

Professional Development Policy
Brentwood School
2023-2024

1. This policy will be reviewed and ratified annually at a staff committee meeting at the beginning of the year 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 15 of that year will be transferred to the Brentwood Pro D Funds pot. If a teacher has a request for more funds, they can request it after all other requests have been filled by the end of the year and there will be a meeting to vote to allocate further funds for the request.
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
- Academic Non-credit courses (that are not being claimed for income tax purposes)
- Professional association membership dues
- Expenses and honoraria for presenters
- Individual research expenses EXCLUDING personal payment
- Professional journals
- Staff retreats/staff development activities
- Release time for staff initiated meetings and work sessions
- Other claims that benefit a teacher's practise may be proposed in writing in advance. Decisions will be referred to the Joint Pro D Committee.

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