

# Langley Joint Professional Development Committee Policy Guidelines 2023-2024

## 1. ELIGIBILITY FOR FUNDING

- a. Any teacher who is employed by the Langley School District in a full or part time assignment during the school year
- b. If a teacher leaves the Langley District during the school year, funding stops on the day that they leave. Any previously approved Pro-D activity for funding will be rescinded if the Pro-D occurs after the date that the applicant leaves.
- c. If a teacher is retiring in the Langley District, the Pro-D activity must occur before their retirement date in order for them to be eligible for funding.
- d. If a teacher becomes an Administrator during the school year, funding stops on the day that they leave the bargaining unit. Any previously approved Pro-D activity for funding will be rescinded if the Pro-D occurs after the date that the teacher leaves.

## 2. ACTIVITIES ELIGIBLE FOR FUNDING

All Pro-D activities eligible for funding must show a clear connection to the applicant's professional practice and their work with students in their school setting.

Workshops	Seminars	Observations-applicants are expected to observe a local teacher/resource if available*	Self-directed Pro-D Activities-applicants are expected to use local resources if available*	First Aid Courses - when directly related to the curriculum in an applicant's current teaching assignment
Inquiry*	Webinars			
Mentoring*	Conferences			
Collaborations*	PSA Membership in conjunction with PSA Conference	Courses (non-credited)		

\*A completed Self-Directed form must be included - form is available on LTA ProD website.

## 3. ACTIVITIES NOT ELIGIBLE FOR FUNDING

Marking	Curriculum Implementation	Ministry Implementation Series	Entire school staff released for a Pro-D activity on a non-Pro-D day
In-Service	Membership Dues other than PSA in conjunction with a PSA conference	completion of course work (credited course: TESOL, Masters etc.)	
Credited courses	Competitions or Performances	First Aid Courses - except when directly related to the curriculum in an applicants current teaching assignment. (Separate funding available for those who wish to be the schools designated First Aid attendant.)	Completion of Ministry/ District mandated paperwork
Resources	Field trips or other events where the applicant is in a supervisory role		

## 4. PRO-D ACTIVITIES IN CONJUNCTION WITH OTHER OPPORTUNITIES

- a. If an applicant is presenting at a National or International Pro-D Conference, the Committee will fund up to **\$350** (increase for 2023-2024 year only) and provide TTOC release days if the applicant is not being funded or paid by the organizers. If the applicant is being paid or partially funded, the Committee will only fund qualified portions that are not covered by the organizers.
- b. TTOC release days funding may be granted to an applicant who is attending a Pro-D activity that coincides with opportunities in competition, performance, or service learning. The funding is only for the days that the applicant is fully engaged in the Pro-D activity. The Pro-D activity must make up more than half of a full day's time in order for the Committee to consider funding. A detailed rationale with a schedule and syllabus must be provided. Funding will not be granted for days when the applicant is participating in the competition, performance or service learning.

## 5. DOLLAR FUNDING ALLOCATION \*New for 2023-2024

- a. Applicants can receive a maximum of **\$350** for one qualified Pro-D activity/application in the school year (Labour Day-June 30).
- b. The approved amount is not bankable or transferrable.
- c. Applicants can only be reimbursed for the amount that was approved even if the cost was higher.
- d. Applicants are reimbursed up to the value of the receipts submitted even if the amount approved was higher.
- e. Money is allocated on a first come, first served basis for qualified applications. Applicants can apply anytime during the school year.
- f. A maximum amount based on student population (listed below) is allotted to a school for the same Pro-D activity except for the October Pro-D PSA event. The amount is to be divided between all the applicants on a first come, first served basis. Once the entire amount has been allocated, no further funding can be granted for the same Pro-D for any other applicant from the same school. Applicants will only be reimbursed up to the amount of money they were approved for, even if another applicant in the group drops out or has their application cancelled due to no receipt being submitted before the deadline.

- Schools with **under 1000 students** will have a maximum of **\$1050**
- Schools with **1000-2000 students** will have a maximum of **\$1400**
- Schools with **over 2000 students** will have a maximum of **\$1750**

## 6. **TTOC RELEASE DAYS FUNDING ALLOCATION**

- Applications **MUST** be received before the Pro-D activity occurs, and before the deadline indicated on the application. The Pro-D activity cannot occur before the Committee has had a chance to process and approve the application. Applications are processed once a month at the Committee meetings. The Committee does not approve applications retroactively.
- Applicants can apply for multiple days for TTOC release days funding. There are 1000 days for all eligible members to share.
- The number of TTOC days approved by the Joint Pro D Committee for the purposes of professional development for a member may not exceed 10 days in a school year.
- TTOC release days are not bankable or transferrable.
- TTOC release days are only valid on the dates that they were approved for.
- TTOC release days are not given for days when the applicant is not normally working.
- TTOC release days are not to be booked before receiving approval from the Committee. Doing so could result in the teacher covering the cost of the TTOC.
- Use 'Pro D Joint District' to book Committee pre-approved TTOC release days. The use of 'Pro D Joint District' is monitored by the Committee to ensure that it is being used properly and used only after the Committee's approval.
- If the applicant cannot use the TTOC release day for the approved date due to circumstances beyond their control such as illness, TTOC shortage, rescheduling of the Pro-D activity by the facilitator, etc., the Committee **MUST** be notified. If the TTOC release day is still needed for the same Pro-D activity on a different date, the applicant can transfer the day **AFTER** receiving a confirmation from the Committee.
- If an applicant's dollar funding is rescinded for a previously approved application due to the receipt not being submitted before the deadline indicated, the pre-approved TTOC release days for that application are not affected.
- TTOC release days funding may be given for travel time to Pro-D activities.
- Amount of time given is based on the following criteria: start and end dates of the Pro-D; start and end times of the Pro-D; distance travelled; time zone change; method of transportation

## 7. **SUMMER PRO-D FUNDING ALLOCATION (Start dates from July 1 - Labour Day)**

- Summer funding is separate from school year funding.
- A teacher can apply for summer funding even if they had already received funding for a qualified Pro-D event in the school year.
- \$3500** from the Joint Pro-D Fund is set aside for summer funding. The Committee reserves the right to decide if any leftover surplus fund should be added on to the Summer Fund or rolled over to the following school year.
- Applicants can receive a maximum of **\$350** for ONE qualified Pro-D activity/application in the summer (start dates from July 1 - Labour Day).
- The approved amount is not bankable or transferrable.
- Applicants can only be reimbursed for the amount that was approved even if the cost was higher.
- Applicants are reimbursed up to the value of the receipts submitted even if the amount approved was higher.
- Money is allocated on a first come, first served basis for qualified applications. Applicants can start applying for summer funding on April 1st.
- A maximum amount based on student population (**listed below**) is allotted to a school for the same Pro-D activity. Please see 5f for details.

## 8. **APPLICATION PROCESS**

- Applications must be submitted by emailing the completed PDF to [prod@langleyteachers.com](mailto:prod@langleyteachers.com)**
- Applications **MUST** be received before the Pro-D activity occurs, and before the deadline indicated on the calendar posted on the application. The Pro-D activity cannot occur before the Committee has had a chance to process and approve the application. Applications are processed once a month at the Committee meetings. The Committee does not approve applications retroactively.
- Applications with Pro-D activities that occur before the Committee has had a chance to consider and process them will be declined.
- Applications **MUST** include a valid website link, document and/or brochure that has the following information: start and end dates; start and end times; content/synopsis/schedule; location; fee (**Canadian currency, including all taxes, etc**). Informational documents generated by the applicant will not be accepted.
- An application should not be submitted until there are correct confirmed dates and information.
- Applications with tentative dates, incomplete and/or incorrect information, or any other content that cannot be verified by the Committee will be either cancelled or declined.
- Each teacher must submit their own application. Group applications are not accepted.

## 9. **TRAVEL AND ACCOMMODATION COSTS**

- a. All requests for travel and accommodation costs must be submitted **prior to the event and** with the Joint Pro-D application form.
- b. There is no travel or accommodation reimbursement for conferences or workshops within the Lower Mainland. The Lower Mainland boundary is defined by Agassiz and Chilliwack to the East, the Canada/USA border to the South and Lions Bay to the North.
- c. Meals and parking are never covered by the Fund.
- d. In order for the Fund to reimburse for any travel/accommodation costs, a paid registration receipt or confirmation of attendance to the event must be provided.
- e. Car mileage is calculated at **.58** cents/kilometer (rate may change) from the applicant's home address to the conference/workshop site (round trip).
- f. Applicants are encouraged to carpool to an event.
- g. All mileage claims must be submitted via a completed Joint Pro-D Committee Mileage Claim form.
- h. The Committee reserves the right to ask for additional information to corroborate any travel or accommodation claim.

## 10. **WAIT LIST FUNDING & CANCELLATIONS**

- a. Applicants are put on a wait list for dollar funding when all the money has been allocated for the school year.
- b. Applicants on the wait list will not know whether they will receive reimbursement until early June when there is a total tally of funds becoming available from cancellations, etc.
- c. A cancellation can be at the request of an approved applicant who can no longer attend or from an approved application where a receipt was not submitted on time.
- d. In order to be considered for a reimbursement in June, a wait list applicant must submit their receipt by the deadline indicated on their application. Failure to do so will result in a forfeiture of the wait list spot.
- e. Emails will be sent in June to applicants who might be eligible for a "wait list" reimbursement.

## 12. **RECEIPTS & REIMBURSEMENTS**

- a. Digital receipts are to be submitted AFTER the Pro-D activity has occurred and must be received by the Committee on or before the deadline indicated on the application form. If Pro-D extends over several weeks, submit receipts within 30 days AFTER final day of Pro-D. **Receipts submitted BEFORE the Pro-D activity has occurred will be destroyed.**
- b. Receipts must show the original applicant as the Payer in order for a cheque to be issued for reimbursement. In cases where the member is not the payer, the member is required to submit a receipt with their name verifying they are the pro d attendee, and a check will be requested in the members name, not the payer's".
- c. Cheques are issued individually to the applicants who were approved for funding. No one individual can claim reimbursement on behalf of a group.
- d. Cheques are issued monthly at the Committee meetings. They will be then sent via District mail to the worksites indicated on the application forms.
- e. No replacement cheque will be issued
- f. Receipts not submitted by the deadline indicated on the application form will result in the approved funding being rescinded.
- g. Receipts must show Canadian currency, or will be paid at PAR.

## 13. **APEAL PROCESS**

- a. An applicant can appeal the Committee's decision on an application as long as the appeal is received by the Committee before the next meeting date. It CANNOT be appealed if the school year has ended.
- b. All appeals are to be submitted via the District Joint Pro-D Committee Appeal Form, any other form of submission will not be considered.
- c. Once a decision has been made on the appeal, the appellant will be informed within 3 school days of the decision and its rationale by the District Joint Pro-D Chair.
- d. The decision made by the Joint Pro-D Committee on an appeal is final.

## 14. **DEFINITIONS**

School Year Funding - activity must begin between Labour Day and before July 1st of the current school year.  
Summer Funding - activity must begin between July 1st and Labour Day of the current school year.

### **EMAIL Committee:**

**Correspondence to [ProD@langleyteachers.com](mailto:ProD@langleyteachers.com) - emails will be answered on the next Committee meeting date.  
Documents (applications, receipts etc.) to [prod@langleyteachers.com](mailto:prod@langleyteachers.com)  
Please DO NOT correspond with Committee members via personal school district email.**