

Parkland Professional Development Policy Year: 2025-2026

Parkland's Present Funding Formula Guidelines

- One TOC day a year per teacher (not translatable into dollars for personal expenses).
- Personal expenses reimbursements up to a maximum of \$400.00
- A teacher may use the personal expenses reimbursement more than once as long as the total amount used in the year does not exceed \$400. For example, a teacher may attend a workshop in the fall for \$100 and a spring conference for \$300.
- Personal expenses reimbursement for part-time teachers is based on their teaching assignment in the school.
- The staff, in the past, has supported the first-come-first-serve method of fund allocation.

Pro-D form completion

1. Teacher goes to Saanich Teachers website: <https://saanichteachers.com/pro-d-forms/> and prints off form.
2. Teacher completes form and submits to Pro-D rep. in advance of activity.
3. The amount pre-approved is noted in a spreadsheet and held for the teacher until the activity is completed. The form is returned to the teacher (If the teacher ends up not participating in the activity, the funds are released back into the Pro-D fund).
4. After the teacher has done the activity, they will attach receipts (not credit card confirmations) and submit to the Pro-D representative with their signature. The Pro-D rep. calculates the total reimbursement amount, signs the form and gives back to the teacher so they can upload it to the google reimbursement portal:
<https://saanichteachers.com/pro-d-forms/>
5. A cheque will be issued by the S.T.A. and sent through the school mail system.

Judi Carroll

Parkland Pro-D Rep.