

## SCHOOL PROFESSIONAL DEVELOPMENT POLICY

1. For the purposes of funding and disbursements, the year will be from July 1<sup>st</sup> to June 30<sup>th</sup>.
2. \_\_\_\_\_ and \_\_\_\_\_ have signing authority for the school PD bank account.
3. Requests for reimbursement must be submitted on the Request for PD Funds form.
4. Receipts are required. KTTA members are encouraged to request prior approval from the school PD committee to ensure funding is available.
5. Disbursements must be made at least two (2) times per year. Submissions are due December 1st for reimbursement by December 15 and June 15<sup>th</sup> for reimbursement by June 30<sup>th</sup>.
6. Requests for reimbursement and all receipts must be submitted by June 15<sup>th</sup> of the current year.
7. Each member will be able to access their full individual allotment from the current year's KTTA Annual School PD Grant toward approved PD expenses. If the school is not eligible to receive the grant, individual allotments will come from the general PD fund.
8. Unspent individual fund allotments as of June 15<sup>th</sup> of the current school year will revert to the general school PD fund for general PD disbursements.
9. A KTTA member may request additional funds from the general PD account once per year, to be approved based on the availability of funds and at the discretion of the PD committee.
10. Initial reimbursements from general PD funds are limited to \$ \_\_\_\_\_ per KTTA member. Any remaining expenses submitted may be reimbursed after June 15<sup>th</sup> based on available funds after all initial reimbursements are made. Where funds are over-subscribed as of June 15<sup>th</sup>, reimbursements will be pro-rated based on the available funds.
11. 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.
12. Current BCTF per diem and mileage rates and limits apply for all PD travel costs. The maximum accommodation rate is \$ \_\_\_\_\_ /night.

13. 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.
14. Teachers are eligible for reasonable release paid from the general 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.
15. Teachers accessing PD funds are encouraged to share resources and information with interested colleagues.
16. As per KTTA policy, the school PD account may not exceed three times the annual allotment for the school.
17. A minimum balance of \$        will be maintained in the school PD bank account.
18. 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:

- 
- 
-