

**Professional Development Policy 2024-2025**  
**School Board Office - District Instructional Support/Teacher Leaders**

1. This policy will be reviewed annually in October before being submitted to the Joint Professional Development Committee.
2. Professional Development money will be held in Individual Accounts.
3. Each full-time equivalent teachers' Professional Development allowance is 349.76 (in 2024/25). Part-time teachers will have a prorated amount of money based on FTE. (For example, if your assignment is 0.5 out of the SBO your allowance for this year would be  $349.76 \times 0.5 = 174.88$ )
4. Individual Professional Development Accounts will be allowed to reach a maximum amount of \$1000. After a teacher accumulates \$1000, his/her professional development allotment will be moved into the general staff account.
5. Teachers who are transferred to another school in the district have one year to claim funds against this school. Teachers who leave the district or who choose to take administrative appointments cannot access this money once they have left their teaching position.
6. Teachers may request amounts beyond their individual account balance in a given year but must have pre-approval from your STA Professional Development Representative.
7. Teachers who spend in excess of their individual allotment or who claim for something which does not meet the criteria of an acceptable expense (See #10) may bear the additional costs themselves. Pre-approval for expenses is recommended. For pre-approval consult with your STA Professional Development Representative.
8. All requests for funding must be accompanied by original receipts.
9. The STA Professional Development Representative manages the teacher professional development account and is responsible for decisions related to teacher professional development money.
10. 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\*
  - c. School Visits
  - d. Academic 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 our [pre- approved list](#)
  - i. Staff retreats/staff development activities
  - j. Release time for staff-initiated meetings and work sessions
  - k. Other claims that benefit a teacher's practice may be proposed in writing in advance

\*NOTE: Professional refers to items directly related to the teaching profession and which are linked to a teacher's current position as a teacher. Professional items do not include personal financing, personal health, personal wellness, etc.

NOTE: Professional Development funds may not be used to purchase equipment of any kind or for personal payment of any kind.

NOTE: 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.