

Adopted	October 13, 2015
Revision Date	
Review Year	2020

Objective:

To provide direction for implementation of Board Policy 5120 regarding staff professional development.

Responsibility:

The Principal(s) will be responsible for approval and the Secretary Treasurer for disbursement of funds.

Regulation:

It is the individual staff member’s choice to apply for PD funding. Unused funds can be carried over for one year to a maximum of 50% of staff member’s allocated professional development funds.

Teachers are not responsible for covering substitute teacher costs out of their Professional Growth Account.

For non-certified staff, the money must be used for work-related professional development and/or training.

PROCEDURES

1. Staff members who wish to access PD funding support are to make application on forms made available for this purpose.
2. Staff members must obtain approval from the Principal at least two weeks prior to activities that require them to be out of school.
3. Approvals for PD expenses will be made by the Principal based on educational merit to Aurora School program of studies.
4. The cost of teacher registration fees for the ATA Teachers’ Convention will be included in individual teachers’ \$1000 PD allocation.
5. The Principal may require teachers to attend particular professional development activities. In such cases, Aurora School will pay the expenses and the teacher’s account is not affected.
6. The Board may also provide professional development support in areas that the Board targets for organizational growth.
7. Reimbursement will be made for eligible account items upon presentation of original receipts.
8. Eligible expenses for PD include:
 - a. University/college Course Tuition
 - b. Conference, seminar, workshop

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- c. Food when on PD (up to \$20/lunch, \$30/dinner) [receipts required]
- d. Lodging when on out-of-town PD (up to \$150/night)
- e. Mileage when on out-of-town PD over 100km from Edmonton (52¢/km)
- f. Parking when on PD (up to \$20/day)
- g. ATA conference workshops and Specialist Council conferences
- h. Alcohol will not be expensed

References:

BP 5120 Staff Professional Development