

## CENTRALIZED PROFESSIONAL DEVELOPMENT POLICY

1. For the purposes of funding, the year will be July 1<sup>st</sup> to June 30<sup>th</sup>.
2. Each member will be credited to their individual central PD account the full per member annual allotment provided through KTTA PD policy (currently \$100/member) and an equal share of any annual spring allotment funds that may be provided by the KTTA.
3. The school allotment from the KTTA Annual School PD Grant (currently \$900/school) will be held in the school's central PD account.
4. KTTA signing authorities have signing authority for disbursement of funds from Individual PD Accounts and the centrally held school PD account. Requests must be submitted on the Request for PD Funds form along with receipts.
5. All PD disbursements are limited to PD expenses, such as workshop or conference fees, presenter fees, professional memberships, professional resources (not student, classroom or teaching resources or materials), related accommodation and travel expenses, and TTOC release costs. PD funds may not be used for non-PD activities or purchases.
6. Payment of group or school-wide activities will be determined by the school PD committee as payable by equal division of the costs between the participants (to be withdrawn from their individual accounts) and/or through funding received from KTTA group or school initiatives applications and/or from the school's central fund.
7. School committee planning should consider that some teachers may not have sufficient individual funds to contribute to school PD events. A no cost or low cost option or supplemental school funds may need to be offered on school PD days to allow all teachers to participate.
8. Teachers may request supplemental funds from the school PD account. Disbursements will be made after June 15<sup>th</sup> of the current school year and will be determined based on receipts submitted to the PD committee by June 15<sup>th</sup>. If the fund is oversubscribed, disbursements will be made based on an equal share of available funds.
9. Requests for individual and school fund reimbursements must be submitted to the KTTA office by June 30<sup>th</sup> to be processed prior to summer office closure. Late requests will be processed in September.
10. A minimum of \$        will be maintained in the school's central fund.
11. Current BCTF per diem and mileage rates and limits apply for all PD travel costs. The maximum accommodation rate is \$        /night.

12. Expenses/fees from the general PD funds for workshops, speakers or activities planned for the school staff must be approved by 2/3 majority of KTTA school staff.
13. Teachers are eligible for reasonable release paid from the school PD fund to prepare to provide PD for staff at the discretion of the PD committee. Any release must be taken prior to the PD day.
14. Teachers are encouraged to share resources and information with interested colleagues.
15. School staff goals for the year will be determined from information collected through the Educator Needs and Interest Assessments and from information provided by members to the PD Committee.

KTTA Staff PD Goals:

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