

# Royal Oak Middle School

## Professional Development Policy

### October 2022- June 2023

This policy will be **reviewed and voted on annually at the October/November staff meeting (or as soon as possible)** each year before being submitted to the Joint Professional Development Committee.

- **Reviewed and approved on October 11, 2022 by ROMS staff.**

#### ***Who is my Pro-D representative this year?***

- Jodie Labelle (Please refer any questions to Jodie in person or through email.)
- Kyle Goy (If Jodie is unavailable, please refer any questions to Kyle in person or through email.)

#### ***What is the Professional Development Fund?***

- This year, ROMS will receive \$182 per FTE STA member each year into its Professional Development Fund (a common school account).
- Purpose: to help ROMS STA members access professional development opportunities throughout the year.
- Our goal: to encourage and support members to take maximum advantage of the Pro-D events and opportunities that are available.

#### ***How much money may I use this year?***

- ROMS teachers are entitled to apply for **up to \$600**, on a first-come, first-served basis. ("The limit on 2-consecutive year spending has been removed for this school year, but will likely return next year.)
- ~~● Any teacher who spent his or her full funding last year, and would like to attend an event or make a Pro-D purchase, should still place a request for funds up to \$100. The Pro-D account team will review the request and will make every effort to grant approximately \$100, if the funds are available. (This is not applicable to any staff members for the current school year.)~~

**Note:** at least \$1000 will be left in the account as a "cushion" at the end of the year, unless the staff votes to use it all up. This could be used for unexpected expenses late in the year or early in the next year.

#### ***Why should I get pre-approval?***

- Prior to engaging in a Pro-D activity/event, teachers should seek pre-approval for funding **to ensure that sufficient funds are in place and that the event is eligible for Pro-D.**
- **Once you have been pre-approved, the funds will be set aside for you, even if the event is at a later date in the school year. This way, you will not run the risk of being denied the funds for Pro-D that occurs later in the year when, potentially, funds are low.**
- *Without* getting pre-approval, teachers who have already accessed funds that year and have forgotten about it, or those who are applying for *more* than they are entitled to but don't realize it may be disappointed when they are not reimbursed for the amount that they expected!
- Failure to seek pre-approval may result in members bearing the costs themselves, as you run the risk of not being approved for reimbursement and/or there being no funds left in the Royal Oak Pro-D account.

### ***Where do I get the forms?***

- Pre-approval forms and reimbursement forms can be found in both **photocopy rooms** and in the **staffroom** (on the bulletin boards; look for the bright pink signs).

### ***How do I apply for reimbursement?***

- Funding is available on a **first-come, first-served** basis.
- Before the event: **get pre-approval.**
- After the event: **submit your reimbursement form + ORIGINAL receipts only** to the rep.
- Pre-approval and reimbursement forms are available:
  - from the **Pro-D rep.**
  - on the **shared drive:** Staff\Pro-D\Application for Pro-D Funds.doc
  - on the **bulletin boards** in the green and blue photocopy rooms
- The Pro-D rep will approve your claim, and then direct you to submit these claims to the STA Professional Development Committee for reimbursement (using the inline form).

### ***What can Pro-D funds be used for?***

- any professional development activity that falls within the guidelines set by the Joint Professional Development Committee. You can find more detailed information about what expenses qualify for reimbursement in our Pro-D Handbook on the [STA website](#) (page 11) and [the guidelines](#).

#### **Including:**

- professional conference registration and related expenses
- professional workshops, in and out of district, as well as school visits
- academic non-credit courses **that cannot be claimed for income tax purposes**
- 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
- other claims that benefit a teacher's practice may be proposed in writing in advance; decisions will be referred to the Joint Pro-D Committee

#### **Excluding:**

- purchasing equipment of any kind
- costs associated with field trips/travel with students
- purchasing materials or resources that will be used up by students.

### ***Who can use the funds?***

- Limited to teachers on staff for the 22/23 school year (defined as July 1, 2022 to June 30, 2023.)
- A teacher who moves to another school during the school year no longer has access to ROMS Pro-D funds and must request funding from his/her new school.
- Pro-D activities engaged in prior to the move will be funded as set out in the ROMS Pro-D policy.

***Where do I get more information?***     See the Pro D website: [saanichteachers.com](http://saanichteachers.com)