

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

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.
- These opportunities may include, but are not limited to, workshops, guest speakers, conferences, professional resources, in-district initiatives.

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.

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 \$1000 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
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Applications must be approved by the District Professional Development Advisory Committee prior to funding being spent***Proof of Purchases/Original 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.

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, and then forwarded to the district.
 3. Copies of applications will be submitted supplepd@vsb.bc.ca
 4. District Pro-D Advisory Committee will review applications on a monthly basis during the school year and/or as they are received
 5. It is hoped teachers will be willing to share their learning with the school and the district.
- All original bills and receipts for resources and meeting incidentals must be submitted to the appropriate administration (as outlined above) for reimbursement by the last Friday in May.

PLEASE NOTE: teachers will not be reimbursed for materials for student use. This includes classroom supplies, books, manipulatives, equipment, or technology. If you have questions about what will and will not be reimbursed, please contact your school based Pro D representative prior to making your purchase.