



**CALL FOR PROPOSALS**  
Professional Development Day  
Friday, November 18, 2022

If you would like to present a professional development session during the OSSTF/DDSB PD Day on Friday, November 18, 2022, please complete this sheet and return to Garrett Metcalfe in the district office by September 30, 2022 (or sooner) to:

Ruth Leone: [garrett.metcalfe@ddsb.ca](mailto:garrett.metcalfe@ddsb.ca)

DDSB Courier: Garrett Metcalfe/OSSTF/D13 Office

Your proposals may be for:

- a) Single session: 9:00am – 11:15am or 12:45pm – 3:00pm
- b) Repeated sessions: AM and PM
- c) A full-day session

Teachers will be registering for two separate half-day sessions or one full-day session.

We would encourage sessions to be offered at your home school if possible.

All sessions will be held in DDSB/OSSTF facilities, unless otherwise required due to the nature of your session. Approval will be required for off-site sessions.

All proposals will be reviewed jointly by the District 13 Professional Development Committee and the DDSB. **All sessions must have curricular connections, support student learning and reflect sound anti-oppression and equity pedagogy.** Only fully completed proposals will be considered.

All proposals must be received at the district office by September 30, 2022 to provide sufficient time for committee review

Presenters will be notified of proposal acceptance by the middle of October, 2022.

Please keep page 1 & 2 for your referral and submit only page 3.

Please read the further details provided on the second page carefully before submitting a proposal

If you have any questions, please contact the District Office at 905-668-7100

#### Curriculum and Pedagogical Connections

- All workshops must be linked to curriculum expectations and improve student learning and well-being
- All workshops must align with current Board and federation pedagogy and policies around safe-inclusive practices, human rights and anti-oppression

#### Cost

- Any costs associated with the workshop (guest speakers, materials, manuals, mileage, etc...) need to be included in the individual cost to each participant or covered by the presenter.
- Please be aware that any costs incurred as a result of the workshop are ultimately the responsibility of the presenter.
- It is advised that an email be sent reminding participants that they are expected to pay for workshop costs regardless of whether they attend or not

#### Equipment

- You are responsible for arranging any necessary equipment you will need for your workshop.
- If participants are expected to bring materials, this must be clearly itemized on the proposal form.

#### Rooms

- It is the responsibility of the presenter to book a room for their workshop.
- There is a list of room booking contacts for each school. Please contact this person to book your room to ensure that no rooms are accidentally double-booked.
- Please make sure the room you use is left in the same condition in which you found it after your workshop!

#### Attendance

- Attendance forms should be made available for attendees to sign at each workshop.
- Please print the attendance form for your workshop on or after Tuesday November 15 to ensure accuracy due to late registrants resulting from cancelled workshops. This is especially relevant if your workshop has a cost associated with it
- Administration will be responsible for collecting attendance forms.

#### Feedback Form

- A feedback form will be provided for each workshop.
- Please make enough copies for all participants and distribute them at the start of your workshop.
- Feedback forms to be returned to the District 13 office.

#### Guest Presenters

- A Guest Presenter form must be completed and submitted with this proposal outlining our expectations regarding content, audience, cost etc.

#### Minimum Number of Participants

- The absolute minimum for all workshops is 5.
- However, you may set a higher minimum which will then be firm. Therefore, if you have listed a minimum of 10 participants and there are only 9 registered then your workshop will be automatically cancelled unless you contact District 13 in a timely fashion.

<b>Title of Presentation:</b>	
<b>Name of Presenter(s)</b>	
<b>Board Email(s)</b>	
<b>Session(s) you wish to offer</b>	
am only	full day session
pm only	both am and pm <i>(same session twice)</i>
<b>School / Location of Presentation</b>	
<b>Room Number</b>	<b>Wheelchair Accessible</b>
<b>Minimum Participants</b>	<b>Maximum Participants</b>
5	
<b>Details</b>	
Curricular Connections: In what ways does your PD align with course/curricular expectations?	
Classroom Connections: How would your PD support student learning and well-being?	
Anti-Oppression and Inclusive Practices: In what ways does your PD align or support Anti-Oppression and Social Justice? (Be sure to consider Culturally Responsive and Relevant Pedagogy, DDSB Indigenous policy and the DDSB Human Rights Policy)	
Subject Area:	
Target Audience: Who would your PD best support?	
Guest Presenter:	
Cost:	
Transportation:	
Presentation Description:	