

## **Pro D Update October 2020**

### **Pro-D Funds:**

The allocation amount remains the same as last year: \$250/FTE for each contracted and continuing teacher's Pro-D and an additional \$250/FTE into school Pro-D accounts.

**To access your personal Pro-D funds:** for reimbursement, please see the personal Pro-D expense form attached to this email. This form can also be found on the Pro-D Department page in our portal: <https://portal.sd72.bc.ca/Departments/Pro-D/Pages/default.aspx#/=> (scroll to bottom for Teacher Pro-D Reimbursement May 2019. This document also includes a FAQ section about the types of things you can use your personal Pro-D for).

*\*Please note that the CORE Pro-D team is working to improve the criteria of our personal Pro-D uses and I will update that information as soon as it is complete.*

### **How & what to submit:**

- Reimbursement request: Professional Purpose should include a clear description of activity or resource – needs to say more than “pro d”
- All original receipts submitted, unless an online order then their online receipt
- Tape receipt to a blank piece of paper for processing
- **Do not staple**, paper clip form and receipts together
- All courses, workshops etc. can only be reimbursed **after** the course/workshop is complete. With that, please include receipt and documentation stating course has been successfully completed.
- DO NOT submit a photo of your receipt and/or your pro d reimbursement form – they do not print clearly and cannot be used for accounting purposes – send them as a PDF or a printed copy.

You may send the form in for preapproval if you are unsure whether it qualifies as a personal pro-d expense.

When your personal Pro-D form is complete you can email it to [prod@sd72.bc.ca](mailto:prod@sd72.bc.ca) or send a hard copy in the school mail to Erin Pickering at the SBO and I will see that it gets processed.

Darlana Devito is our acting Pro D Secretary and can help with finding out Personal Pro D amounts.

### **Accessing school funds:**

Accessing school funds is different at each location.

However, it is my hope that one element is consistent across all locations: Your request to access school funds is considered by your Professional Development Committee, of which your admin are members. Some things that might be requested at the school level include but are not limited to:

- Additional funding for a teacher who does not have enough personal Pro-D funds to attend something that aligns with learning at their school.

- Collaborating with fellow teachers within your school; (releasing teachers to work together; observing or modeling lessons in classrooms, providing dinner/snacks for groups meeting outside of the school day)
- Working with experts (local, provincial, national, international)
- Purchasing resources for all staff members or groups, including facilitation of reading groups.
- Other?

This list is not exhaustive, and Pro-D would love to hear what your school is prioritizing and planning for this year.

School funds should support the district's Strategic Plan, the School Growth Plan and/or learning that is relevant and meaningful to the learning in your school.

If your Pro-D team would like help creating a process for tracking and allocating funds equitably to teachers, please reach out as I am happy to assist.

### **Questions about accessing funds?**

Contact Erin Pickering! If you have any question about which funds to access, please do not hesitate to reach out and ask me. I will do my best to ensure you get the supports you and your staffs need to continue your learning.