

# Professional Development Policy

Lochside Elementary School

2023/24

1. This policy will be reviewed annually at the October staff meeting before being submitted to the Joint Professional Development Committee.
2. Professional Development money will be held in a Group Account.
3. Each full-time and part-time teacher's Professional Development allowance is approximately \$ 350.00 per year or \$700.00 over two years.
4. To access money from the group account, teachers will apply to the STA Professional Development Representative at the school before the event/purchase takes place. Requests that exceed \$350 per person per year will be reviewed initially by the Pro-D rep, who will consider how much Pro-D funding was provided to that staff member in the previous year. Generally, large requests will not be approved for the same person in two consecutive years, unless within \$700.00 over two years. The maximum amount the Pro-D accounts person will approve for a single year is \$700.00. Teachers who are transferred to another school in the district cannot access funds from this account once they have left.
5. Teachers who exceed the amount of money allocated to them or who fail to seek pre-approval may bear the additional costs themselves.
6. All requests for funding must be accompanied by original receipts.
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 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. Credit courses (special form required)

- f. Professional association membership dues
- g. Expenses and honoraria for presenters
- h. Individual research expenses EXCLUDING personal payment
- i. Professional books and journals
- j. Staff retreats/staff development activities.
- k. Release time for staff-initiated meetings and work sessions. Cost of TTOC has increased to \$512/Day.

**NOTE:** Professional Development funds may not be used to purchase equipment of any kind or for personal payment of any kind.