

## Use Of School-Based Professional Development Funds

### Bayside Middle School

2013 - 2014

- 1.) This policy shall be reviewed at the June staff meeting each year. The policy will be presented to staff prior to October 15<sup>th</sup> each year for ratification before being submitted to the District Professional Development Committee.
- 2.) That Professional Development funds be maintained in a school account open for all teachers to draw from as decided by the teachers each school year. All teachers on staff will have equal access to the Professional Development fund regardless of teaching assignment within the school. This decision will be made at a staff / teachers meeting to occur no later than October 15<sup>th</sup>.
- 3.) Each year is regarded as independent with respect to the allocation of funds to individual teachers.
- 4.) Teachers are encouraged to consider that the annual allocation to the school based fund is currently \$182.00 for each F.T.E. and that every time a teacher exceeds that amount he / she is exceeding what was allocated for him / her as an individual. Funds are allocated to the school on a F.T.E. basis each September 30<sup>th</sup>.
- 5.) By September 15<sup>th</sup> of each school year the **Pro Growth Team** will present a proposal to set aside a portion of the allocated funds for school-wide staff development initiatives and will present the proposal for approval at the meeting where the structure of the policy for that year is established.
- 6.) When an application for funding exceeds \$180.00 for a single event or brings an individual teacher's total "draw" for the year to an excess of \$180.00 he / she will be reimbursed a proportion of the balance of the difference in funds from any surplus funds remaining in the school account as of June 1<sup>st</sup>.
- 7.) Teachers may use Professional Development funds for any activity they, as individuals, deem appropriate for their own professional development. Teachers should be guided by the following definition of Professional Development as articulated by the Professional Development Representatives from the district (97 /06 /03).

**Professional Development, for teachers, can be defined as any activity or set of activities, driven by teachers, which enhances their own professional interest and skills related to work they may do with students. It increases awareness of good professional practice which best reflect the needs of the times.**

8.) Any choice of Professional Development expenditure chosen by a teacher but questioned by the Professional Development Representative shall be referred to Staff committee as outlined in the District Professional Development Handbook.

9.) Professional Development Representatives will initiate a vote, at the June staff meeting, for a Professional Development Representative for the following year so that an appropriate transition may occur to ensure that staff are properly represented. The Professional Development Representative **will** be a member of the **Pro Growth Team**