

## Parkland Professional Development Policy Year: 2022-2023

### Parkland's Present Funding Formula Guidelines

- One TOC day a year per teacher (not translatable into dollars for personal expenses).
- Personal expenses reimbursements up to a maximum of \$500.00
- A teacher may use the personal expenses reimbursement more than once as long as the total amount used in the year does not exceed \$500. For example, a teacher may attend a workshop in the fall for \$100 and a spring conference for \$400.
- Personal expenses reimbursement for part-time teachers is based on their teaching assignment in the school.
- The staff, in the past, has supported the first-come-first-serve method of fund allocation.

### Pro-D request form completion

1. Teacher requests form.
2. Teacher completes Pre-Approval side and submits form to Pro-D rep. in advance of activity.
3. The amount pre-approved is noted in a spreadsheet and held for the teacher until the activity is completed. The form is returned to the teacher (If the teacher ends up not participating in the activity, the funds are released back into the Pro-D fund).
4. After the teacher has done the activity, they will attach receipts (not credit card confirmations) and fill in the front side of the Pro-D form and submit to the Pro-D representative with their signature. The Pro-D rep. calculates the total reimbursement amount, signs the form and sends it to the S.T.A. office.
5. A cheque will be issued by the S.T.A. and sent through the school mail system.

Andrew Roome

Parkland Pro-D Rep.