

Professional Development Policy

Children's Development Centre

2017/2018

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 be held in Group Account.

Teachers may split the funds equally between all teachers based on his or her FTE (opening balance for 2017/2018 is 551.24 split between 2 FTE members 275.62 each);

To access money beyond individual allocations, teachers will apply to the Staff Committee at the school before the event/purchase takes place.

After the final Pro-D Day the STA Professional Development Representative will allocate any surplus money equally to all members who exceeded their original allotment and had not made a request to the staff committee. Members will apply for this consideration.

At the beginning of each October, after the school Pro-D funds have been allocated, the Staff Committee will decide on how to allocate or designate any surplus carried over from the year before.

3. Teachers who exceed the amount of money allocated to them or who fail to seek pre - approval may bear the additional costs themselves.
4. All requests for funding must be accompanied by original receipts.
5. The staff will be advised of the amount of funds available to them as soon as this information becomes available.

6. 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.
7. 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
 - e. Professional association membership dues
 - f. Expenses and honoraria for presenters
 - g. Individual research expenses EXCLUDING personal payment
 - h. Professional books and journals
 - i. Staff retreats/staff 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.