

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, 2025.


Emmy O'Gorman


Andrew Morrison