

Professional Development Policy

Deep Cove School

2023/2024

1. This policy will be reviewed annually at the October staff committee meeting before being submitted to the Joint Professional Development Committee.

or

sent via email to all Deep Cove teachers to review. It will remain the same unless there is a specific request for changes to be reviewed by staff.

Each full time staff teacher is funded for approximately \$182.50 per year in the Professional Development Fund. Responsibility for the distribution of Pro-D funds has been given to the Pro-D Accounts person and the Staff Committee. The Staff Committee suggests the following guidelines for the use of our Pro-D funds:

2. Professional Development money will be held in a Group Account. Teachers may initially access up to \$400 per 1.0 FTE each year. Teachers who exceed the amount of money allocated to them may bear the additional costs themselves. **Teachers are strongly advised to seek pre-approval for Pro-D reimbursements to confirm expenses are eligible for Professional Development funds, especially where costs are shared amongst STA members or paid for by the District.**

3. If a surplus exists at the beginning of the year, teachers who come part way through a year and do not have access to Pro-D funds elsewhere, such as TTOC Pro-D funds, may enquire about allocations for their time at Deep Cove based on their yearly FTE.

4. The STA Professional Development Representative will allocate any surplus money equally to all members who exceeded their original allotment up to the maximum allowed within this policy starting on June 1. Staff who have unsubmitted claims after June 1 may lose their yearly FTE allocation if the school budget is used by others within this policy.

Requests for additional amounts earlier in the year can be made to the Staff Committee if desired.

4. ALL CLAIMS MUST BE SUBMITTED TO PRO D REP NO LATER THAN JUNE 1

The MAXIMUM total claim amount for 2023-2024 will be limited to \$500 per FTE.

5. All requests for funding must be accompanied by original receipts.

6. Teachers may use Professional Development funds for any activity they, as individuals, deem appropriate for their own professional development. The Saanich Teachers Association considers the following to be eligible: conference registration & expenses, workshops, school visits, credit courses, professional association membership dues, expenses and honoraria for presenters, individual research expenses excluding personal payment, professional journals, staff retreats, release time for staff initiated meetings and work sessions. Pro-D funds may not be used to purchase equipment of any kind.