

PRO D At a Glance

Pro D Chair: Danielle Chaisson
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2025-2026 Dates

PSA Day: October 24th
School Based – November 10th
School Based – February 9th
School Based – April 24th
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FUNDING CYCLE/YEARLY ALLOTMENT

Our funding runs on a 3 year cycle. Teachers who are in a 1.0 contract prior to Sept. 30th can access \$300 for that school year (amount can differ depending on set budget).

Part time teachers in contract prior to Sept. 30th will receive a pro-rated amount based on their FTE for that year (ex. A teacher in a .5 contract will have access to \$150 for that year). This can be topped up with TTOC if the teacher is a TTOC on the days not in contract.

Teachers who receive a contract after Sept. 30th will have access to TTOC funds for that year.

Teachers in a continuing contract:
Year one: access both year one and year two funds.
Year two and three: access all three years funds.
Teachers in a temp contract prior to Sept. 30th
Can access previous years' funds and current years' funds only

TTOC FUNDS

TTOCS AND TEACHERS WHO RECEIVE A CONTRACT AFTER SEPT. 30TH WILL BE ABLE ACCESS \$300 FOR THE SCHOOL YEAR. THESE FUNDS DO NOT ROLL OVER AND FOLLOW THE SAME POLICY AS INDIVIDUAL FUNDS.(AMOUNT CAN DIFFER DEPENDING ON SET BUDGET).

APPLICATION PROCEDURES

1. Check to make sure expenses will be approved by checking the ProD policy
2. Complete the appropriate application forms (make sure all sections are completed)
3. Ensure all required receipts are attached
4. Send application to info@nanaimoteachers.ca or through school courier, attn. ProD

IT CAN TAKE 4-6 WEEKS FOR A CHEQUE TO ARRIVE VIA COURIER

PER DIEM AND MILEAGE RATES

\$24.14 BREAKFAST
\$23.29 LUNCH
\$49.05 DINNER
\$0.72/KM

DEADLINES

- PLG Applications: October 31st 2025
- Funding Draw Applications: April 30th 2026
- Release Applications: April 15th 2026
- Funds Applications and PLG reports: June 12th 2026

TTOC RELEASE TIME APPLICATION

Each teacher in contract is eligible to access one additional release day a year (supplemental release day) dependent on remaining budget. Additionally, teachers can use their individual funds to cover the cost off a TTOC to be released to partake in ProD at the cost of \$450 per day.

- To access this time you must:
1. Submit the TTOC release application form (link it here) for approval
 2. Once approved the ProD chair will email you with next steps
 3. Book your TTOC and the office will approve it in the system *Release time booked without being approved will be denied

FUNDED PROD

- Workshops/conferences
- Professional books (cannot contain more than 5% reproducible)
- Professional association fees
- Release time to participate in ProD
- Travel expenses to attend out of town ProD (accommodation, transportation, meals, mileage)

NOT FUNDED UNDER POLICY

- In service work (Ex. NCI training, First Aid, etc.)
- Student instructional materials
- Lesson plans/teaching manuals
- Fees for personal hobbies
- Gym memberships
- Blackline masters