**Professional Development Policy**

**Prospect Lake Elementary School**

**2023-2024**

This policy will be reviewed by the Prospect Lake teaching staff in October of each school year, before being submitted to the Joint Professional Development committee.

Professional Development money will be held in individual accounts and a group account.

Advantages of Individual Accounts

-teachers know how much money they have and can budget accordingly

-excess funds can sit in a group account separate from individual accounts and this money can be used for; group activities, whole school pro-d food and incentives, saved for larger whole-school activities and to potentially supplement expenses for individual teacher activities that are in excess of individual account funds. Also, money allocated from the group account needs to be presented and passed at a staff committee meeting.

In September of each year, each full-time and part-time teacher will be given $200 into their individual account. This money will be added to any funds that a teacher has left in their individual account from the previous year (total of $400).

After receiving the individual allocation at the start of a given school year, any amount in an individual account that exceeds $400 (2 years of funds) shall be allocated to the Prospect Lake Professional Development group account.

Teachers who exceed the amount of money allocated to them, or who fail to seek pre-approval from the professional development representatives (who will present this request at a staff committee meeting) may bear the any additional costs, themselves.

**Teachers who have left Prospect Lake School for a position at another school in our district cannot access these funds.**

All requests for funding must be accompanied by original and individual receipts (or an addendum showing how a given receipt will be divided among persons).

All claims must be submitted to the Pro-D Rep(s) no later than June 10th. The maximum total claim amount for 2023-2024 will be limited to $ 500 per FTE (extra $100 to come from group account if requested).

The staff will be advised of the amount of funds available to them at the start of each school year, in early October.

The STA Professional Development Representative(s) manages the teacher professional development account and is responsible for decisions related to teacher professional development money.

Teachers may use professional development funds for any professional development activity that falls within the guidelines set by the Joint Professional Development Committee.

-professional conference registrations and related expenses

-professional workshops in or out of district

-school visits

-non-credit courses

-university credited course (only tax form applicable courses)

-professional association membership dues

-individual research expenses excluding personal payment

-professional books and journals

-staff retreats/staff development activities

-release time for staff-initiated meeting and work sessions

Professional development funds may not be used for personal payment of any kind or for the purchase of equipment of any kind.