.00 or free	
Non-bargaining unit member Registration Fee (10\$ Reg. fee + 20\$)	\$30.00	
Please indicate whether or not you will be attending lunch.		
	Not attending Lunch	
	Attending Lunch \$10.00	
TOTAL AMOUNT DUE		

Workshop Selection:

Please indicate your choices for workshops. Include second and third choices for each time period:

AM Session 1: 1st Choice _____
 2nd Choice _____
 3rd Choice _____

AM Session 2: 1st Choice _____
 2nd Choice _____
 3rd Choice _____

PM Session 1: 1st Choice _____
 2nd Choice _____
 3rd Choice _____

PM Session 2: 1st Choice _____
 2nd Choice _____
 3rd Choice _____

For Office use only: _____

Applicant registered in following workshops:

1. _____
2. _____
3. _____
4. _____

Registration Payment Received: (date) _____

Receipt issued: (date) _____

Confirmation of workshops sent: (date) _____

Tasks of the PD Day Planning Committee

The following are suggestions for organizing the various components of a successful PD day:

Chairperson

- ✓ Recruit committee members
- ✓ Chair committee meetings
- ✓ Book location
- ✓ Negotiate with caterers
- ✓ Invite keynote speakers
- ✓ Negotiate with keynote speakers
- ✓ Introduce and thank keynote speaker
- ✓ Send electronic notice of the **PD day program and registration** to **Les Robinson**. This must be done by **March 29th 2018**.
- ✓ Produce **PD day Final Report** and send it to **Les Robinson** by **May 28th 2018**.
- ✓ Produce an **End-of-Year Financial Report** for the District Treasurer (Kim Appel) and send it to **Les Robinson at the District office** by **June 29th 2018**.

Treasurer

- ✓ Produce preliminary budget
- ✓ Produce final budget
- ✓ Keep track of receipts
- ✓ Receive funds
- ✓ Disperse funds

Committee Members

- ✓ Find workshop presenters.
- ✓ Organize publishers' display.
- ✓ Co-ordinate and organize government displays.
- ✓ Organize and co-ordinate coffee breaks.
- ✓ Purchase thank you gifts for workshop presenters.
- ✓ Schedule workshops.
- ✓ Co-ordinate workshop presenter needs.
- ✓ Confirm with presenters that sufficient registrants have applied for their workshop.
- ✓ Confirm with presenters the number of participants registered in their workshop.

- ✓ Confirm with presenters the location and time of their workshop.
- ✓ Produce program pamphlet for the PD day.
- ✓ Produce registration form for PD day.

Registration Committee

- ✓ Acknowledge receipt of registration forms
- ✓ Collect registration fees
- ✓ Provide receipts for registration
- ✓ Keep track of registrant workshop choices ✓ Confirm workshop choices with registrants
- ✓ Print name tags for registrants indicating workshop choices (because people will forget which workshops they have signed up for) and lunch option.
- ✓ Prepare and print certificates for participants indicating the workshops they attended. Teachers can use these for their portfolios and as confirmation that they participated in specific workshops should their administrators require them. These should be handed out at the end of the day.

PD Day Setup

- ✓ Set up registration table where participants can collect their nametags, meal tickets and information about their workshops.
- ✓ Set up late registration table for walk-ins. You will need to include a cash box at this table since you will be handling money.
- ✓ Set up site map giving location of workshops.
- ✓ Set up poster listing workshop titles, times, numbers and locations.
- ✓ Greet presenters and make sure that they know where and when they are presenting.
- ✓ Ensure that a committee member is available in each workshop to thank presenters and give them a thank-you gift.
- ✓ Greet publishers and government agencies who will set up displays.
- ✓ Help publishers and government agencies locate where they should set up and collect meal tickets at lunch line.
- ✓ Ensure that coffee breaks have been set up.
- ✓ Ensure that a table has been set up and staffed to hand out participation certificates at the end of the day.
- ✓ Ensure that any cheques required to pay keynote speakers and/or caterers are available and distributed.

Workshop Presenter Booking-Template

(Provided by Andrew Cooper, *Science Subject Council*)

Speaker Name: Email address: Phone number:	
Session Name:	
Session Description:	
Session Time:	
Session Location (Room):	
Room requirements (lab, classroom, computer lab):	
A/V requirements:	
Biography received:	
Will speaker be lunching with us?	
Final confirmation:	
Student helper assigned:	
Thank-you gift bought:	
Other:	
Other:	

Publishers' Display Check List

Publisher (address phone , email, Contact name)	Contacted	Confirmed	Display Location	Display Needs

Government Agency Display Check List

Government Agency (address, phone, email, Contact name)	Contacted	Confirmed	Display Location	Display Needs

Session Organizer-Template

Schedule for the Day:

- 8:30-9:00** **Registration**
- 9:00-10:30** **Plenary Speaker**
- 10:30-11:00** **Break**
- 11:00-12:00** **AM Workshops**
- 12:00-1:00** **Lunch**
- 1:00-2:00** **PM Workshops**
- 2:00-3:30** **Swap Shop**
- 3:30-4:00** **Wine and Cheese**

AM Workshops

Session #	Location	Presenter	Title
A1			
A2			
A3			
A4			
A5			

PM Workshops

Session #	Location	Presenter	Title
B1			
B2			
B3			
B4			
B5			

Swap Shop Sessions

Subject/Topic	Facilitator	Room Location

¹ This model is based upon the one followed by the Science Subject Council. It is intended as a possible suggestion. Planners are free to design their schedule in any manner that is appropriate for their subject area. Many subject councils do not have plenary sessions since the cost of speakers can be prohibitive. They opt to run extra blocks of workshops.

Planning Resources

Finding Workshop Presenters: OCDSB Resources

The Ottawa-Carleton District School Board has a rich and varied knowledge base in its teaching staff. Most subject councils will issue a system-wide call for presenters in early October. This can be done in several ways:

- ✓ **Heads' Council Conference on GEM**
- ✓ **Subject Council Conference on GEM**

OSSTF/FEESO Resources

Educational Services Workshops

OSSTF/FEESO remains committed to building the capacity of educators by continuing to offer high quality professional growth opportunities created by members, for members. In order to provide ongoing access to the large number of the workshops offered through the Educational Services Department, districts and bargaining units should be aware of the following requirements:

- **The lengths indicated for the workshops ensure their quality and integrity. Minor adjustments may be possible depending on the size of the group, but requests for significantly shorter workshops cannot be accommodated.**
- Workshop content and materials are owned and copyrighted by OSSTF/FEESO.
- OSSTF/FEESO workshop requests will only be confirmed upon receipt of a deposit for **\$1000.00** per workshop – an individual deposit cheque made payable to the “Treasurer OSSTF/FEESO” and post-dated with the date of the workshop unless credit card arrangements are made. The deposit will be returned within a week of the scheduled date if a minimum of 20 participants attend the workshop. Deposit cheques will also be returned for any workshop requests cancelled at least 72 hours prior to the scheduled delivery date. **The refundable deposit means that workshops delivered to groups of 20 or more will continue to be offered free of charge to OSSTF/FEESO members for 2017–2018.**
- Districts, bargaining units or individual worksites requesting multiple workshops for the same date will be required to list workshops in order of priority for delivery as some requests may not be filled due to overwhelming demand or lack of presenter availability. A maximum of four workshops in a maximum of two locations will be confirmed for each requested professional development event. The identified priorities of the districts and/or bargaining units will be used to determine which workshops are confirmed first. Additional workshops may be arranged based upon presenter availability.

The Educational Services workshops currently offered are:

- Beyond Bullying: Building Safe Schools
- Beyond Bullying: Building Safe Workplaces
- CALM (Crisis Awareness Learning Modules)
- Classroom Management **or** Classroom Management for OTs
- Cyber Bullying

- EQUIP: Equity in Practice
- From PAIN to PRIDE: Homophobia and Transphobia
- STAR (Students at Risk)
- Still Not Laughing: Challenging Sexual Harassment in our Schools
- Working Together: Effective Educational Teams
- Managing Conflict

- Next Steps: From Advocacy to Activism
- The 3 R's of Workplace Violence: Rights, Responsibilities, Resources
- Writing Résumés and Taking Interviews
- Mental Health — Let's Act!
- The Early Learning Team

The Growth & Opportunity: Professional Development Workshops brochure has been updated to reflect our current workshop offerings (**follow the link below, for a copy**). Please contact **Cathy Renfrew** (cathy.renfrew@osstf.ca) at **416-751-8300** or toll free **1-800-267-7867** for more information or to request any OSSTF/FEESO Educational Services workshop, or the contact person listed in the brochure for the other OSSTF/FEESO workshops.

<https://www.osstf.on.ca/pd-training/workshops-and-presentations/educational-services-workshops.aspx>

EDUCATIONAL SERVICES RESOURCE BANK

This Educational Services Resource Bank (ESRB), formerly the Speaker Data Bank, may be used as a resource for **OSSTF/FEESO members who are planning professional development activities**. Many of these presenters are OSSTF/FEESO members and have participated in OSSTF/FEESO professional development programs and workshops.

The past practice of the provincial office covering the expenses for approved OSSTF/FEESO members who are listed as speakers/presenters has changed effective October 2015. Only those workshops that have been approved by the Provincial Executive to act as supplemental information to currently offered Educational Services workshops will be funded by Provincial Office. For further information, please contact: **Randy Banderob** (Executive Assistant, Educational Services Department).

Contact Information: Randy Banderob (Executive Assistant, Educational Services Department)
OSSTF/FEESO

60 Mobile Drive,
Toronto, ON
M4A 2P3

Email: randy.banderob@osstf.ca

Business: 416-751-8300

Fax: 416-751-7079/ **Toll Free:** 1-800-267-7867

EDUCATIONAL SERVICES RESOURCE BANK TOPICS:

To access the detailed Educational Services Resource Bank and a **PDF version** of the workshops (and application form), you can go directly to the website:

<https://www.osstf.on.ca/pd-training/workshops-and-presentations/educational-services-resource-bank.aspx>

Mandatory Reports:

Accounting Procedures and Information

Since the funds used to plan the February Board-wide PD day come from the Board and OSSTF/FEESO, the Professional Services Officer of the Teachers' Bargaining Unit, Les Robinson, must report annually to both the OCDSB and to the Teachers' Bargaining Unit with an accounting for disbursement of funds. Consequently, there are three **mandatory** reports which subject council PD Chairs will be required to submit:

1) P.D. Day-Preliminary Budget Report:

This report can be downloaded from our District website, saved electronically and sent to **Les Robinson** (Les.Robinson@d25.osstf.ca) by **March 5th, 2018**

2) PD Day-Final Report:

This should be completed by the subject council PD Chair, following the PD day--by **May 28th, 2018**

3) End of Year Financial Report - Subject Council:

This is the final accounting for expense report, which must be submitted after the PD day. It should include a bank statement, photocopies of all the receipts and invoices. This report must be submitted to the District's Treasurer, Kim Appel, via Les Robinson at the District office by **June 29th, 2018.**

****Please Note:** In order to receive funding for the subsequent year's PD day, subject councils **MUST** submit both the **PD Day-Final Report** and the **End of Year Financial Report.**

PD Day-Preliminary Budget Report

Due: March 5th 2018

Subject Council: _____

P.D. Day Chair: _____

Expenses

ITEM	COST
1. Planning Expense (supplies, food etc.)	
2. Location (rental cost, etc.)	
3. Speakers, workshop presenters (Honoraria, gifts, travel expenses etc.)	
4. Registration (name tags, participant certificates etc.)	
5. Food Costs (coffee, juice, snacks etc.)	
6. Luncheon (catering etc.)	
7. Workshops (supplies, equipment etc.)	
8. Other	
TOTAL	

REVENUE

ITEM	AMOUNT
1. OSSTF grant: (initial amount)	
2. \$10.00 x # of participants ()	
3. Registration (x teachers)	
4. Balance in account	
5. Other	
TOTAL	

Please attach any additional information on a separate sheet and return by March 5th 2018 to Les Robinson at the OSSTF/FEESO District Office, 9 Corvus Court.

- 6. Number of participants registered prior to PD day: _____
- 7. Number of participants registering on PD day: _____
- 8. Total number of participants who actually attended PD day: _____
- 9. Subject Council PD Chairperson for next year: _____

10. PD day Committee for next year:

Name	Work Location

11. Comments and suggestions for next year's planning committee:

Submitted by: _____ (signature--PD Subject Council Chairperson)

*****Please return the completed form to Les Robinson at the District Office by May 28th 2018 or bring it to the final meeting/reception on May 28th 2018.**

End of Year Financial Report - Subject Council (sample)

Due: June 29th. 2018

Subject Council: _____

Subject Council Chair: _____

(Please Print)

Subject Council PD Day Chair: _____

(Please Print)

Subject Council Treasurer: _____

(Please Print)

Number of Teachers attending Nov. PD Day: _____

BANK NAME: _____

ACCOUNT NAME: _____

BANK ACCOUNT NO.: _____

FINANCIAL STATEMENT

For the year ending: **June 29th. 2018**

REVENUES

Bank Balance as of: June 30, 2017

(please attach photocopy of bank statement/book) \$ _____

District-25 PD day grant: 2017-2018 \$ _____

Lunch fees collected from members (_____ x \$ _____): \$ _____

Registration Fees collected (_____ x \$ _____): \$ _____

Donations from Universities/Corporations: \$ _____

Other (specify)

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

TOTAL REVENUE: \$ _____

EXPENSES

EXPENSES: PD day 2017-2018 (please attach receipts)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

EXPENSES: Subject Council 2017-2018 (please attach receipts)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL EXPENSES: \$ _____

BANK BALANCE

(May 30, 2018) \$ _____

(Please attach photocopy of bank statement/book)

*** Please indicate if your subject council plans to meet between May 30, 2018 and June 29, 2018 and what approximate expenses it might incur.

OFFICE USE ONLY:

Amounts: \$ _____ Acc.No: _____

(Approved by Bargaining Unit Treasurer for 2017-18)

District 25 Teachers' Unit Treasurer: _____

