



# Professional Development Uses of Pro-D Funds: A Guide

According to the Saanich Teachers' Association Professional Development Handbook, school professional development funds may be used for the following:

1. professional conferences<sup>1</sup> registration and related expenses
2. professional workshops<sup>1</sup> in and out of district
3. school visits
4. academic non-credit courses that cannot be claimed for income tax purposes
5. professional association membership<sup>2</sup> dues
6. expenses and honoraria for presenters
7. individual research expenses excluding personal payment
8. professional journals<sup>3</sup>
9. staff retreats/staff development activities
10. release time for staff initiated meetings and work sessions

Professional Development funds are not to be used to purchase computer hardware or internet connections or for any course work which could result in an increase in salary (taken from Pro-D Handbook: *guidelines for allocation of professional development funds B) Funds: g.*)

To clarify some of the above uses of school pro-d funds, the Joint Pro-D Committee has come up with some guidelines/examples of what *IS* and what *IS NOT* Pro-D:

## <sup>1</sup> Conferences / Workshops

Pro-D IS:	Pro-D IS NOT:
<ul style="list-style-type: none"> <li>- <b>Provincial Association Conferences</b> ex. BC Music Educators Association</li> <li>- <b>Non-credit courses</b> directly related to a teacher's current teaching assignment or an <u>established</u> extra-curricular program. ex. - Thai cooking class for a Home Economics teacher</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Credited courses</b> ex. university and college courses</li> <li>- <b>Personal interest seminars/workshops</b> ex. - Making money in real estate - RRSP investing - Writing a will - International Aid trips - Cooking classes for a Math teacher</li> <li>- <b>Field trips</b> with students (the primary intent is for students, not professional development)</li> </ul>

## <sup>2</sup> Memberships

Pro-D IS:	Pro-D IS NOT:
<ul style="list-style-type: none"> <li>- <b>PSA</b> – Provincial Specialists Association ex. BCTLA</li> <li>- <b>LSA</b> – Local Specialists Association ex. SMEA (Saanich Music Educators' Association)</li> </ul> <p>Other examples:</p> <ul style="list-style-type: none"> <li>- Primary Teachers Association</li> <li>- IASL – International Association School Librarians</li> <li>- IRA – International Reading Association</li> </ul> <p><b>*These organizations are led by educators and are clearly intended to address teaching &amp; learning.</b></p>	<p>Examples:</p> <ul style="list-style-type: none"> <li>- Recreation Centre memberships</li> <li>- Fitness Clubs</li> <li>- Golf Membership</li> <li>- Weight Watchers</li> <li>- Personal Book Clubs</li> </ul> <p><b>*These organizations are led by a variety of people/groups and are not clearly intended to support teaching and learning.</b></p>

## <sup>3</sup> Journals

Pro-D IS:	Pro-D IS NOT:
<ul style="list-style-type: none"> <li>- <b>Professional Journals/Resources</b> ex. - Educational Leadership Journal - School Librarian Journal - The Reading Teacher - How the Brain Learns to Read - Formative Assessment</li> </ul> <p><b>*These books/journals deal with pedagogy and inform teaching.</b></p>	<ul style="list-style-type: none"> <li>- <b>Newspapers</b> ex. - Times Colonist</li> <li>- <b>Magazines</b> ex. - National Geographic - Owl</li> <li>- <b>Novels</b> ex. - Popular novels - Historical/biographical books</li> <li>- <b>Classroom Texts</b></li> </ul> <p><b>*These books/journals are learning resources or for personal entertainment/development.</b></p>

\*Please note that the above lists are guidelines to help clarify proper uses of pro-d funds. If a teacher would like to use pro-d funds for something that does not appear to qualify as acceptable pro-d, that teacher may request prior approval by the Joint Pro-D committee. The teacher must provide the committee with reason and proof of how it fits as professional development.