

Professional and Staff Development Fund

School: _____

Unspent Balance on Mar 31, 2017: \$ _____

Budget Carry forward from 2015/16: \$ _____

Current Year Allocation: \$ _____

Total for 2016/17 \$ _____

Anticipated Carry-over to 2017/18 \$ _____

Suggested format Summary for Year-End Report to Staff

Type of Expenditure		Total Funds Spent
Expenditures for Current Year		\$
Fees for October 2016 PSA Day	# of teachers _____	\$
Release time for planning	# of days: _____	\$
Fees for Speakers/Presenters Honoraria (E 8, E 9)	# of Presenters: _____	\$
Supplies	Examples of supplies:	\$
Light Refreshments	# of events	\$
Professional Materials	Types of materials:	\$
Other		\$
Grand Total Expenditures for current year		\$
Carry-over for Oct. 2017 PSA (approx.)		\$

Professional and Staff Development Fund

October PSA Day 2016

Funded from the Unspent 2015/16 Carry-over Amount

Teacher	PSA/Conference	Registration \$	Other \$	Total \$
			Grand Total	\$

VSB/VTF Joint Conference Funds

School: _____

Unspent Balance on Mar. 31, 2017: \$ _____

Budget Carry forward from 2015/16: \$ _____

Current Year Allocation: \$ _____

Total for 2016/17 \$ _____

*Total Expenditures for Current Year: \$ _____

Anticipated Carry-over to 2017/18 \$ _____

*Expenditures: Use Form from page E-7 of the Handbook to record expenditures

Collaborative Teacher Inquiry Allocation
Suggested Format for Year-end Report to Staff

School: _____

of inquiry projects: _____

of days allocated: _____

of days used: _____

of days unused: _____

Inquiry questions:

Formula for Funding Teacher Collaborative Inquiry

F.T.E. Days available based on student enrollment

< 200	4 – 8 days
Between 201 – 400	12 – 17 days
Between 401 – 800	18 – 22 days
Between 801 – 1200	23 – 27 days

Please report the number of unused days that were due to unavailability of TTOCs to allison@vesta.ca with your school name, “Unused collab days” and the number in the subject line.

For example:

Subject: Trudeau Unused collab days 2

In the body of the email please include your name and any other information you think may be helpful.