

### Stelly's Pro-D Policy 2017/2018

Each fulltime staff member receives \$182 per year in the Professional Development Fund. All funds will be part of a common school account.

Distribution of funds:

1. All teachers will have access to the funds based on their current FTE.
2. Teachers may use Professional Development funds for any activity they, as individuals, deem appropriate for their own professional development. The district considers the following to be eligible: *conference registration & expenses, workshops, school visits, NON-credit courses, professional association membership dues, expenses and honoraria for presenters, professional journals, staff retreats, release time for staff initiated meetings and work sessions. Pro-D funds may not be used to purchase equipment of any kind.*
3. Individuals may access up to \$650 in a two-year period. This includes the cost of a TOC. Pro-D money may be spent throughout the year, as long as the total does not exceed \$650. If an individual claims \$550 one year, they will only be eligible for another \$100 in the second year.
4. If an individual would like to access more than \$650 in one year, they may receive additional funding at the end of the year. A request must be made *prior* to the event to be considered for additional funding. This additional funding is not guaranteed and depends on the amount of money in the school account, and will not exceed an additional \$150, for a total of \$800.
5. When additional funding is requested, a committee consisting of the pro-d rep, STA rep, staff committee rep and secondary pro-d rep will meet to assess the request.
6. When reviewing a request for Professional Development funding, the committee will consider the following:
  - a. How much funding has the individual received over the last couple years.
  - b. Is it possible for one or two department members to go to the conference/workshop and report back?
  - c. To ensure a fair and equitable distribution of the funds, given that the funds are to be used for the entire teaching staff for the entire year.
7. If a teacher leaves Stelly's during or at the end of the year, their allocated money will remain as part of the Stelly's common account (money is not transferrable).
8. Requests for funding must be made prior to the event by emailing your expected expenses to the Pro-D rep. Failure to do so may result in your request not being funded.
9. Pro-D claims are to be submitted to the Pro-D rep upon completion of the Pro-D activity, along with a completed Pro-D form and all original receipts (not credit card confirmations).
10. If you travel out of the province for any Pro-D activity you need to complete an out of province travel approval request form. Completion of this form ensures the district is aware you will be travelling out of province for professional development purposes (and that you will be covered by WCB should anything happen to you while out of the province).