

Temporary Supplemental Pro-D Fund: Guidelines for Use and Access 2020-2021

Temporary Supplemental Pro-D Fund

- an opportunity for teachers to access Professional Development funds in addition to the school based and Collaborative Inquiry funds already available
- a fund to enable groups of teachers and individual teachers to engage in professional development activities and opportunities
- equally available to full time and part time contract teachers

What is Professional Development?

Professional development is a process of ongoing growth, collectively and individually, through involvement in programs, services, and activities designed to enable teachers, both individually and collectively, to enhance professional practice. Together, the teachers and administrators in our district have agreed to guiding principles for professional development which can be found in the VSB/VTF Professional Development Handbook on pages A-3 & 4.

Formula for Funding the Temporary Supplemental Pro-D Fund

Funding is available as follows:

- amount allocated will be determined by the District Professional Development Committee and the number of applicants
- group applications for funding will be reviewed and approved on a case by case basis by the District Professional Development Committee depending on the scope of the event/activity
- individual teacher funding will be available **up to** a maximum of \$1,000 towards supporting Professional Development opportunities, excluding university or college courses which may be taken for credit
- these opportunities may include, but are not limited to, workshops, speakers, conferences, professional resources, in-district initiatives
- **Applications must be approved by the District Professional Development Committee prior to funding being spent**
******Proof of Purchases/Receipts must be provided for reimbursement***
- These purchases will be made by the teacher, who will then submit their receipt and be reimbursed directly. Depending on the scope and cost of the activity, it may also be possible to for payment to occur directly through the school and/or district, however this would need to be arranged through the School and District Professional Development Committees ahead of time.
- **Elementary members only** – Pro D funds are only distributed for opportunities between September and June as per the decision made at the January 2020 General Meeting. If your intended Pro D opportunity has been rescheduled for the summer, please reapply for a different workshop or conference held within the bookends of the school year. All VESTA members may apply for funds for 2020- 2021 regardless of their access in 2019-2020.
- **Secondary members only** - VSTA members may access Pro-D funds for opportunities throughout the year including July and August. To do so, please apply by June 19, 2020. Please note, the Pro D amount for secondary members will reset in January 2021. This will allow for an additional application for funds.

Application Process

1. Groups of teachers, or individual teachers, will develop their plan and complete the application form.
2. The applications will be submitted to: site/school Professional Development Committee and site/school Principal for signatures and then forwarded to the District, Ed Centre, Superintendent's Office – Pro-D.
3. Copies of applications can also be submitted to: supplepd@vsb.bc.ca
4. District Pro-D Committee will review applications on a monthly basis during the school year.
5. It is hoped teachers will be willing to share their learning with the school and the district.

Applications can be sent in on an ongoing basis starting June 3rd, 2020

DISTRICT PRO D COMMITTEE OR ASSOC. SUPT. USE ONLY

Date Received

APPROVED

NOT APPROVED

REASON #

(If not approved, please revise and resubmit)

VSB Teacher Temporary Supplemental Professional Development Fund Application 2020-2021

Teacher Name(s): _____

Subjects/Grade(s) Taught/Position(s): _____

School: _____

PRINCIPAL'S NAME: _____

PRINCIPAL'S SIGNATURE: _____

PRO D CHAIR'S NAME: _____

PRO D CHAIR'S SIGNATURE: _____

This application form accompanies the *Guidelines for Use and Access of the Temporary Supplementary Professional Development Funds*. Please ensure that this completed application meets the criteria as outlined in this document.

Please note: Applications must be approved by the District Professional Development Committee PRIOR to funding being spent.

We have received, read, understand and agree with the guidelines. Check here

1. What is the Professional Development opportunity you are seeking to engage in? For workshops or conferences, please attach information. For anything else, please provide relevant details (times/dates).

Date(s): _____ Time(s): _____

2. Using the Pro-D lens, explain how your activity is relevant, responsible and autonomous.

3. What is the total cost of the activity/opportunity? _____

Please break down costs as applicable (Note: Cost of TTOC is approximately \$370 per day, if your total approved is up to \$1,000, your balance will be \$630.00 for other expenses)

4. How much funding have you already accessed through your school-based Professional Development accounts for this opportunity? If you haven't accessed any of these funds, please provide information as to why not. *(ie. VTF/VSB Joint Pro D, Professional & Staff Development Funds)*

Date of Submission:

Timelines

- Applications will be received starting June 3, 2020 and will be reviewed monthly
- Early intake applications due June 19, 2020
- Applications must be emailed to supplepd@vsb.bc.ca