**Sa-Hali Secondary School**

**Professional Development Policy**

**Ratified on**:

Signing Officer(s): Mike Koppes, Ishar Litt

1. **Application of Funds**

Funds will be used to reimburse KTTA members for the following:

1. Expenses incurred at educational conferences and workshops following the guidelines under Part B: Dispersal of Funds **(itemized receipts required)**.
2. Professional membership fees and professional magazine subscriptions **(receipts required)**.
3. Expenses of a workshop or a speaker making a presentation to the staff, if endorsed by a 2/3rds majority of KTTA staff members.

NOTE: Members might not be reimbursed courses/seminars which are 15+ hours in duration because funds for these courses can be applied for directly from the KTTA Long Term Course Fee Refund.

1. **Dispersal of Funds**

Claimants will submit their claim sheet **(with all itemized receipts)** to the Pro-D Chair. Funds will be distributed twice a year to accommodate those teachers who attend conferences late in the year. These distribution dates will be January and June.

1. In order to ensure your eligibility for reimbursement, you must apply to the committee in writing prior to your expense. In writing, please submit a rationale for the pro-d along with a rough estimate of your costs, to the pro-d chair.
2. The January disbursement will be limited to a maximum $200 per member (not per claim), and to a group maximum of one half of the yearly allotment received from the KTTA. The deadline to apply for the first disbursement of funds is before Christmas break.
3. The June disbursement will be limited to a maximum of $200 per member (not per claim), and to a group maximum of one half of the yearly allotment received from the KTTA. The deadline for the second disbursement of funds is June 15 of that school year.
4. Any remaining funds will be distributed on a pro-rated basis to all KTTA member claims from the entire year, but not to exceed the maximums found on the claim sheet.

Funds will be distributed with the following priorities:

1. Registration fees
2. Professional fees and subscriptions
3. Travel, meals and accommodation

**We are asked to be reasonable**, share expenses when possible, and use only up to the current BCTF per diems for vehicle allowance (mileage), meals, and accommodation. Local transportation is excluded. Ferry costs are allowable if required. Members travelling to the same destination are expected to carpool, where the driver will receive the reimbursement on behalf of the passengers. Travelling separately will have a reduced travel claim.

1. **Professional Development Philosophy**

To promote individual professional development which fosters growth in teaching.

To promote staff group development in areas adopted by the staff majority.