

## **Use Of School-Based Professional Development Funds Bayside Middle School 2024-2025**

1. The policy will be presented to staff prior to October 15th each year for ratification before being submitted to the STA Professional Development Committee.
2. That Professional Development funds be maintained in a school account open for all teachers to draw from as decided by the teachers each school year. All teachers on staff will have equal access to the Professional Development fund regardless of teaching assignment within the school. This decision will be made at a staff / teachers meeting to occur no later than October 15th.
3. Funds are allocated to the school on an F.T.E basis each September 30th. Each teacher will be allocated up to \$500 over a two year period (approximately \$250/school year). Requests that exceed \$250 per person per year will be reviewed initially by the Pro-D rep, who will consider how much Pro-D funding was provided to that staff member in the previous year. Generally, large requests will not be approved for the same person in two consecutive years, unless within \$500.00 over two years. The maximum amount the Pro-D accounts person will approve for a single year is \$500.00. Teachers who are transferred to another school in the district cannot access funds from this account once they have left.
4. Teachers may use Professional Development funds for any activity they, as individuals, deem appropriate for their own professional development. The Saanich Teachers Association considers the following to be eligible: **conference registration & expenses, workshops, school visits, NON-credit courses, professional association membership dues, expenses and honoraria for presenters, individual research expenses excluding personal payment, professional journals, staff retreats, release time for staff initiated meetings and work sessions.**

Pro-D funds may not be used to purchase equipment of any kind.

For further details please see STA Pro D Handbook section on *Uses of ProD funds*

5. Any choice of Professional Development expenditure chosen by a teacher but questioned by the Professional Development Representative shall be referred to the Staff committee as outlined in the STA Professional Development Handbook.
6. Professional Development Representatives will initiate a vote, at the June staff meeting, for a Professional Development Representative for the following year so that an appropriate transition may occur to ensure that staff are properly represented.