

## Professional Development Policy

ILC School

2014/2015

1. This policy will be reviewed annually at the October staff meeting before being submitted to the Joint Professional Development Committee.
2. Professional Development money will held in Group Account.

Teachers may access up to \$180 each year, (unless there is no surplus from the year before in which case the \$180 will be adjusted to reflect the teacher's FTE.) (note: if there is a surplus, teachers who work at two schools or also use TOC Pro-D funds will have their money adjusted so that they are not able to "double-dip")

To access money beyond individual allocations, teachers will apply to the Staff Committee at the school before the event/purchase takes place.

After the final Pro-D Day the STA Professional Development Representative will allocate any surplus money equally to all members who exceeded their original allotment and had not made a request to the staff committee. Members will apply for this consideration.

3. Teachers who exceed the amount of money allocated to them or who fail to seek pre-approval may bear the additional costs themselves.
4. All requests for funding must be accompanied by original receipts.
5. The staff will be advised of the amount of funds available to them as soon as this information becomes available (not before September 30).
6. The STA Professional Development Representative manages the teacher professional development account and is responsible for decisions related to teacher professional development money. This person may have a committee or clerical assistance but is ultimately the manager of this money.
7. Teachers may use Professional Development funds for any professional development activity that falls within the guidelines set by the Joint Professional Development Committee.

- a. Professional Conference registration and related expenses
- b. Professional workshops in and out of district
- c. School visits
- d. Non-credit courses
- e. Professional association membership dues
- f. Expenses and honoraria for presenters
- g. Individual research expenses EXCLUDING personal payment
- h. Professional books and journals
- i. Staff retreats/staff development activities.
- j. Release time for staff initiated meetings and work sessions.

8. Any teacher may request to have all or a portion of her/his pro-d allotment rolled over for one year.

**NOTE:** Professional Development funds may not be used to purchase equipment of any kind or for personal payment of any kind.