



WVTA Professional Development Fund - FAQs

What is the ProD Fund?

The Professional Development Fund is a trust fund administered by the Association, primarily the WVTA office, 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. As of last year, the School Effectiveness Fund program was discontinued, with its related funding equal to .75(PA)M now incorporated into the Professional Development Fund.

What is my allotment?

Any teacher with an assignment in the district, including teachers on leave, is eligible for up to \$350 funding per school year. Active teachers are also eligible for up to two TTOC support days, with 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 \$500 per year, and TTOCs employed by the district are eligible for up to \$150 of funding per school year.

- 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 individual planning, marking, report writing, invigilating
 - Purchase of classroom materials for students
 - Personal wellness endeavours
 - Childcare costs
 - 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 the event to ensure TOC coverage and/or costs will be covered. Incomplete applications

(missing signatures, conference name not filled in, no supporting documents, etc.) will be returned. If the fund for the year is not exhausted by June, applications must be received at the WVTA office by June 15th of the school year to be considered.

If my funding is not applied for in the current school year, is it carried over to the next year?

No, there is no carry over – funds must be used in the current school year for professional development during the current school year.

Can funding be used for summer ProD?

Funding for Professional Development that will take place during 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 additional 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 non-teaching days?

No, TTOC coverage for a day in lieu will not be granted. 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?

To simplify for audit purposes, we only make payments by personal check to the person 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.