



LOCAL SPECIALIST ASSOCIATION (LSA) POLICY

An LSA is a group of teachers interested in promotion and advocacy of professional development in their specialist area.

- 1. There shall be an elected executive of at least three DTA members:**
 - Chairperson
 - Vice-Chairperson
 - Treasurer

- 2. In order to be recognized as an LSA of the DTA the following criteria must be met:**
 - 2.1 All current LSAs will be recognized. For a new LSA, there shall be a PSA in existence. If there is not a PSA, a Representative Assembly must approve the LSA.
 - 2.2 Each LSA is expected to sponsor a workshop at District Day.
 - 2.3 At least three LSA meetings shall be held each year.

- 3. LSAs have the responsibility to promote professional development through activities that may include:**
 - Conducting in-service education.
 - Participating in curriculum projects and sharing the results.
 - Proposing improvements to learning and working conditions for the specialist area to the DTA Executive.
 - Proposing curriculum positions for PSA adoption.
 - Maintaining liaison with the PSA.
 - Initiating and maintaining contact with beginning teachers.
 - Maintaining a system of communication with its members through meetings and professional development activities.
 - Encouraging affiliation with national and international professional groups in the area of specialty.
 - Contributing articles to the DTA's PD Newsletter.
 - Assisting the DTA in staffing District Committees.

4. Guidelines for Communication:

Each LSA shall provide a copy of the minutes or notes of each meeting to the PD Chairperson.

5. LSA Financing:

Funding: The greater of either 10 percent of the Professional Development annual budget or \$10,000 will be allocated to LSAs.

- 5.1 In order to receive funding, LSAs must submit a Budget Planning Form for the LSAs no later than October 31st.
- 5.2 Upon receipt of Budget Planning Form, \$150 funding will be allocated to each recognized LSA with 10 or fewer members, \$300 with 11 – 20 members, and \$450 with more than 20 members.
 - 5.2 a) Money is available to cover such meeting costs as non-alcoholic beverages and snacks.
 - 5.2 b) Once a year, the LSA may fund one committee meal, which is attached to a meeting of the committee, up to the maximum DTA *per diem* rate, for that meal.
- 5.3 In order for LSAs to receive funding they must meet the criteria of section 2.
- 5.4 Charges for operating expenses will be borne by the LSA.
- 5.5 For group events, the Group LSA Workshops Planning Form is to be submitted. A breakdown of all anticipated costs, which would include: refreshments, food, honorarium, TOC, copying, and miscellaneous is required.
- 5.6 For all Group LSA Workshops, the total dollars available shall be the total funding minus money allocated from 5.2.
- 5.7 Frequency of applications:
 - **June 1st** – July 1st to November 30th period (1/3 of funds).
 - **November 10th** – December 1 to March 31st period (1/3 of funds).
 - **February 1st** – April 1st to June 30th period (1/3 of funds).
 - Any surplus to be rolled into subsequent grant period or periods (to be divided equally after June 1st session). Any unspent funds to be rolled into next year's General PD Fund.
- 5.8 An LSA can charge a fee to offset activity costs.
- 5.9 All LSA expenses shall be recorded by the LSA. Receipts shall be forwarded to the DTA for payment no later than June 15th.