Updated October 2025

Professional Development Handbook

VERNON TEACHERS' ASSOCIATION

SD22

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INTRODUCTION

IMPORTANCE OF PROFESSIONAL DEVELOPMENT

Teachers, members of District Staff, Administrative Officers, and the Board of Education of School District No. 22 (Vernon) consider professional development to be very important. Funding for professional development is part of the Teachers' Collective Agreement. Increases in funds have been made available to teachers in the form of grants for professional development activities.

*It is the teacher's responsibility to communicate their location on PD days for Work Safe purposes.

PURPOSE OF THIS HANDBOOK

This handbook has been developed to assist PD reps, individual teachers, school staff, and Local Specialist Associations in utilizing the professional development funds and opportunities available for their use each year.

DISTRIBUTION OF COPIES

The Professional Development Handbook will be distributed in the following way:

Electronically, on the VTA and school district websites, and printed copies by request. As revisions occur, notice will be sent out to the following list.

- District Pro D Committee
- District Teaching Staff
- District Admin
- VTA President
- Principals and Vice Principals' Association rep
- School Pro D Chairpersons
- LSAs

DISTRICT PRO-D COMMITTEE GOALS

1. Encourage schools to use a needs assessment process to determine the PD goals for the school.
2. Recommend that time and funds be spent encouraging and supporting a model which utilizes local teachers as facilitators for their colleagues in a variety of areas that focus on teaching processes and curriculum needs.
3. Encourage schools to define the relationship between staff development, curriculum implementation, and personal professional development as outlined in the District Professional Development Handbook.
4. Encourage and support teacher inquiry and collaborative models of professional learning.
5. Determine and clarify Pro-D policies within schools and LSAs.

6. Provide training for PD Reps each year.
7. Encourage schools to work actively to communicate with stakeholders about the importance and value of professional development.

SECTION 1 - Professional Development in SD22

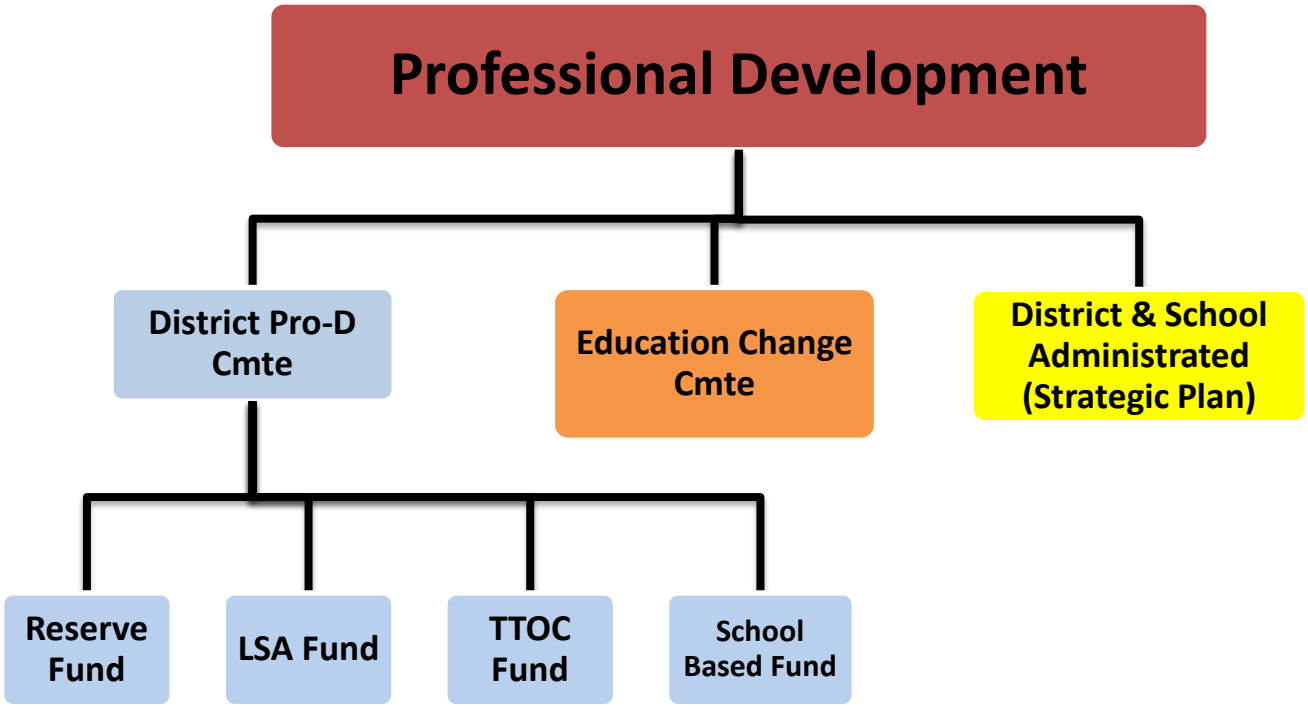
DEFINITION OF PROFESSIONAL DEVELOPMENT

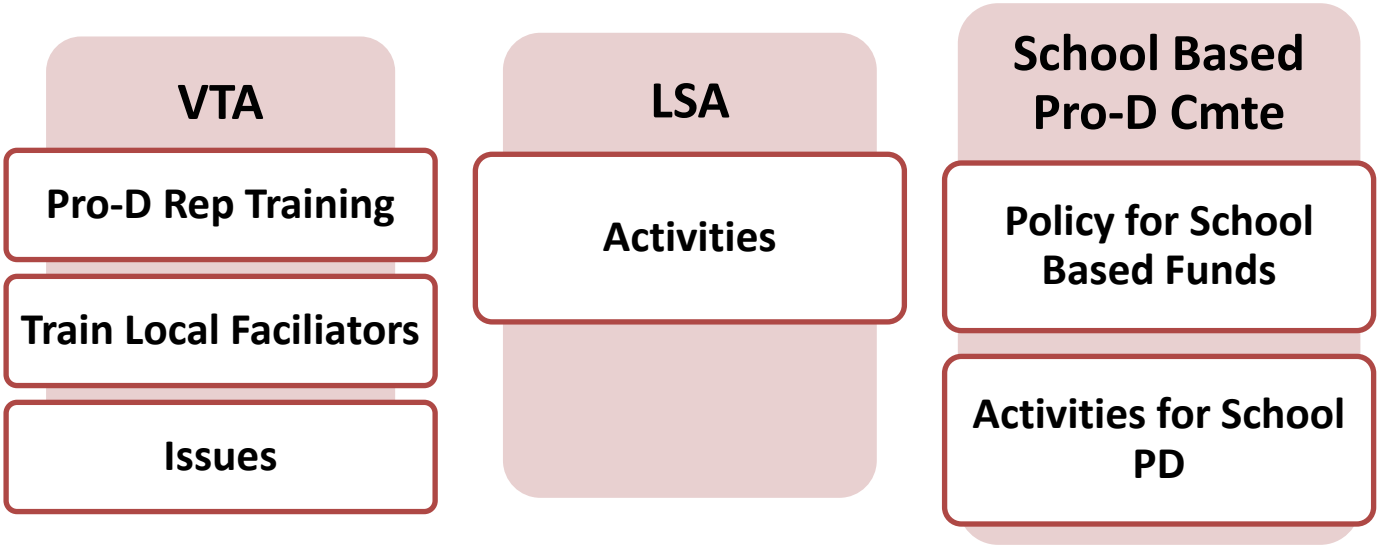
Professional development is a process of continuous growth, through involvement in programs, services, and activities, designed to enable teachers, both individually and collectively, to learn and grow professionally in order to enhance teaching and learning.

PRINCIPLES OF PROFESSIONAL DEVELOPMENT

1. It is the responsibility of the individual teacher to continue to learn professionally.
2. Effective professional development requires a commitment of resources, time, and support from all of our educational partners.
3. The organization and delivery of many PD activities are effectively achieved at the school staff level or within collaborative groups.
4. PD is driven by individual or collective reflection/assessment of needs.
5. PD encourages collegiality, informs teaching practice and enhances student learning.
6. School based PD is collaboratively planned to respect the rights of individual choices as well as the collective needs of the staff.
7. Professional development activities should promote collaboration and shared leadership.

PROFESSIONAL DEVELOPMENT DIAGRAM





DISTRICT PRO-D COMMITTEE

CHAIRPERSON

The District Professional Development Committee is chaired by the Professional Development Chairperson of the Vernon Teachers' Association in accordance with the Collective Agreement.

MEMBERSHIP

Article F.21.1 of the Collective Agreement establishes the membership of the District Professional Development Committee as follows:

a) The committee shall be chaired by the Association's Professional Development Chairperson.
b) The committee shall be comprised of seven (7) representatives of the Association and three (3) representatives of the Board.

These appointments are made annually by the VTA through the PD Chairperson and by the Board through the Director of Instruction.

FUNCTIONS OF THE COMMITTEE

The primary functions, as defined by Article F.21.2 of the committee shall be:

a) *To make recommendations to the Board on all matters of Professional Development.*
b) *To administer the Professional Development Fund.*
c) *To develop and maintain a Professional Development Handbook outlining the principles, practices and procedures for professional development in the district.*

HANDBOOK CHANGES

As a major function of the District Professional Development Committee, it will revise the handbook as necessary. When major revisions are required, the Committee will seek input from the Board (through District Staff and Administrators) and the Association (through the PD Reps and the R.A.) before final changes are ratified.

SCHOOL-BASED PROFESSIONAL DEVELOPMENT COMMITTEE RESPONSIBILITIES

As indicated in the Collective Agreement Article F.21.4, each school staff shall elect a Professional Development Committee

a) The committee shall be chaired by a teacher.
b) The principal may be an ex officio member of the committee for the purposes of Article F.21.5.a.
("To plan school-based professional development activities which involve the whole staff or groups of staff but not individual association members.)

ADDITIONAL RESPONSIBILITIES OF THE SCHOOL BASED PROFESSIONAL DEVELOPMENT COMMITTEE:

1) To be familiar with the contents of the district Professional Development Handbook.
2) To develop and review a school policy regarding the administration of the school-based Professional Development funds in accordance with this handbook.
3) To notify, in writing, VTA PD Chair changes to the school's policies.
4) To administer the school funds as per policy.
5) To develop plans and communicate opportunities for school-based PD days based on needs assessment of the staff.
6) To complete the school's Professional Development Financial Statement and submit to the chairperson of the District Professional Development Committee by end of September of the following school year.

SCHOOL BASED PRO-D COMMITTEE CHAIRPERSON RESPONSIBILITIES

1) To attend VTA/District meetings and training regarding Professional Development as needed.
2) To chair the School Professional Development Committee.
3) To communicate regularly on Professional Development issues and inform teachers about up-coming professional development opportunities locally, regionally, and provincially.
4) To give periodic reports to the staff regarding the status of the school professional development fund.
5) Request that a regular PD report be given at staff meetings.
6) To be responsible for maintaining the current Professional Development Handbook within the school, or providing electronic version.
7) To collaborate with school administration in supporting staff development.
8) To be responsible for the disbursement and accounting of the school PD Fund.
9) To report annually to the Vernon Teachers' Association Professional Development Chairperson regarding the school Professional Development fund.

SECTION 2 - SCHOOL-BASED FUNDING

PURPOSE

The purpose of this fund is to allow individual schools to respond to the individual needs of their teachers.

FUNDING FORMULA

In allocating the school-based fund, each school shall receive a grant based on the number of F.T.E.s plus part-time teachers in the school as of September 30th of the school year.

SCHOOL AUTONOMY

Each school is subject to the principles and procedures as established by the District Professional Development Committee with regard to the school-based PD fund.

SCHOOL PD COMMITTEE FUNCTIONS

Each school staff shall elect a PD committee as established by the Collective Agreement Article F21.4 & 5. The committee shall be chaired by a teacher. The principal may be an ex officio member of the committee for the purposes of planning any school-based professional development activities which involve the whole staff.

FUNCTIONS

To establish a written policy, ratified by the entire staff, regarding the administration of the funds. A copy of changes to this policy as well as the names of the committee members must be filed with the district Professional development Chair each year by September 30th.

To plan any school-based professional development activities which involve the whole school.

To disburse monies allocated to the school staff from the District Professional Development Fund. The committee shall disburse money in accordance with the principles and procedures established by the District Professional Development Committee and shall provide such accounting as the DPDC may require.

The school PD committee will establish a separate bank account with the Pro D Chairperson of the school as one of the authorized signatures.

REPORTING TO DISTRICT COMMITTEE

The Collective Agreement (F21.3.c) requires the District Professional Development Committee to make an annual report on the use of the Professional Development fund to the School Board and the Association. As a result, each school will submit a financial statement to the District Professional Development Committee, through the Chairperson. This report will be prepared by the District Professional Development Committee.

MEMBERS NOT AFFILIATED WITH SCHOOLS

Teachers in district roles shall have a PD chair to administer their funds as a school PD chairperson would. There will be at least two PD chairs to help with the large number of district itinerant staff. One group will consist of the Curriculum and Indigenous Education departments and the other group will include the Student Support Services department. They will be funded on the same funding formula outlined previously in this section.

TTOCs who do not have a part time position at any school will access funds through the District TTOC PD fund.

GUIDELINES FOR SCHOOL-BASED PRO-D COMMITTEES

The District Professional Development Committee will provide guidelines for school-based committees to follow based on the following statement:

Professional development is a process of continuous growth, through involvement in programs, services, and activities, designed to enable teachers, both individually and collectively, to learn and grow professionally in order to enhance teaching and learning.

Appropriate activities as established by the District Professional Development Committee may include:

- Workshops
- Conferences
- Credit courses tuition
- Non-credit courses
- Summer short courses or institutes
- School or department collaboration
- Joint school collaboration (i.e. collaborative afternoon sessions)
- Release time for observation
- Teacher Inquiry
- Professional books and resources

Teachers wishing to purchase technology that supports their practice should be referred to their administration for school or district resource funds and programs that are separate from their own Pro- d funds.

School PD Committees are asked to carefully consider the educational appropriateness of the requests with regard to individual personal requests.

DISBURSEMENT OF SCHOOL BUDGET

Initial Allocation

Money received each year shall be divided equally among full and part time contract teachers. Each teacher is to be made aware of their allotment at beginning of the school year.

Teachers in term specific assignments who are replacing a contract teacher before the September 30th deadline, will receive the pro-rated allotment of the teacher whom they are

replacing. If a term specific assignment takes place after disbursement of allotments, these teachers can apply to the school's general PD fund for a pro-rated allotment or alternatively, to the TTOC PD fund if the school's general PD fund is exhausted.

TTOC's do not receive a school-based allotment but are encouraged to apply to the TTOC PD fund for a reimbursement.

If a teacher works at more than one school, their PD fund will be at the school with greater FTE assignment.

There may be an additional allotment given after January 30th (as per collective agreement - F21.3.b) as an adjustment for new hires in continuing contracts.

General School PD account

Every teaching staff will maintain a general PD account that can be used for staff development purposes and/or supporting individual teachers attending conferences.

Leftover retiree funds and or past staff members' funds which have not had a transfer request will roll over into the general fund.

Disbursement of extra monies accumulated in this fund is at the discretion of the school PD committee.

Teachers on Leave or Laid Off

Teachers who are on leave will have their allotment frozen (max. 2 years) until such time they return.

Teachers who are laid off and not rehired will also have their funds held in their name at their school until such time they return (max. 2 years).

A transfer of funds form (see form) may be necessary if assigned to another school.

Funds that have not been identified as transferred or held shall be rolled over in the school's general PD fund.

Transfer of Funds

If a teacher transfers to another school, they may request that those funds be transferred to the new school.

Receipted travel and accommodation expenses:

Expenses covered follow BCTF formulas and policies (see form). All requests for travel and accommodation expenses must be accompanied by receipts.

Resource persons:

Travel, accommodation and substitute are paid.

School staff, coordinators, and district staff usually are not given an honorarium.

Lunch and a gift for the resource is usually paid.

REPORTING TO STAFF:

A regular report should be made on the expenditures (names and amounts) to the staff either at a staff meeting or through a staff memo.

TEACHER ON CALL COSTS:

Contract teachers should first apply for the 2 Educational Activity days leave in the Collective Agreement under Article G 37.1.f. when planning to attend workshop or conference.

Schools could consider paying for costs beyond the two days in the Collective Agreement.

Article D.26 in the Collective Agreement states a TOC shall be hired if the teacher is out of the class for more than ½ day and classroom coverage is necessary. This means internal coverage should take place only for short periods of time.

ACCOUNTING PROCEDURES:

INSIST that all receipts be kept.

If an account is overspent, it will be the responsibility of the school to balance the account.

PR FOR PD:

School committees are encouraged to publicize their PD committees.

Some suggestions are:

Articles in the school newsletters.

Invitations to parents to participate in PD activities.

Press releases.

SCHOOL PR0-D FORMS

School PD 1 (School Based Fund: Year End Financial Statement)

The School Expense Statement is to be completed by September of the following school year by the School PD Chairperson. (This form is submitted to the Chairperson of the District PD Committee, VTA Office.)

TEACHER PD 1 (TEACHER: STATEMENT OF EXPENSE)

Following attendance at the event for which funding is approved, this form must be filed with the Chairperson of the school's Professional Development Committee in order for funds to be reimbursed.

TEACHER PD 2 (DISTRICT: SELF-DIRECTED PROFESSIONAL DEVELOPMENT)

The Self-Directed Professional Development document is provided for teachers who wish to engage in other professional development activities if they are not attending an October PSA or LSA sponsored event, if they are not attending a February Conference Day sponsored event, or any other PD day where the school plans do not meet an individual teacher's PD needs.

TEACHER PD 3 (TRANSFER FUNDS)

It is a teacher's responsibility to request that their funds be held if they are on leave or request a transfer of PD funds if they change schools.

Pro D Year End Reconciliation Checklist - Required Documents

- ☐ Last Year's Closing Bank Statement (end of your reporting period)
- ☐ This Year's Opening Bank Statement (beginning of your reporting period - MUST match closing statement)
- ☐ List of Money distributed through the reporting period(who and how much)
- ☐ List of Money Transferred In(who and how much)
- ☐ List of Money Transferred Out(who and how much)
- ☐ Outstanding Cheques ($)
- ☐ Log of Staff Pro D Fund Balances

Please enclose all documents along with this checklist and email to VTA office by Sept 30

Professional Development
School Based Fund Year End Statement

School Name: _____

School Pro-D Chairperson: _____

Period of Report: _____

Opening Balance: **(Sept, 2023 Bank Statement)**
(note: this should match previous year ending balance) _____

Plus:

VTA Funds Received: _____

Teacher Funds Transferred In: _____

0.00
Subtotal

Less:

Bank Charges for Period: _____

Funds Distributed: _____

Teacher Funds Transferred Out: _____

0.00
Subtotal

Account Balance as of Jun 30, 2024: 0.00
(per PD Rep records)

Balance per June 30, 2024 Bank Statement : _____
attach copy of Bank Statement

Outstanding Cheques: _____

Unreconciled Difference: **0.00**

PLEASE RETURN THIS FORM TO THE VTA OFFICE BY JUNE 15TH

_____
Signature - School Pro-D Rep

Teacher Statement of Expense form

VERNON TEACHERS' ASSOCIATION

4004-31 Street • Vernon, BC • V1T 5J6 • admin@vernonta.com • 250-542-0456

VTA EXPENSE VOUCHER

Please PRINT in INK or TYPE.

Name _____
Last name *First name*

Address _____

City _____ Postal Code _____

Expenses charged to: _____ *Department Expense, Executive member*

Expenses in connection with: _____ Dates _____

TRANSPORTATION				$	¢
Automobile (km)	x 70¢ from	to	+ return		
Bicycling (km)	x 26¢ from	to	+ return		
Transit					
MEALS *Please do not claim for meals on days when you attend an organized event where meals are provided.*					
breakfasts	@ $20 on (dates)				
lunches	@ $25 on (dates)				
dinners	@ $40 on (dates)				
SUBMIT RECEIPTS for all expenses below this line *(NOTE: originals preferred, copies acceptable)*					
Parking *(receipts required for amounts over $25)*					
Airfare from		to	+ return		
Hotel		nights @			
Taxi fares					
Baggage fees*					
Ferry* from		to	+ return*		
Dependant care/pet boarding and care					
☐ check box if provider is a relative *(payments to relatives may be considered a taxable benefit*					
hours of care @ $	- OR -	days (24 hrs) @ $			

OTHER EXPENSES (itemize and include receipts)			
description of expense/item	*related budget expense line*		
**Receipts for baggage fees and ferry fares are required only on one-way portion of the trip, but you may claim for the total return cost.*			
AMOUNT DUE		$	

MEMBERS MUST SUBMIT ALL REQUIRED RECEIPTS AND SIGN THIS FORM.

Date _____ Signature _____ Approved by _____

Self Directed Professional Development Form

SELF-DIRECTED PROFESSIONAL DEVELOPMENT

*The Self-Directed Professional Development form is provided for teachers choosing to pursue a topic on their own on any given Pro-D Day. *No special funding is available for self-directed PD activities.*

Name	
School / Worksite	
Date	

Purpose/Learning Objectives:

Resources and/or collaborators:

Impact on professional practice?

How will your learning enhance student learning?

Have you ensured your activity thoroughly aligns with the Professional Development Lens?

☐ Yes ☐ No

Location:	

For Occupational Health and Safety reasons, it is your responsibility to inform your administrator of your location.

Communication with administration regarding your professional development is encouraged as good collegial practice.

Teacher/Member Signature	*School Based Pro-D Chairperson Signature*

Transfer or Hold Pro-D Funds Request

It is the teacher's responsibility to transfer funds to a new school. Please be aware that a teacher who is still on lay off past January 30th must also complete this form so that their money is held in trust and not rolled over into the school general PD account.

**Please send this form to the school PD rep of your former school/worksite. They will then transfer your funds to the new school/work site.*

Name

School / Worksite

Date

Please TRANSFER my PD funds to _____

name of school

OR

Please HOLD my PD funds to _____

name of school

Amount to be transferred or held $ _____

_____ _____

Teacher/Member signature ***School Based Pro-D Rep Signature***

https://d.docs.live.net/807a0cfcd9563661/001Released officers/Forms/Transfer or Hold Pro-D Funds Request 2024-2508.docx

SECTION 3- LOCAL SPECIALISTS ASSOCIATION FUNDING

- Guidelines & Procedures
- Purpose
- Responsibilities
- Allocation
- Forms

PD LSA 1 Operational Grant (two pages)

PD LSA 2 Cheque Requisition for Special Activities Grant

PD LSA 3 Financial Statement

PD LSA 4 LSA Special Activities Grant Request

GUIDELINES AND PROCEDURES

PURPOSE

The purpose of this fund is to support educators to take a leadership role in providing professional development activities for members of a Local Specialists' Association and other educators in School District #22.

RESPONSIBILITIES

Each LSA shall select a president and treasurer and any other offices it deems necessary.

By November 30th of the school year, each LSA shall submit, in writing, on forms PD-LSA 1 its request for that years' grant to the PD Chair of the VTA.

This request must include:

1) goals of your LSA
2) names and schools of your executive
3) outline of your LSA's plan for the year
4) current membership list

Each LSA should meet regularly to address the concerns and needs of its members.

Each LSA shall submit to the PD Chair of the VTA by June 15th, a year- end summary of its activities, and any changes to the membership using forms PD-LSA 5.

ACCOUNTING

LSA bank accounts will be held at the VTA office. LSA presidents will receive an accounting update by October 15th and June 1st of each school year, using the form PD-LSA 3.

LSAs that are inactive for three (3) full school years, and after the PD Chair has made best efforts to contact the LSA, will have their funds redistributed at the end of the third year, to the VTA Pro D account, to be made available to active LSAs for special activity grants.

Inactive LSAs are those who have not submitted the required Summary of Activities Form or the Operational Grant Request Form at the end of the school year.

ALLOCATION

LSA'S may apply for a $50 yearly grant from the VTA on form PD-LSA 1. Grant requests must be sent by November 30th of each school year.

LSA's can also apply for additional funds PD LSA 4 for special activities through LSA Fund to a total amount specified each year by the District PD Committee. The LSA fund will be allocated upon application to the PD Chair.

At the beginning of the year, the District PD Committee will set aside a reserve of up to 50% of that year's LSA Fund, to be made available to LSAs for the February 15 submission date.

Applications for the fund must be received on or before November 30th and mid-year applications must be submitted on or before February 15th of that school year.

LSA's that receive the special activities grant shall use form PD-LSA 2 to be reimbursed for any invoices related to the LSA Special Activity. Original invoices must be provided.

PD LSA 1 (OPERATIONAL GRANT FORM)

To obtain monies from this fund an LSA must be registered with the Vernon Teachers' Association as an active LSA. To do so, form PD-LSA 1 must be filed with the Chairperson of the District PD Committee each year by November 30th.

PD LSA 2 (CHEQUE REQUISITION FOR SPECIAL ACTIVITIES GRANT)

If an LSA has received a Special Activity Grant for hosting a conference or workshop, they must complete form PD LSA- 2 and send it to the PD Chair to be reimbursed for any expenses. Any invoices must be attached as backup to the cheques that will be paid out of the VTA LSA account.

PD LSA 3 (FINANCIAL STATEMENT FORM)

Each LSA will receive a Financial Statement from the VTA by October 15th and June 1st of the current school year.

PD LSA 4 (SPECIAL ACTIVITY- GRANT REQUEST FORM)

Each LSA can submit a grant request form for each special activity to the District Professional Development Chairperson, VTA office. Deadlines for this form are November 30th and February 15th.

PD LSA 5 (YEAR-END SUMMARY FORM)

Each LSA must complete a summary of activities and active membership list by June 15th of the current school year. This form supports contact and transition into the following school year. This form should be submitted to the District Professional Development Chairperson, VTA office.

¶LOCAL SPECIALISTS' ASSOCIATION Operational Grant Request Form Deadline: November 30th

L.S.A. Operational Grant Request

*This **2-page form** is to be used by a Local Specialist Association to obtain recognition as an active specialist group and to receive a professional development allocation from the L.S.A. fund. District and V.T.A. support funds will not be released until this form has been received. This form must be submitted to the Chairperson of the District Professional Development Committee, each school year before a funding grant for operations is disbursed.*

Full Name of Local Specialist Association	
President	
School/Worksite	
Email *(personal)*	
Phone *(personal)*	
Treasurer	
School/Worksite	
Email *(personal)*	
Phone *(personal)*	

Please provide a brief description of your L.S.A.'s objectives:

Please provide a brief description of your L.S.A.'s plans for the upcoming school year:

L.S.A. Check Requisition
LSA Specia Activities Grant

Name of Local Specialist Association			
Payable to	*First name*	*Last name*	
School/Worksite			
Email *(personal)*			
Mailing address	*address*	*city*	*postal code*
Activity/Event Description: *(e.g. workshop, webinar, etc.*			
Activity/Event Date	*yyyy-mm-dd*		

ITEMIZED EXPENSES *(original invoices must be attached)*

Item description	*$ amount*

Approved by

signature *date*

For Accounting VTA use only

G/L Account	***Cheque #***	***Date Paid***

https://d.docs.live.net/807a0cfcd9563661/001Released officers/Forms/LSA Cheque Requistion form .docx

Local Specialist Association (LSA)

Year-End Financial Statement

yyyy-mm-dd

LSAs will receive this financial statement from the District Pro D Chairperson by October 15th and June 1st of each school year.

LSA name	
LSA President name	
School/Worksite	
Email (personal)	

Opening Account Balance	$	*A*
Total Received by the LSA in this term (*since* previous statement)	$	*B*
Beginning Balance (A + B)	$	*C*
Total Funds Spent this term	$	*D*
Remaining Balance (C – D)	$	*E*

PLEASE RETURN THIS FORM TO THE VTA OFFICE WITH BANK / ACCOUNT STATEMENT

School Based Pro-D Chairperson *signature*

Return to:
VTA Office 4004-31 Street (250) 542-0456 pdchair@vernonta.com

LSA Activities Grant Request Form

L.S.A. Activities Grant Request Form

Grant deadlines: November 30th and February 15th of each school year.

*This **2-page form** is to be used by a Local Specialist Association to obtain recognition as an active specialist group and to receive a professional development allocation from the L.S.A. fund. District and V.T.A. support funds will not be released until this form has been received. This form must be submitted to the Chairperson of the District Professional Development Committee, each school year before a funding grant for operations is disbursed.*

Full Name of Local Specialist Association	
LSA Contact person	
School/Worksite	
Email *(personal)*	
Phone *(personal)*	

Description of the Event

Planned Costs/ Revenue associated with the Event	**Revenue (projected)**	**Expenses (projected)**
Registration Fees Collected from Participants		
Presenter Fee/ Honorarium		
Venue Costs		
Food Cost		
Other (brief description)		
Funding Requested from the District PD Committee:		
Total (Income/Expenses)		

LSA President's signature	Date Request received: yyyy-mm-dd	**District Pro D Chairperson signature**	Date Grant Processed: yyyy-mm-dd

Year End Summary Form

L.S.A. Operational Grant Request

This 2-page form is to be used by a Local Specialist Association to provide a summary of activities and an active membership list. This form must be submitted to the Chairperson of the District Professional Development Committee, at the end of each school year to support L.S.A contact and transition into the following school year.

Full Name of Local Specialist Association	
President	
School/Worksite	
Email *(personal)*	
Phone *(personal)*	
Treasurer	
School/Worksite	
Email *(personal)*	
Phone *(personal)*	

Please provide a brief description of your L.S.A.'s completed activities for this school year:

Number of members in the LSA	

LSA President signature _____ *Date* _____

VTA Pro-D Chairperson Signature _____ *Date* _____

SECTION 4- ADDITIONAL FUNDS

- Reserve Fund Purposes
- Teacher on Call PD Fund
    - Guidelines and Procedures Purpose
    - Funding
    - Administration of the Fund

RESERVE FUND PURPOSES

Some money from the total professional development allotment will be retained for the Reserve Fund. Expenditures from this fund must be approved by the District Professional Development Committee.

TEACHERS-ON-CALL PROFESSIONAL DEVELOPMENT FUND GUIDELINES AND PROCEDURES

PURPOSE

The Board will establish a fund for the purpose of promoting professional development of teachers on call in the district under Article F 23 of the Collective Agreement.

FUNDING

The Collective Agreement Article F.23.1 establishes the fund in the following manner:

1. *The Board shall establish a fund for the purpose of promoting professional development of the teachers teaching on call in the District.*
    a) *The Board shall place the equivalent of 15 F.T.E. teachers' professional development money into this fund (15 x $145.00).*
    b) *The Association shall place the equivalent of 15 F.T.E. teachers' professional development money into this fund (15 x $35.00).*
2. *The teachers teaching on call's professional development funds shall be administered by the District Professional Development Committee and shall be subject to the principles, practices and procedures for professional development in the District.*

ADMINISTRATION OF FUND

The funds will be administrated in a similar fashion as school-based funds. Funds will be placed in an account with the VTA and will be held in reserve for TTOCs to apply for as needed. The District PD Chair will review and approve all applications. Questions relating to the approval decision will be brought to the District PD Committee.

TTOC PROFESSIONAL DEVELOPMENT GUIDELINES

Updated October 2025

Appropriate activities are as described in the Guidelines for School-Based PD Committees.

Expenses covered follow BCTF formulas and policies. The following are the maximum funds available to TTOCs in SD #22:

- • PSA Memberships: $50.00/ year
- • Registration Fees: $200.00/ year
- • Travel Expenses: $150.00/ year maximum $0.68/ km for gas mileage
- • $0.10/ person/ km for carpooling paid to driver
- • Child Care: $18 / hour for a maximum of $240/ day.
- • PD Materials: $100.00/ year may be used to purchase teacher professional development materials and cannot be equipment such as cameras, printers or supplies used mainly for student use, i.e. reproducible books, rewards, etc. Expenses must clearly relate to a TTOC position, specifically teaching in SD#22, not tutoring or other home-based business activities.
- TTOCs who attend a PD activity in person (may include conferences, workshops, local school PD opportunities) and are not being paid for that day, may apply for a $300 honorarium once per school year (one full day or two half days).

NOTE:

- PD expenses claimed will be reimbursed proportionally to the limit of funds available.
- If a TTOC is employed in a part-time contract and is eligible to receive funding through their school PD Fund, they are ineligible for funding through the TTOC PD fund.
- TTOCs receiving a BCTF pension are unable to access TTOC funds.
- Members are eligible for a maximum of $500 per person, per year.

Please submit clear copies of all receipts and completed *TTOC PD Fund: Application for Funds form* to pdchair@vernonta.com or send by school mail to VTA office.

TTOC Pro-D Grant Form

*NOTE: **This is an application for funds only**. All original receipts supporting your expense claims must accompany this form and be submitted to the VTA PRO D Chair to receive reimbursement. For PD Expenses to be considered, they must clearly relate to a TTOC position, specifically teaching in S.D. 22, not tutoring or other home-based business activities.*

Date of Application *(yyyy-mm-dd)*				
Teacher				
	first		*last*	
Email *(personal)*				
Mailing address				
	address		*city*	*postal code*
Phone *(personal)*				
Are you currently on the SD#22 TTOC list	☐Yes		☐No	
Do you currently have a part-time contract?	☐Yes		☐No	
If yes, which school(s) & FTE				
	School #1	*fte*	*School #2*	*fte*
Name of conference				
Location of Conference				
Date(s) of Conference				
	From (yyyy-mm-dd)		*To (yyyy-mm-dd)*	

Claim	Amount of Claim
Registration Fee (up to $200/year)	$
Child Care ($18/hr. up to $240/day)	$
Travel Expense (up to $150/year)	$
Professional Development Materials (up to $100/ year)	$
Honorarium ($300/day)	$
Total	$

TTOC _____ *Signature* _____ *Date (yyyy-mm-dd)*

TTOC Pro-D Claim Approval ☐Yes ☐No

Approved by VTA Pro-D Chairperson _____ *Signature* _____ *Date (yyyy-mm-dd)*

PSA GRANT

There are over 30 PSAs in BC and almost all of them put on conferences. If you are attending a PSA conference and have used up all of your individual school PD funds, then you can apply for additional funds to offset your travel costs. There is no guaranteed amount; the amount you receive is a function of the number of applicants and the amounts claimed to a maximum of $500.

The expense form for this included in this package

The criteria for applying are as follows:

- *Verified registration at a PSA conference.*
- *One per member*
- *Must have used all school-based PD funds first.*
- *Please include this year's funds. (This must be indicated on the claim form)*
- *Signed off by school PD rep.*
- *Submitted to the VTA by March 31.*

31 Provincial Special Associations

https://www.bctf.ca/topics/services-information/contacts/psa-contacts

1. 31 Provincial Special

- Association of BC Drama Educators
- Aboriginal Education Association
- Anti-Oppression Educators Collective
- Association provinciale des professeurs d'immersion et du programme francophone
- BC Alternative Education Association
- BC Association of Mathematics Teachers
- BC Art Teachers' Association
- BC Association of Teachers of Modern Languages
- BC Business Education Association
- BC Culinary Arts Specialist Association
- BC Dance Educators' Association
- BC Early Career Teachers' Association
- BC Educators For Digital Learning Provincial Specialist Association
- BC Music Educators' Association
- BC Montessori Teachers PSA
- BC Primary Teachers' Association
- BC School Counsellors' Association
- BC Science Teachers' Association
- BC Social Studies Teachers' Association
- BC Technology Education Association
- BC Teachers of English Language Arts
- British Columbia Teachers of English to Speakers of Other Languages
- BC Teacher-Librarians' Association
- Computer-Using Educators of BC
- Environmental Educators' Provincial Specialist Association
- Learning Assistance Teachers' Association
- Provincial Intermediate and Middle Years Teachers' Association (myPITA)
- Physical Health Education British Columbia
- Specialist Association of Gifted Educators of BC
- Teachers of Inclusive Education
- Teachers of Home Economics Specialist Association

PSA GRANT FORM

Use VTA Expense voucher

VERNON TEACHERS' ASSOCIATION

4004-31 Street • Vernon, BC • V1T 5J6 • admin@vernonta.com • 250-542-0456

VTA EXPENSE VOUCHER

Please PRINT in INK or TYPE.

Name _____
Last name *First name*

Address _____

City _____ Postal Code _____

Expenses charged to: _____ *Department Expense, Executive member*

Expenses in connection with: _____ Dates _____

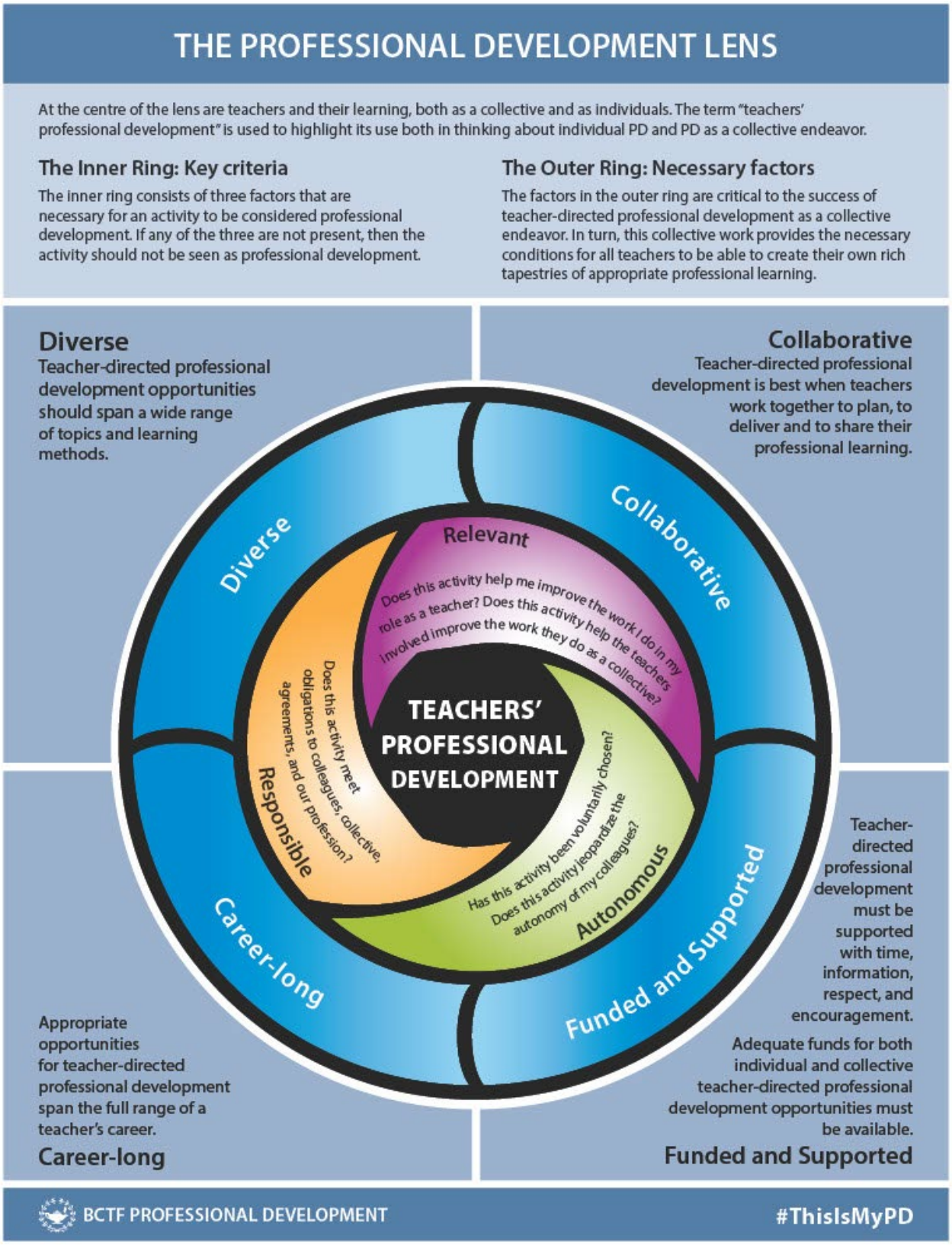
TRANSPORTATION				$	¢
Automobile (km)	x 70¢ from	to	+ return		
Bicycling (km)	x 26¢ from	to	+ return		
Transit					
MEALS *Please do not claim for meals on days when you attend an organized event where meals are provided.*					
breakfasts	@ $20 on (dates)				
lunches	@ $25 on (dates)				
dinners	@ $40 on (dates)				
SUBMIT RECEIPTS for all expenses below this line *(NOTE: originals preferred, copies acceptable)*					
Parking *(receipts required for amounts over $25)*					
Airfare from		to	+ return		
Hotel		nights @			
Taxi fares					
Baggage fees*					
Ferry* from		to	+ return*		
Dependant care/pet boarding and care					
☐ check box if provider is a relative *(payments to relatives may be considered a taxable benefit*					
hours of care @ $	- OR -	days (24 hrs) @ $			
OTHER EXPENSES (itemize and include receipts)					
description of expense/item		*related budget expense line*			
**Receipts for baggage fees and ferry fares are required only on one-way portion of the trip, but you may claim for the total return cost.*					
AMOUNT DUE				$	

MEMBERS MUST SUBMIT ALL REQUIRED RECEIPTS AND SIGN THIS FORM.

Date _____ Signature _____ Approved by _____

SECTON 5 - APPENDIX

BCTF PRO-D LENS PART 1



THE PROFESSIONAL DEVELOPMENT LENS

At the centre of the lens are teachers and their learning, both as a collective and as individuals. The term "teachers' professional development" is used to highlight its use both in thinking about individual PD and PD as a collective endeavor.

The Inner Ring: Key criteria

The inner ring consists of three factors that are necessary for an activity to be considered professional development. If any of the three are not present, then the activity should not be seen as professional development.

a. Relevant

Does this activity help me improve the work I do in my role as a teacher?
Does this activity help the teachers involved improve the work they do as a collective?

b. Autonomous

Has this activity been/voluntarily chosen?
Does this activity jeopardize the autonomy of my colleagues?

c. Responsible

Does this activity meet obligations to colleagues, collective agreements, and our profession?

The Outer Ring: Necessary factors

The factors in the outer ring are critical to the success of teacher-directed professional development as a collective endeavor. In turn, this collective work provides the necessary conditions for all teachers to be able to create their own rich tapestries of appropriate professional learning.

a. Funded and Supported

Teacher-directed professional development must be supported with time, information, respect, and encouragement.
Adequate funds for both individual and collective teacher-directed professional development opportunities must be available.

b. Career-long

Appropriate opportunities for teacher-directed professional development span the full range of a teacher's career.

c. Diverse

Teacher-directed professional development opportunities should span a wide range of topics and learning methods.

d. Collaborative

Teacher-directed professional development is best when teachers work together to plan, to deliver, and to share their professional learning.

TEACHER INQUIRY

Teacher inquiry is a form of professional development that promotes deep, relevant learning within a community of teaching professionals. It supports teachers' growth through reflection, collaborative conversation, and investigation into teaching practice.

Inquiry into a *current teaching and learning* ***question*** underpins all inquiry models. Examples of inquiry include: action research groups, study groups, book clubs, conversation models, and dialogue on student work.

The Vernon Teachers' Association, in collaboration with SD 22, is pleased to support teacher inquiry with a jointly funded grant. Items covered by the grant include: release time for the inquiry group to meet and/or relevant teacher resources. Applications will be reviewed and approved by the District Professional Development Committee Chairperson and the Director of Instruction for Learning.

Please visit the link below to apply for an Inquiry Grant:
Inquiry application 25/6

Direct any questions to Debbie Vandesande, Pro-D Chairperson, pdchair@vernonta.com

DEADLINES: **Dec 1, 2025 and June 15, 2026 (for groups who wish to begin in Sept. 2026)**

INQUIRY-BASED LEARNING

There are many great models for inquiry-based learning. Each conceptual model uses different terminology and different structures to describe the process. However, in general, there are certain trends you see. Many models are cyclical and move from questions through research, data analysis, and the sharing of conclusions. This then serves as a provocation for more questions and deeper inquiry.

JOHN SPENCER

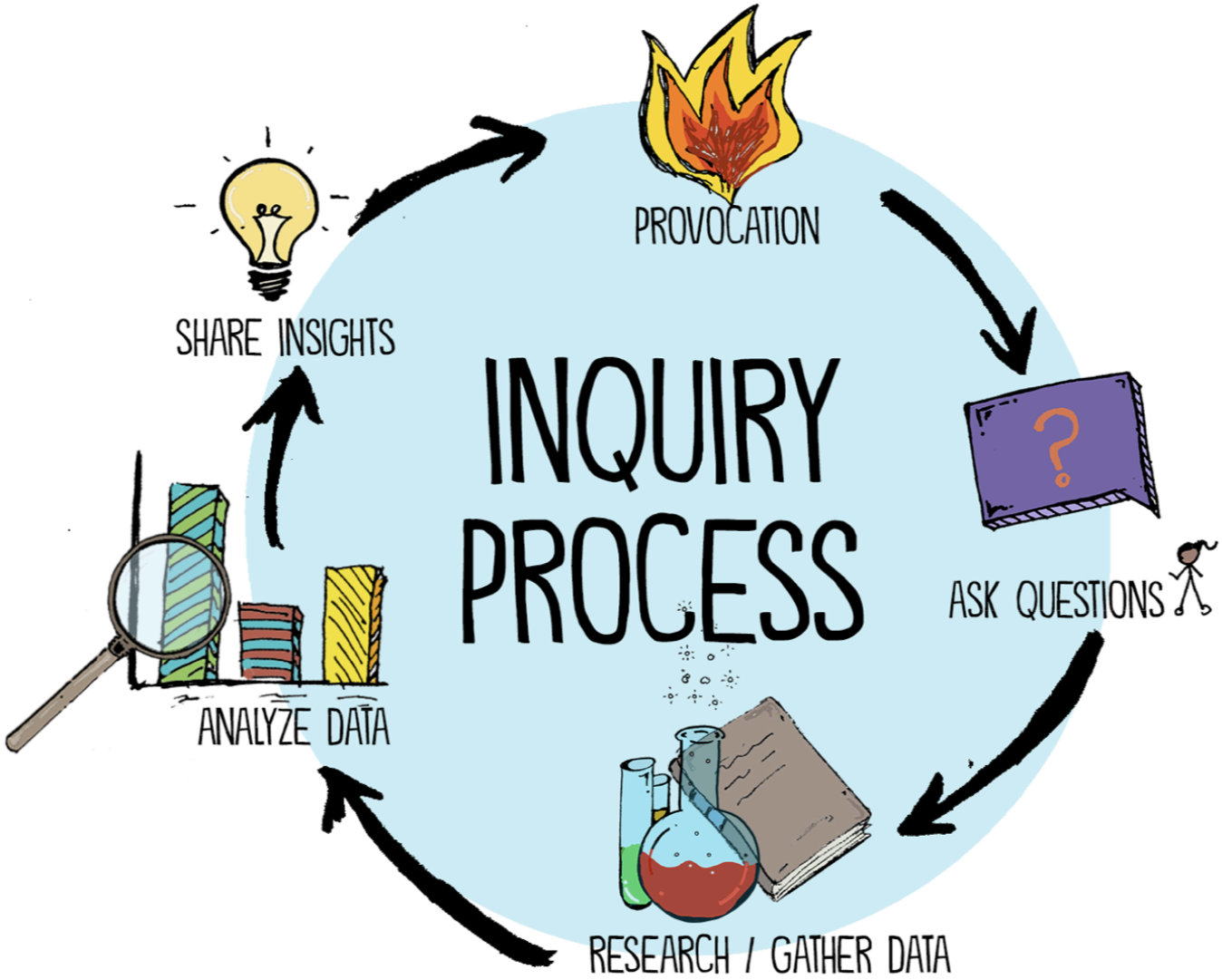


Image source: https://spencerauthor.com/visible-thinking-virtual/

Inquiry Grant Planning Sheet 2025-2026 (these are the questions found on the online application form)

Contact Person (name, school and district email):

Group Information (names of participants and school(s)):

Provocation: Why is this inquiry significant for your professional practice?

How did you arrive at this inquiry question?

Inquiry Question: Please state the specific inquiry question that will guide your work.

Process:

- **Describe, in general, your plan to work through the inquiry process.**
- **What is your start date?**
- **What is your end date (maximum 2 years)?**
- **What resources might be useful?** (Examples of possible resources: experts, conferences, books, colleagues, etc.)
- **What kinds of evidence might you gather?**

Insights: How do you hope to grow professionally as a result of this inquiry?

Grant funds request (indicate days of release x number of participants, cost of resources, cost of presenters, etc):

Your group will be required to share and celebrate your learning at a District-organized event near the end of the year when your project is due to be complete. The PD Chair will support you with this process, and will be in communication with you throughout the year.