

SIDES Professional Development Policy

2024/25

1. This policy will be reviewed annually at the October staff meeting before being submitted to the Joint Professional Development Committee.
2. Professional Development money will held in a **Group Account**.
3. To access money from the group account, teachers will apply to the STA Professional Development Representative at the school before the event/purchase takes place.
4. Teachers are allotted up to \$210 each year pro-rated to their FTE worked as of September 30th. All teachers may apply for up to an additional \$600 every second year (not pro-rated to FTE) from surplus funds saved from previous years. Surplus funds are available on a first-come-first served basis and will be held in a separate account from the yearly allotment. 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 \$210.
5. Teachers are encouraged to seek pre-approval prior to making a purchase. This will ensure that your request is congruent with the STA PD Policy and that you have access to enough funds. Failure to do so could result in the member being out-of-pocket for expenses. Please be aware that there is a pre-approved booklist for professional books. For an expense for a professional book to be approved it must be on the list. Teachers can reach out to their PD Rep to get a book added to the list.
6. In October, the Professional Development Representative will invite applications for group professional development expenditures. Applications may be considered on the following basis:
 - All other potential sources of funding have been applied for and exhausted district accounts, school admin accounts, and union accounts.
 - Total yearly group expenditures will not exceed 10% of surplus funds
 - All teaching staff are invited to attend
 - Applications provide a brief summary of the professional development with dates and estimated expenditures.

- All other articles in this policy apply
7. Applications in excess of 10% of surplus funds may be approved by a staff vote of 50% +1 of quorum. The Professional Development Representative will communicate to teaching staff when application for a group expenditure is approved. (Amendment to take effect January 2012).
 8. Teachers who are transferred to another school in the district cannot access funds from this account once they have left.
 9. All requests for funding must be accompanied by original receipts.
 10. The staff will be advised of the amount of funds available to them as soon as this information becomes available (not before September 30). Teachers who work in more than one school will be expected to access funds proportionately to their school assignment.
 11. 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 this money.
 12. 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 and credit courses
 - E. Professional association membership dues
 - F. Expenses and honoraria for presenters
 - G. Individual research expenses **excluding** personal payment
 - H. Professional books and journals (from the pre-approved list)
 - I. Staff retreats/development activities.
 - J. 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.