

## Professional Development Policy Cordova Bay School 2021/2022

1. This policy will be reviewed annually at the September staff meeting before being submitted to the Joint Professional Development Committee. (This year it was reviewed and ratified in June during Staff committee meeting )
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, up to a maximum amount of \$500 (beyond individual allocations from the STA). (First come first served) Should there be any surplus funds, those teachers who have used more than \$500 may apply for those funds (first come first served). Also, any surplus funds will be carried over to the following year.
3. All requests for funding must be pre-approved to avoid disappointment. Please fill out the pro d reimbursement form for anticipated costs and attach a note for the rationale of using the pro d funds. All reimbursements need to be done on the STA pro d reimbursement form and accompanied by original receipts. (We need 1 copies - including the original receipt- please upload your form using the STA reimbursement link on the STA site )
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 or by email.
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.