

USE OF SCHOOL-BASED PROFESSIONAL DEVELOPMENT FUNDS CLAREMONT SECONDARY SCHOOL

2025 - 2026 SCHOOL YEAR

Each full time staff teacher FTE is funded for approximately **\$210** 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:

1. That Professional Development funds be maintained in a common school account open for all teachers to draw from as needed and as decided by the teachers each school year. All teachers on staff will have access to the Professional Development fund, based on their current FTE.
2. 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.

*See the STA ProD Handbook for more information on eligible expenses

3. Requests for Pro-D funding **must be processed prior to the event** (unless there were circumstances that prevented proper procedure from being followed).
4. Requests of less than \$200 per person (pro-rated to FTE) will be reviewed by the Pro-D accounts person. Most of these will be approved immediately.
5. Requests that exceed \$200 per person per year will be reviewed initially by the Pro-D accounts person, who will consider how much Pro-D funding was provided to that staff member in the previous year. Generally, large (in excess of \$200) requests will not be approved for the same person in two consecutive

years if those requests exceed a total of \$800 (pro-rated to FTE). If a person was not on staff at Claremont in the previous year, the limit will be \$400 (pro-rated to FTE). These amounts include any cost of a TTOC.

6. At the request of the applicant, an appeal may be made for more than the maximum amounts listed above in #5. Such an appeal would go to the Staff Committee.
7. When reviewing a request for Professional Development funding, the Staff Committee will consider the following:
 - * how much funding did the individual receive in the past year (see #5 above)
 - * is it possible for one or two department members to go to the conference/workshop and report back?
 - * their responsibility to ensure a fair and equitable distribution of the funds, given that the funds are to be used for the entire teaching staff for the entire year. There will be, for example, a target amount of 30% of the funds reserved for the second semester each year.
8. **Teachers are cautioned that if the actual expenses exceed the estimated costs (including the cost of a TTOC), no more than an additional 10% of the estimated costs will be paid from the fund. The individual will be responsible for the remaining expenses.**
9. The policy shall be reviewed no later than the October staff meeting each year for ratification before being submitted to the STA Professional Development Chair.