

**GiDGalang Kuuyas Naay Pro-D Guidelines**  
Reviewed and Revised 2025

- 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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