

Professional Development Policy

Cordova Bay School

2017-2018

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

2. Professional Development money will be held in a Group Account. Teachers may access funds for Professional Development activities or materials regardless of FTE or whether they work at another school, for the full amount (beyond individual allocations from the STA) they have requested until there are no funds remaining. (First come first served) Should there be any surplus funds, those funds will be carried over to the following year.

3. All requests for funding must be accompanied by original receipts.

4. The staff will be advised of the amount of funds available to them as soon as this information becomes available (not before September 30).

5. The staff will be informed of the total funds remaining in the Group Account at each staff meeting.

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.

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