

Prospect Lake Elementary School

Professional Development Policy

Effective: 2025–2026 School Year

This policy will be reviewed by the Prospect Lake teaching staff each October and submitted to the Joint Professional Development Committee for approval.

1. Purpose

The purpose of this policy is to outline the procedures for managing professional development (Pro-D) funds at Prospect Lake Elementary in accordance with the Saanich Teachers' Association (STA) guidelines. These funds are intended to support ongoing teacher learning, collaboration, and professional growth that enhance student achievement and instructional practice.

2. Fund Structure

Professional Development money will be held in individual accounts and a group (joint) account.

Individual Accounts

- Each full-time teacher will receive \$400 this year in an individual account.
- Part-time teachers will receive a prorated amount based on their FTE.
- Teachers may carry forward unspent funds; however, any balance over \$400 at the start of a new school year will be transferred to the group account.
- Teachers who transfer or leave Prospect Lake for another school will forfeit any remaining individual funds.

Group (Joint) Account

- Surplus funds from individual accounts and other unspent funds are pooled into the joint account.
- The joint account may be used for:
 - Whole-school or team-based Pro-D activities
 - Guest speakers or workshops
 - School-wide retreats or collaborative learning initiatives
 - Supplementing individual requests exceeding \$400 (subject to approval)
- Expenditures from the joint account must be presented and approved at a staff committee meeting.

3. Approval & Accountability

- All requests for Pro-D funding must be pre-approved by the Pro-D Representative, who will present them at a staff committee meeting if required.
- Original receipts (or shared expense documentation) must accompany all claims.
- Claims must be submitted to the Pro-D Representative by June 1 of the current school

year.

- The maximum total claim per teacher is \$400 from the individual account; additional funds (if available) may be requested from the group account with prior approval.
- The Pro-D Representative will provide staff with account balances and updates each fall and spring, or as requested.

4. Eligible Expenditures

Professional development funds may be used for activities consistent with the STA Joint Professional Development Committee guidelines, including:

- Professional conferences, workshops, and related expenses
- School visits or collaborative learning projects
- Non-credit professional courses
- Professional association membership dues
- Professional journals and instructional resources
- Staff retreats or school-based learning sessions
- Release time for collaborative planning or inquiry work

5. Ineligible Expenditures

Professional development funds may not be used for:

- Personal payment or stipends
- Classroom supplies, equipment, or technology purchases
- Tuition-fee courses that generate a tax receipt or salary increment
- Student-related activities or field trips

6. Roles & Responsibilities

- The STA Professional Development Representative manages the teacher professional development accounts, approves requests, tracks expenditures, and reports annually to staff and the STA Joint Pro-D Committee.
- Staff members are responsible for submitting requests and receipts on time and ensuring that their expenditures align with STA and school policy.

7. Policy Review

This policy will be reviewed annually by the Prospect Lake teaching staff in October and submitted to the STA Joint Professional Development Committee. Revisions require a majority staff vote.

Approved by staff, signed by Staff Committee Rep: _____

Pro-D Representative: _____

Date: _____

CHBumma
H. Siddul
Oct 24, 2025