

# Professional Development Policy

## Deep Cove School

### 2018/2019

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

or

sent via email to all Deep Cove teachers to review. It will remain the same unless there is a specific request for changes to be reviewed by staff.

*Each full time staff teacher is funded for approximately \$182.50 per year in the Professional Development Fund. Responsibility for the distribution of Pro-D funds has been given to the Pro-D Accounts person and the Staff Committee. The Staff Committee suggests the following guidelines for the use of our Pro-D funds:*

2. Professional Development money will held in Group Account. Teachers may initially access up to \$200 per 1.0 FTE each year. Teachers who exceed the amount of money allocated to them may bear the additional costs themselves. Teachers are strongly advised to seek pre-approval for Pro-D reimbursements to confirm expenses are eligible for Professional Development funds.

3. Any claims for individual allocations must be submitted within two weeks of the final Pro-D day. The STA Professional Development Representative will then allocate any surplus money equally to all members who exceeded their original allotment up the maximum allowed within this policy.

The MAXIMUM total claim amount for 2018-2019 will be limited to \$500.

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

5. Teachers may use Professional Development funds for any activity they, as individuals, deem appropriate for their own professional development. The Saanich Teachers Association considers the following to be eligible: conference registration & expenses, workshops, school visits, NON-credit courses, professional association membership dues, expenses and honoraria for presenters, individual research expenses excluding personal payment, 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.