



## North Saanich Middle School Professional Development Policy 2025-2026

The policy at North Saanich Middle School (hereby known as “NSMS”) to access professional development monies are as follows:

1. This policy will be reviewed annually, in October, before being submitted to the Joint Professional Development Committee.
2. All Professional Development monies given to NSMS in September are put into a group account, along with any rollover monies from previous years.
3. Rollover monies are divided equally amongst the teaching staff at the beginning of the school year. District allotted monies \$210.00 are allotted to teachers based on their FTE. For the 2025-2026 school year, each full-time teacher receives \$575. Part-time teachers receive a prorated amount of money. All staff will be notified of the amount available to them as soon as the information becomes available to the rep, but not before September 30th.
4. Prior to engaging in a Pro-D activity/event, members are expected to seek pre-approval for funding, especially to ensure that sufficient funds are available, but also to ensure that the activity/event is appropriate as Pro-D. Failure to do so may bear the costs of the event themselves. Non-standard events require supporting documentation regarding how it relates to appropriate use of Pro-D funds.
5. Once a teacher has reached the maximum amount of funds allocated \$575, it is still possible to apply for any overpayment, which will be reviewed around June 1st by any teaching staff wishing to participate in order to determine if the overpayment will be granted or denied. Previously accessed overages will be taken into account.
6. Once the Pro-D event/activity has taken place, it is the responsibility of the member to complete and submit a Pro-D Travel and Expense Claim Form (available on the STA website or from the Pro-D representative) to the Pro-D representatives (Jennifer Duff & Kristi Timmermans). Once signed by Jen, the form and receipt must be uploaded for reimbursement. Paper reimbursements will not be accepted. All claims for reimbursement must be accompanied by original receipts.

7. Access to NSMS Pro-D funds is limited to teachers on staff for the 2025-26 school year. The school year is defined as July 1st 2025-June 30th 2026. A teacher who moves to another school during the school year no longer has access to the NSMS funds. Any Professional Development activities engaged in prior to the move will be funded from the NSMS Pro-D account at a prorated amount.

8. The STA Pro-D rep manages the teacher professional development account and is responsible for decisions related to teacher professional development monies. Any teacher wishing to dispute a claim may send their argument directly to the Joint Pro-D Committee who will review the claim and make a final decision.

9. Members may use the Professional Development Funds for any professional development activity/event that falls within the guidelines established by the Joint Professional Committee. These include:

1. Professional conference registration and related expenses
2. Professional workshops, in and out of district
3. School visits
4. Academic non-credit courses that cannot be claimed for income tax purposes
5. Professional association membership dues
6. Expenses and honoraria for presenters
7. Individual research expenses excluding personal payment
8. Professional books and journals
9. Staff retreats/staff development activities
10. Release time for staff-initiated meetings and work sessions

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

The teachers will initiate a vote at the June staff meeting for a Pro-D Rep for the following year. The elected member will be part of the Pro-Growth Team.

Please refer to the Pro-D website for further information

[http://saanichteachers.com/?page\\_id=55](http://saanichteachers.com/?page_id=55)