



École
Bayside
Middle School



USE OF SCHOOL-BASED PROFESSIONAL DEVELOPMENT FUNDS
Bayside Middle School
2025-2026

1. The policy will be reviewed annually at the October staff meeting 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.
3. All Professional Development monies given to Bayside in September are put into a group account, along with any rollover monies from previous years.
4. 50% of rollover monies (\$15,033.16 total rollover for 2025/26) 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 2025/26 school year, each full-time teacher receives \$435.00. 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. The remaining rollover monies will be available to the ProD committee to plan the school-based days.
5. Once a teacher has reached the maximum amount of funds allocated \$435.00 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. 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.
7. 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**



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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*.

8. 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.
9. 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.

Where do I get more information? See the Pro D website: saanichteachers.com

<https://saanichteachers.com/site-reps-and-policies/>