

Professional Development Policy

Deep Cove School

2025/2026

This policy will be reviewed and ratified annually at the October Staff Committee meeting before being submitted to the Joint Professional Development Committee.

or

sent via email to all Deep Cove teachers to ratify.

Each full time staff teacher is funded for approximately \$210 per year in the School Professional Development Fund. Responsibility for the distribution of ProD funds has been given to the ProD Reps. The ProD Committee, composing of any interested staff members, suggests the following guidelines for the use of our ProD funds. All of the amounts below are connected to FTEs as of September 30 and with consideration to carry-over amounts from previous years.

1. a) Professional Development money will be held in a Group Account. Teachers may access up to \$400 per FTE each year. Teachers who exceed the amount of money allocated to them may bear the additional costs themselves.

Teachers are encouraged to seek pre-approval prior to spending money and to consult the STA Professional Book List ([W Professional Resources - Book List .docx](#) or STA website under ProD and Information)

Teachers are strongly encouraged to submit their claims in a timely manner in order to help the ProD Committee make appropriate decisions with allocating amounts under 1b and 2. Please note that in order to encourage the most Professional Development possible this policy does include the possibility of running a deficit that will carry over to the following school year.

b) Teachers wishing to attend a PSA Conference on the October NID other than the APPIPC Conference in 2025 may access up to an additional \$200/FTE if funds allow as of January 15. Teachers who attend these conferences are encouraged to share their learning with other staff members.

2. Teachers who come part way through a year and do not have access to ProD funds elsewhere, such as TTOC ProD funds, may enquire about allocations for their time at Deep Cove based on their yearly FTE. A decision will be made by the Deep Cove ProD committee based on the current and expected claims.

3. ALL CLAIMS MUST BE SUBMITTED TO PRO D REP NO LATER THAN MAY 22

4. All requests for funding must be accompanied by original receipts.

5. 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
- 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

ProD funds may not be used to purchase equipment of any kind.