

Professional Development Policy
Brentwood School
2022-2023

1. This policy will be reviewed and ratified annually at an October staff committee meeting before being submitted to the Joint Professional Development Committee.
2. Professional Development funds will be held in Individual Accounts.
3. Each teacher on staff, regardless of FTE, will receive \$400.00 for the current year. Any of these funds unused by June 15th of that year will be transferred to the Brentwood Pro D Funds pot.
4. Teachers who exceed the amount of money allocated to them, or who fail to seek agreed upon pre-approval, may bear the additional costs themselves.
5. All requests for funds must be accompanied by original receipts.
6. Staff will be advised of the amount of funds available to them as soon as this information is available (not before Sept. 30).
7. 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.
8. Teachers may use Pro-D funds for any professional development activity that falls within the guidelines set by the Joint Professional Development Committee.
 - Professional Conference registration and related expenses
 - Professional workshops in and out of district

- School visits
- Non-credit courses (that are not being used for tax refund)
- Professional association membership dues
- Expenses and honoraria for presenters
- Individual research expenses EXCLUDING personal payment
- Professional books and journals
- Staff retreats/staff development activities
- Release time for staff initiated meetings and work sessions

NOTE: Professional Development funds may not be used to purchase equipment of any kind (iPads, computers etc.) or for personal payment of any kind.