

Teacher Collaborative Inquiry Fund: REVISED Guidelines for Use and Access 2017-2018

What is the Teacher Collaborative Inquiry Fund?

- a fund to enable Professional Development through teacher collaborative inquiry
- a process which allows teachers to work with colleagues to strengthen their professional practice, deepen their understanding of teaching and participate in ongoing professional growth.
- teachers exploring inquiry questions & sharing ideas/knowledge around effective teaching practices & learning principles.
- improved student learning is not necessarily a direct outcome of the inquiry, but is the overall purpose.

What is Professional Development?

Professional development is a process of ongoing growth, through involvement in programs, services, and activities designed to enable teachers, both individually and collectively, to enhance professional practice. Together, the teachers and administrators in our district have agreed to guiding principles for professional development which can be found in the VSB/VTF Professional Development Handbook on pages A-3 & 4.

Formula for Funding Teacher Collaborative Inquiry

Formula for funding teacher collaborative inquiry **FOR THE 2017-2018 SCHOOL YEAR:**

Due to significant TOC shortages this year and the pursuant inability of collaborative inquiry groups to meet during the school day, the District Pro-D committee has met and agreed on the following **temporary, revised** guidelines. These changes will be revisited during the school year.

Rather than follow the previous years' funding formula of providing two days of release time for each teacher participating in a collaborative inquiry group, the following supports will be available:

- Up to \$200 per group member to purchase professional resources relevant to the inquiry topic. These resources may include professional books, professional journals or magazines, professional development opportunities, guest speakers. It is not to be used to purchase classroom supplies or equipment ***.
- Up to \$25 per group member to support meeting incidentals (i.e. food, childcare, parking, space rentals). ***

***Receipts must be provided for reimbursement

- These purchases will be made by the teachers in the group, who will then submit their bills and be reimbursed directly by the school.
 - For itinerant teaching staff, if you are working with a school-specific group, then your funds will be held by that particular school.
 - If you are part of a collaborative inquiry group consisting of all itinerant staff, then your funds will be held by your district supervisor.
 - For cross-district inquiry groups, the funds will be held at one of the group members' schools.
- Teachers will be limited to participation in a maximum of two inquiry groups, including both

school-based and cross-district.

****It is understood that these inquiry groups will meet outside of instructional time at a time that is mutually convenient to the group's members as release time provision will not be an option this school year.

****Due to the fact that there is no longer a limit of number of release days per school, there is now no limit to the number of collaborative inquiry groups per school or to the number of participants in these groups.

Application Process

1. Teachers, or groups of teachers, will develop their plan and complete the application form.
2. The applications will be submitted to: site/school Professional Development Chair and site/school Principal.
3. Copies of applications will be submitted to the Associate Superintendent, Learning Services, for prompt review by the District Professional Development Committee.
4. Funds will be allocated to schools based on the number of teachers on staff participating in collaborative inquiry.
5. It is hoped teachers will be willing to share their learning with the school and the district.

Timelines

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|-------------------------|----------------------------------------------------------------------|
| Dec. 15, 2017 | - information distributed to schools |
| Jan. 19, 2018 | - application forms signed and submitted to District Pro D Committee |
| By Feb. 13, 2018 | - applicant groups will be notified as to acceptance of proposals |

All bills and receipts for resources and meeting incidentals must be submitted to the appropriate administration (as outlined above) for reimbursement by May 31, 2018.

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