



SAANICH TEACHERS' ASSOCIATION

Royal Oak Middle School Professional Development Policy – October 2015

This policy will be reviewed annually at the October staff meeting before being submitted to the Joint Professional Development Committee.

Professional Development Funds at Royal Oak Middle will be held in a group account. STA members are eligible to access \$500 each year, regardless of FTE. After May 30, any surplus monies may be distributed to members who have incurred expenses in excess of \$500.

Prior to engaging in a Pro-D activity/event, members are to seek pre-approval for funding to ensure that sufficient funds are in place. Failure to seek pre-approval may result in members bearing the costs themselves. Funding is available on a first-come basis. The application for Pro-D funds form is available from the Pro-D representative or on the shared drive: *Staff\ProD\Application for ProD Funds.doc*

Following the Pro-D activity/event, it is the responsibility of the member to complete and submit a Pro-D Travel and Expense Claim Form (available from the Pro-D representative, or the staff room) to the Pro-D representative. The Pro-D rep will submit these claims to the STA Professional Development Committee for reimbursement. All claims for reimbursement must be accompanied by original receipts.

Access to Royal Oak Pro-D funds is limited to teachers on staff for the 2015 – 2016 school year. The school year is defined as July 1, 2015 to June 30, 2016. A teacher who moves to another school during the school year no longer has access to ROMS Pro-D funds and must request funding from his/her new school. Any professional development activities engaged in prior to the move will be funded as set out in the ROMS Pro-D policy.

Members may use the Professional Development Funds for any professional development activity that falls within the guidelines set by the Joint Professional Development Committee. These include:

- professional conference registration and related expenses
- professional workshops, in and out of district
- school visits
- academic non-credit courses that cannot be claimed for income tax purposes
- professional association membership dues
- expenses and honoraria for presenters
- individual research expenses excluding personal payment
- professional books and journals
- staff retreats/staff development activities
- release time for staff initiated meetings and work sessions

Note: Professional development funds may not be used to purchase equipment of any kind or for personal payment of any kind.

The shared Pro-D representatives for Royal Oak Middle are Angie Savage, Jean Prevost and Kyle Goy. Please see one of us if you have any questions.

Pro D website: saanichteachers.com