

Cordova Bay School

Professional Development Policy 2023-2024

1. This policy will be reviewed annually at the September staff meeting before being submitted to the Joint Professional Development Committee.
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 also work at another school, for the full amount (beyond individual allocations from the STA) they have requested to a max cap of \$200 (first come first served). Should there be any surplus funds, those who have spent more than \$200 can request the remaining amount up to \$300 (first come first served). Any remaining funds will be carried over to the following year.
3. All requests for funding must be accompanied by original receipts (with the exception of expenses under \$10 and meals). Teachers will provide 1 signed hard copy to Pro-D reps and fill out the online Google Form on STA website to submit their claim.
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.
6. The STA Professional Development Representatives manage the teacher professional development account and are responsible for decisions related to teacher professional development money. These persons may have a committee or clerical assistance but are 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) Credit and Non - credit courses (Note: form re: tax implications and credit courses must be filled out for credit course reimbursement).

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.

Additional Note: Please check with the pro d school reps prior to spending your pro d money to check we have the funds and for your expense to be approved.

Pro D claim/expense forms are available below and on the [STA website](#).

[Pro D Claim Forms](#)