

Professional Development Policy

Brentwood School

2024-2025

1. This policy will be reviewed and ratified annually at a staff committee meeting at the beginning of the school year before being submitted to the Joint Professional Development Committee.
2. Professional Development funds will be held in a school pro-d account.
3. Each teacher on staff, regardless of FTE, will receive \$400 for the current school year. Any funds **unused** by June of the school year will be made available for requests beyond \$400. If a teacher has a request for additional funds, they may submit an email by June 1st. There will be a meeting to vote on allocation of these funds.
4. Teachers who exceed the amount of money allocated to them, or who fail to seek pre-approval, may consequently bear the additional costs themselves.
5. All requests for funds must be accompanied by original receipts.
6. Staff will be advised of the amount of funds as soon as this information is available (not before September 30).
7. The STA Professional 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 this money.
8. Teachers may use Pro-D funds for any professional development activity that falls within the guidelines set by the Joint Professional Development Committee:
 - professional conference registration and related expenses
 - professional workshops
 - school visits
 - academic courses*
 - professional association membership dues
 - expenses and honoraria for presenters
 - individual research expenses excluding personal payment
 - professional journals/resources from a pre-approved list
 - staff retreats/staff development activities
 - release time for staff-initiated meetings and work sessions

- other claims that benefit a teacher's practice may be proposed in writing in advance

*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.

9. Professional Development funds **may not** be used for:

- purchasing equipment of any kind
- costs associated with field trips or other travel taken with students
- purchasing materials/resources that are used by students.