

VSF PROFESSIONAL DEVELOPMENT – FUNDING

Teacher professional development benefits the school environment, student learning, and the individual teacher. Continuous professional development encourage collegiality, collaboration between teachers, and professional growth.

In Vancouver, there are 3 funds available to support professional development:

Funds Available	What it CAN be used for	What it CAN'T be used for	How to access funds
<p><u>Joint Conference</u></p> <ul style="list-style-type: none"> • Is funded by a 2:1 ratio between the school board and the VTF in the C.A. (F.21) • Is allocated through school-based budgets based on enrollment FTE • Any remaining year-end balance in this fund rolls forward into the next school year. 	<ul style="list-style-type: none"> • Individual conferences, workshops, seminars, webinars, podcasts, etc. related to teaching assignment • Taking a course (which will provide no credit or certification) 	<ul style="list-style-type: none"> • Professional resources (i.e., books, DVDs, magazines, software, etc.) for an individual teacher • Taking a course for which the participant will receive credits or certification • Parking, travel expenses, or food costs • Working on a Min. of Educ. initiative 	<ul style="list-style-type: none"> • Pay fees in advance and obtain a receipt. Then get a PD reimbursement form, complete it, attach the receipt and give to the PD chair of the school. Reimbursement will follow.
<p><u>Professional & Staff Development</u></p> <ul style="list-style-type: none"> • Is funded by the school board in the C.A. (F.21) • Is allocated through school-based budgets based on enrollment FTE • Any remaining year-end balance in this fund rolls forward into the next school year. 	<ul style="list-style-type: none"> • To provide school-based release time to plant and prepare for PD activities and directions • School professional development activities such as bringing in a keynote speaker or presentation or workshop for an entire staff * • Funding for a group of teachers at a school to provide coffee, muffins, or light refreshments, etc. for a staff during a school professional activity • To purchase books & DVDs for a professional collecting in a school • To purchase books for a professional bookclub in a school • Supplies and expenses for workshops <p>This fund may also be used to support teachers' self-directed professional development (including action research, mentoring, peer consultation, or conferences) <u>only if there are unused funds remaining after planning for the year</u></p>	<ul style="list-style-type: none"> • To pay for meals for a staff during a professional development event • Parking, travel expenses or additional food costs • Working on a Min. of Educ. Initiative • To cover costs at a staff meeting or school planning session 	<ul style="list-style-type: none"> • Group payment can often be arranged between the PD chair and the school accountant. • If not, pay in advance and follow procedure as outlined above • If purchasing PD resources for a library, pay for items in advance, and then follow procedure as above • If paying for light snacks, coffee, etc., arrangements can often be made with the accountant to transfer funds from S & D account to Cafeteria, or follow reimbursement process as above

Funds Available	What it CAN be used for	What it CAN'T be used for	How to access funds
<p><u>Teacher Collaborative Inquiry Fund</u></p> <ul style="list-style-type: none"> • Is funded through an article in the C.A. (F.21) and is allocated to schools through annual application process; amounts based on enrollment FTE 	<ul style="list-style-type: none"> • Provides release time for groups of teachers at a school who wish to collaborate on a group inquiry project or question related to student learning and/or the improvement of professional practice. Some release time is allocated to cross-school groups. 	<ul style="list-style-type: none"> • Release time for cleaning out bookrooms, store-rooms, etc. • Lesson preparation 	<ul style="list-style-type: none"> • Complete Teacher Collaboration Funds application package and return to PD committee for processing

Schools are encouraged to collaborate and explore sharing costs and speaker with other schools.

For honorarium guidelines, please refer to the VSB-VTF Pro-D Handbook, Section E-8 (<http://vsta.ca/wp-content/uploads/2016/10/VSB-VTF-ProdHandbook2013.pdf>)