**CVTA Pro-D Policies and Information**

**District Pro-D Days**

 1 Teachers are expected to attend events planned by the Pro-D committee.

**School Based Pro-D Days**

 2 All schools should do a school-wide Pro-D Needs Assessment in the spring. It is advisable that sites link their School Goals to their Pro-D plans.

Funds

 3 Each year, each school will be given funds based on the number of teachers at the school, and the members’ Pro-D fee rate set at the October General Meeting of the CVTA. School-based funds are held in trust by the CVTA.

 4 School-based funds are managed by the Pro-D rep at the school.

 5 School-based Pro-D funds are site based; they do not follow the teacher if s/he moves to a new school. Teachers who work in multiple sites will generate funds for each based on the percentage of their time in each building.

Accessing Funds

 6 Members at schools must discuss the use of the funds, establish priorities for the funds, and decide how they will be allocated that year – these can change based on members’ decisions at meetings held early in the year.

 7 Each school’s Pro-D rep will ask the entire teaching staff (not admin) to vote before any money can be used. The vote should be a secret ballot vote. There needs to be a majority vote in favour of using the funds in order for you to access the money.

 8 Typically, a school will first spend the money, then the school’s Pro-D rep will request reimbursement through the CVTA’s Pro-D chairperson. (Please remember to submit all receipts when requesting reimbursement.)

Summer Pro-D

 9 Teachers may participate at School Based Pro-D during the summer, and will receive up to 2 days off in lieu. The day(s) off in lieu will be School Based Pro-D days. In order to decide if a staff wants summer Pro-D, a secret ballot vote by CVTA/KLTA members will be held (65% positive vote is needed).

**Personal Pro-D**

Use

 10 Personal Pro-D funds are expected to be used for ‘new learning’ and should be related to your teaching field. Examples include teacher conferences, PSA memberships, college/university tuition, etc.

 11 Personal Pro-D funds **cannot** be used for classroom resources, teacher resource books, or technology such as an iPad.

Members on Leave

 12 Members on leave are not eligible to access Pro-D funds.

 13 Members will not be reimbursed for Pro-D activities/events that occurred while the member was on leave.

Funding

 14 Teachers with a term or continuing contract are entitled access to Personal Pro-D funds, every other school year, up to a maximum of $1100.00. If less than half that amount is claimed, a teacher may access Personal Pro-D funds a second time, to a maximum of $550.00, within the 2 year period. A maximum of 2 TTOC days may be accessed to attend the applied-for function(s). (NB: Attendance at summer Pro-D does not entitle the member to access the 2 TTOC days later in the 2 year period).

 15 TTOC’s are entitled access to Personal Pro-D funds, up to a maximum of $550.00, every second year that they are active on the TTOC list.

 16 The cost of membership in a PSA (Professional Specialists’ Association) may be claimed. The purchase one PSA membership per year will not affect access to Personal Pro-D funds (ability or amount) as outlined in item 14/15 above.

Accessing Funds

 17 Application for Pro-D funds should be made as soon as possible, so that the Pro-D chairperson can provide a prompt response to your request. Approval of applications is at the discretion of the Pro-D chairperson and/or the district committee.

 18 Applications to access Personal Pro-D funds must be submitted before any conference/activity/event. **Applications submitted after the fact will not be approved.**

 19 Once you apply, the CVTA Pro-D Committee Chairperson will contact you to let you know if you have been approved. The full costs of the pro-d event will need to be covered by you and will then be reimbursed to you after you have returned home, filled out the expense voucher and report form and submitted your receipts along with those forms.

 20 All forms needed to access Personal Pro-D funds

 • Personal Pro-D Application

 • Personal Pro D Expense Voucher

 • Personal Pro D Report

 can be found on-line at crestonvalleyteachers.weebly.com under the Pro-D tab.

Summer Pro-D

 21 Teachers may attend a summer Pro-D function and access Personal Pro-D funds to cover their expenses. Teachers may attend a summer Pro-D function in lieu of one Pro-D day designated by the district Pro-D Committee as self-directed.

 22 If an individual intends to access this lieu day, they must first inform their site Pro-D rep of their intent to do so, and submit plans for their chosen activity by June 15th of the previous school year. **Notices of intent and plans must be submitted according to this schedule. No applications will be approved otherwise.**

Other Considerations

 23 If a teacher stays with friends at a conference, he or she may buy his or her host a gift at the rate of $30.00 per night and claim this amount on the expense voucher (receipt must be submitted).

 24 For teachers requiring a TTOC while attending a Pro-D function, please be certain to indicate to SFE that the TTOC is to be charged to Pro-D.

 25 We ask our members to be as thoughtful as possible when accessing Pro-D funds; for example, we encourage carpooling to meetings and airports, or booking flights well in advance to get the best prices. All these things will help and make it possible for more people to go to conferences.

**Part Time Teachers**

 26 Part time teachers should attend Pro-D events equivalent to their FTE (ie: if you have a 0.600 FTE term or continuing contract, you should attend 60% of the Pro-D days.

**TTOCs**

 27 While TTOCs are not required to attend any Pro-D activities/events, they are encouraged to participate in District and Personal Pro-D activities.