

# Gudanagaay Tlaats'gaa Naay

## Teacher's Professional Development Funding Guidelines

Revised October 2023

### 1. General

- 1.1. These guidelines will be reviewed by teaching staff at the end of each school year for implementation the following year.
- 1.2. Professional development shall be defined as any activity which enhances teaching as determined by the individual teacher but in accordance with these guidelines.
- 1.3. The activity may include the purchase of materials, technology, TTOC costs, transportation, registration, meals, milage and lodging.

### 2. The Committee

- 2.1. The GTN professional development committee encourages the use of funds for groups of teachers for use on-island where appropriate.

### 3. School-Based account

- 3.1. The committee can budget a certain amount of funds for on-island professional development. This is a separate account known as the school-based account.
- 3.2. \$100 per FTE will be deducted from each teacher's allotment and contributed to the school-based account.
- 3.3. The school based account will be rolled over from year to year with no cap. Leaving teacher's unspent funds will be added to the school-based account one year from the date they leave the district.
- 3.4. Requests for additional funding from the school-based account will be considered by the GTN Pro-D Committee. In deciding for additional funds for a member's pro-d, the committee will consider the following criteria:
  - 3.4.1. The professional needs of the member
  - 3.4.2. The potential benefits to GTN programing
  - 3.4.3. The accumulated surplus in the school-based account that is available
- 3.5. The budget for the year's school-based pro-d will be reviews by teaching staff at the beginning of the school year.

#### 4. Individual Accounts

- 4.1. The annual individual allowance for professional development shall be determined at the beginning of each year, after the budget had been received from the district committee.
- 4.2. Teachers should be aware that the committee recognizes the annual allowances may not cover all expenses a teacher may incur for an approved activity.
- 4.3. Unused funds in individual accounts will be rolled over to the next school year, to a limit of \$3000. Accounts over that limit will be reduced back to \$3000 with the surplus monies being added to the school-based account.
- 4.4. Individual accounts of teachers leaving school district 50 will be transferred to the school-based account after a one year waiting period.
- 4.5. A teacher transferring school within school district 50 needs to send a written request to the GTN Pro-D rep, to have their remaining funds transferred from the old school to the new.
- 4.6. Entitlement to individual account allowance is based on FTE. Part-time teachers' allowance will be pro-rated equivalent to the part-time position, whether the part-time is year-round or for a part of the year.

#### 5. Application

- 5.1. All applications for pro-d funds must be made on official forms and submitted to GTN's pro-d rep for pre-approval. Forms can be found on the HGTA webpage (Form 1 and Form 2) [https://www.haidagwaiteachers.com/pro\\_d/](https://www.haidagwaiteachers.com/pro_d/)
- 5.2. No funds will be released until all appropriate original receipts and forms have been submitted and signed off by the pro-d rep.

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## **Agnes L. Mathers Elementary School Professional Development Guidelines**

1. Professional development shall be defined as an appropriate activity to the teaching profession, as set out in the District Professional Development Guidelines and Procedures.
2. To qualify for funding, the activity should be professionally appropriate for the teacher.
3. Personal Pro D money may be used for:
  - Conference registration fees
  - Transportation, accommodation, and meal costs (current approved per diem rates apply)
  - Course tuition that will not result in personal financial gain by the teacher
  - Technology
  - TTOC costs (these can also be applied for through the general Pro D funds account)
  - The purchase of materials or publications approved by the committee
4. Pro D form #1 (pre-activity plan and purchase approval) must be submitted to the Pro D rep for signature, a copy of this is then attached to the LOA form and submitted to the administrator. In accordance with district policy the LOA form needs to be submitted 2 weeks prior to the leave. Should the details of the original form change after submission, new forms must be submitted as soon as possible.
5. Teachers personal account of Pro D money can accumulate to a maximum of \$5000, after which the excess will be allocated to the school Pro D fund.
6. a) If you switch schools within the district, your money will follow you.  
b) If you go on leave, your money will wait for you.  
c) If you resign or leave the district, the money will go to the school Pro D account.

Adopted October, 2023.

Emmy O'Gorman



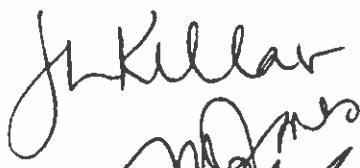
Janet Gray

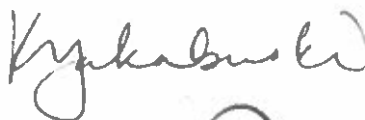


## Tahayghen Elementary School Professional Development Regulations



1. Professional development shall be defined as an appropriate activity to the teaching profession, as set out in the District Professional Development Guidelines and Procedures.
2. To qualify for funding, the activity should be professionally appropriate for the teacher.
3. Each year, a percentage of the pro-d funds allotted to the school will be designated for in-school pro-d. This amount will be determined annually. The remainder will be used for personal pro-d and an established "pot". ***In 2023-24, we have determined that the percentage to be placed in the pot will be 0%, as the school account is currently quite large. This is to be reviewed on an annual basis.***
4. Each teacher is eligible for the funds allocated for personal pro-d. The amount available to each teacher will be reviewed and set annually.
  - o A teacher's yearly pro-d allotment is pro-rated for part-time teachers, based on their FTE.
  - o All part-time and full-time teachers will be entitled to the set annual amount of funds, and they may apply in writing to the allocated "pot" for up to \$500 per school year toward training costs.
  - o In addition, to encourage attendance at conferences, teachers can apply to the pot to cover the cost of up to one day per school year of a TTOC. ***This can be reassessed on a case by case basis, and the committee may choose to cover more than one TTOC day if funds allow.***
5. Teachers who resign will forfeit any unused portion of their allocations.
6. If a teacher transfers within the district, any money in their personal pro-d account will be transferred to the other school of employment.
7. Personal pro-d money may be used for:
  - o Conference registration fees
  - o Transportation
  - o Accommodation or gifts in lieu of accommodation of \$25/day
  - o Meal costs (current per diem rates apply)
  - o Courses that will not result in financial gain by the teacher
  - o The purchase of materials and publications approved by the committee
  - o TTOC costs
  - o Other activities deemed appropriate by the committee
8. Funds will be granted to staff members when appropriate, original receipts are submitted to the school-based pro-d representatives within 30 days of the completion of the activity. All original receipts will be kept on file.
9. Pre-approval is required for all pro-d funding. All application forms must be submitted to the school-based pro-d committee at least two weeks in advance.

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 J. Keller

 Kyzkalski

Updated October 20, 2023

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 L. D. Henry



# Port Clements Elementary School

## Professional Development Guidelines

2023/ 2024

Teachers at Port Clements Elementary may spend their allocated Pro-D funds on technology, learning resources, travelling to in-services, tuition and fees.

Teachers are not limited to these choices and may spend their allocations in whatever appropriate manner best suits their needs.

Allocations may be rolled over and allowed to accumulate.

Teachers who have left the District will have their remaining Pro-D funds equally divided amongst the remaining Port Clements Elementary teachers.

Chris Bellamy

Sophie Peerless

**GiDGalang Kuuyas Naay Pro-D Guidelines**  
Reviewed and Revised 2023

- 1) Professional development shall be defined as per BCTF definition: To qualify for funding, the activity should be professionally appropriate for the teacher.
- 2) The full allotment from the District Committee shall be designated Personal Professional Development Funds with the following exceptions:
  - a) Part-time staff will have their allotment pro-rated to their assignment
  - b) The School Committee can at times recommend that a portion of everyone's personal amount be designated to the School Account. This amount can only be designated with a majority vote of all GKNS-HGTA members.
- 3) Personal Professional Development Funds can be used for activities and items that align with BCTF Pro-D Lens. For example:
  - a) Registration costs
  - b) Transportation costs (car rentals must be approved as per BCTF policy)
  - c) Accommodation costs for days of pro-d activity
  - d) Meal costs for days of pro-d activity
  - e) TTOC Costs
  - f) Teaching/Professional materials (not for student use)
  - g) Technology equipment that is clearly associated with your teaching profession
  - h) Special items
- 4) School visitations outside the district will require communication record with visiting school staff which will accompany Form 1 and LOA request.
- 5) No funds will be released to a member unless appropriate paperwork has been submitted and accompanied by original receipts.
- 6) Disbursement of funds occurs at the culmination of activities, including extended course work.
- 7) Requests for additional funding from the school-based account will be considered by the GKNS Pro-D Committee. The following criteria are considered:
  - a) The needs of the member
  - b) The benefits to GKNS as a whole
  - c) Availability of funds in the account
- 8) Unused funds in a member's account will be rolled over to the next school year to a limit of \$4000. Accounts over that limit will have surplus money redirected to the School Account.
  - a) Should a member wish to accrue excess of the \$4000 because they are saving for a large cost activity, plans and estimated cost should be submitted to School Pro-D Committee.
- 9) Members leaving the district will have their funds transferred to the GKNS School Account one year after their departure.
- 10) Members are encouraged to share their professional learning with other staff members.
- 11) Any member transferring to another school within the district will have their unspent funds transferred to the new school.
- 12) Activities planned by the GKNS Pro-D Committee will be considered mandatory unless alternate plans have been pre-approved by the school committee a minimum of 2 weeks advance of the date.
- 13) If a member has pro-d plans that occur outside the school, the member must submit an overview of their Alternate Plans on Form 1, and complete a leave of absence request two weeks before the pro-d day.

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