WEST VANCOUVER
Teachers' Association

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WVTA Professional Development Fund - FAQS

What is the ProD Fund?

The Professional Development Fund is a trust fund administered by the Association, with direction from the ProD Committee chair and the WVTA president. The fund receives an annual contribution from the Board equal to PA(M) Maximum, and a Teacher on Call pool of up to 120 days is allocated annually for Professional Development purposes. The Association makes an annual contribution of $8000 to the fund. The School Effectiveness Fund program is discontinued, and its related funding equal to .75(PA)M is now an additional allocation from the Board incorporated into the Professional Development Fund.

How much money do I get?

Classroom teachers, including those on leave, are eligible for up to $500 funding per school year. Active teachers are also eligible for up to two TTOC support days, (one TTOC support day for teachers under .5 FTE), until the fund for the year is exhausted.

Non-enrolling teachers *who are not replaced by a TTOC* are eligible for up to $700 per year.

If a member with part time FTE wishes to collaborate with another colleague or observe a class, they can access their 2 TTOC days and be paid at the TTOC rate for a full or half day.

TTOCs are eligible for up to $200 of funding per school year.

Can I carry over my funds?

Individual members may carry forward their funds for up to three years to a maximum of $1200 for enrolling teachers, $1700 for teachers not replaced by a TTOC, or $500 for TTOCs. This applies only if the full eligible amount in a given year is intact - leftover or residual amounts cannot be rolled over. This is a capacity issue for our small office.

What is the Major Conference Fund?

The WVTA provides up to 10 grants per year of up to $3000 each. Applications are adjudicated by the Major Conference Committee. Applicants will be selected based on the following:

- Relevance to the applicant's teaching practice and career arc in public education.
- Relevance to their teaching role withing the district.

- Alignment with their Personal Growth Plan.
- Intent to share-out learning to other WVTA members.
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Applicants cannot receive more than one major conference grant in any five-year period.
The MCF cannot be used for training that is the responsibility of the district such as:

- required IB training for teaching staff working at an IB school,
- courses that are intended primarily to support FESL goals,
- implementing other plans set by a principal or the district.

What can I use general Pro D Funds for?

- Funds *may* be allocated to support professional development undertaken in the current school year, including:
  - Conferences (includes registration, travel, meal & accommodation costs)
  - Individual membership in a PSA
  - Growth Plan activities
  - Collaborative activities including release to observe colleagues' practice
  - Subscription/purchase costs of course related professional journals or books,
  - or technical equipment
  - Non-credit courses related to teaching practices

- Funds will *not* be allocated to support:
  - Credit courses
  - Release for in-service related to mandated district initiatives
  - Release for <u>individual</u> planning, marking, report writing, invigilating
  - Purchase of classroom materials for students
  - Personal wellness
  - Childcare
  - Teacher release for involvement in fieldtrips and student activities
  - Pay, or TOC time in lieu for ProD events attended on non-working days, including collaboration.

Is there a deadline for applying?
Applications should, when possible, be received at the WVTA office at least two weeks prior to an event. Incomplete applications (missing signatures, name of conference not filled in, no supporting documents, etc.) will be returned. Applications must be received at the WVTA office by June 15th of the school year to be considered. **A photograph of an application is not acceptable.**

Can I use this year's ProD funds for next year?
No. While you can roll over past unused ProD funds, you cannot use current ProD funds for next year's ProD opportunity. For example, a member can't claim the same piece of equipment in multiple years.

Can funding be used for summer ProD?
Funding for Professional Development that takes place in the summer must be applied for by June 15th to receive funding from the current year. If the current year allotment is used up and/or addition funding is needed, funding for summer ProD can be applied for the September following. (This applies only to summer ProD.)

Can I get TTOC coverage for a day-in lieu if I attend a ProD event on a day I don't normally teach?
No. Much of the Professional Development undertaken by teachers takes place during non-teaching hours or days. The fund simply could not support reimbursing teachers for this time.

Can I have my ProD funding paid directly to the conference I am attending?
The WVTA only makes payments by personal cheque to the member who has applied for the funding. If there is a group of teachers paying a special group fee, we ask that each teacher fill out an individual funding application form for their share of the cost.

What if I still have questions?
If you have questions about funds remaining or if a ProD opportunity fits the criteria, please contact the ProD Chair at prod@wvta.ca