

Keating Elementary School Professional Development Policy 2025 – 2026

(Ratified on September 25, 2025 at Staff Committee Meeting)

1. This policy will be reviewed annually at the September or October staff meeting or teaching staff committee meeting before being submitted to the Joint Professional Development Committee.
2. Professional Development money will be held in Individual Accounts. Each full-time equivalent teacher's Professional Development allowance is \$225 per FTE calculation. Part time staff members can apply to have funds up to \$225 if the school funds are available and approved by the Pro D committee in advance based on other school assignments. Individual accounts/funds do not carry over to subsequent school years. In May/June, the STA Professional Development Representative will allocate any surplus money, from that school year, equally to all members who exceeded their original allotment up to \$550/teacher (including the original reimbursement) in the current school year upon their request (submit second form in late May - no receipts needed).
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, except for meals (per diem as per STA).
5. The STA Professional Development Representative manages the teacher professional development money. This person may have a committee or clerical assistance but is ultimately the manager of this money.
6. 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 journals/resources from our STA [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.

*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.

Professional Development Funds **may not** be used for:

- a. purchasing equipment of any kind
- b. costs associated with field trips or other travel taken with students
- c. purchasing materials/resources that are used by students

7. Keating's surplus funds may be used for:
 - a. Expenses and honoraria for presenters
 - b. Staff retreats/staff development activities
 - c. 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.