

Teacher Personal Professional Development Accounts

Guidelines

1. ALLOCATION

- Based on \$500 per full time equivalent teacher
- Part-time teachers amount is pro-rated based on their full time equivalency
- Accumulates to \$1,000 per teacher
- Placed in an individual account for each teacher, as money must follow teacher
- School budget of the teacher pays the allocation in September and money is placed in account

2. ACCESSING FUNDS

- Teacher completes “Teacher Personal Professional Development Request Form”
- Principal approves requests (professional development activity should link to school or Division Education Plan)
- Teacher books substitute teacher (we assume that one will be booked majority of the time) with appropriate form
- Teacher submits “Teacher Personal Professional Development Request Form” to school secretary, with receipts for expenditure, who will submit to Central Office for payment
- Expenses will be reimbursed as follows:
 - Out of pocket travel expenses (eg. Gas for auto, plane ticket, parking, etc.)
 - Meals allowance
 - \$8.00 breakfast
 - \$11.00 lunch
 - \$18.00 dinner
 - Actual cost of accommodation
 - Actual cost of books, journals, registrations to organizations
 - Receipts are required for accommodation and out of pocket expenses

3. RELATIONSHIP TO EDUCATION SUBSIDY

Educational Subsidy funds are no longer taxable, therefore, you would not be allowed to claim the portion of your tuition (75%) paid by the Board as a deduction.