

Use Of School-Based Professional Development Funds Bayside Middle School 2021-2022

- 1) This policy shall be reviewed at the June staff meeting each year. The policy will be presented to staff prior to October 15th each year for ratification before being submitted to the STA Professional Development Committee.
- 2) That Professional Development funds be maintained in a school account open for all teachers to draw from as decided by the teachers each school year. All teachers on staff will have equal access to the Professional Development fund regardless of teaching assignment within the school. This decision will be made at a staff / teachers meeting to occur no later than October 15th.
- 3) Each year is regarded as independent with respect to the allocation of funds to individual teachers.
- 4) Teachers are encouraged to consider that the annual allocation to the school based fund is currently \$182.00 for each F.T.E. and that every time a teacher exceeds that amount he / she is exceeding what was allocated for him / her as an individual. Funds are allocated to the school on a F.T.E. basis each September 30th.
- 5) When an application for funding exceeds \$180.00 for a single event or brings an individual teacher's total "draw" for the year to an excess of \$180.00 he / she will be reimbursed a proportion of the balance of the difference in funds from any surplus funds remaining in the school account as of June 1st.
- 6) 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.
For further details please see STA Pro D Handbook section on *Uses of ProD funds*
- 7) Any choice of Professional Development expenditure chosen by a teacher but questioned by the Professional Development Representative shall be referred to the Staff committee as outlined in the STA Professional Development Handbook.
- 9) Professional Development Representatives will initiate a vote, at the June staff meeting, for a Professional Development Representative for the following year so that an appropriate transition may occur to ensure that staff are properly represented.