

ILC Professional Development Policy 2025-26

1. This policy will be reviewed and ratified annually following the September staff meeting before being submitted to the Joint Professional Development Committee. At this time, the total of the surplus fund account will be shared with staff.
2. Professional Development money from the District is distributed after September 30th and is held in a Group Account. Teachers are allotted up to \$210 each year, pro-rated to their FTE assignment as of September 30th.
3. Money from the group account will be allocated to teachers who request pre-approval from the STA Pro-D Representative at the school before the event or purchase takes place.
4. Once the event or purchase has taken place, teachers will submit their application form and all original receipts to the [STA online Pro-D site](#) and send an email to the ILC Pro-D Representative so that they can communicate with the STA that the funding was pre-approved. Teachers who exceed the amount of money allocated to them or who fail to seek pre-approval from the Pro-D Rep may bear the additional costs themselves.
5. All teachers may apply for up to an additional \$500 every second year (not pro-rated to FTE) from the Surplus Fund Account from previous years. Access to surplus funds is intended to more realistically reflect the cost of most available prod opportunities and encourage access for all teachers. By receiving this full amount in any one year, the following year's allocation could be the basic personal amount (Max \$210)
6. Surplus funds will be allocated at a joint-site Staff Committee Meeting which will take place online on the Friday in September that is closest to the 25th. All staff who wish to apply for surplus funds that school year should apply at this point which was chosen to allow for early bird fees for PSA conferences in October. In the year 2025-26 only, surplus funds will be distributed at the October Staff Meeting during the STA portion of the meeting. Staff members who had been planning on 'rolling over' their funding from the previous year will get priority consideration this year due to the changes made to the Policy.
7. If any surplus funds remain, there will be another Staff Committee Meeting to approve the distribution of funds to teachers who apply by May 1st for funding spent.
8. Teachers will not have access to their ILC Pro-D funding if they transfer to another school in the district.

9. 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 the money and will do so in a way that is transparent to all teachers on staff.
10. 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. Professional association membership dues
 - f. Expenses and honoraria for presenters
 - g. Individual research expenses excluding personal payment
 - h. Approved professional books and journals
 - i. Staff retreats/staff development activities
 - j. Release time for staff-initiated meetings and work sessions.
 - k. Academic courses (for credit)*

* NOTE: Teachers claiming a credit course will be required to complete a separate form that indicates they will not use any reimbursed portion of their tuition as a tax credit.

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