

## Professional Development

### 2010-2011 School PD Committee Responsibilities

1. A School P.D. Committee must be established in each school to administer the In-School P.D. Funds. At least three SCETF Members need to be on this committee as per Article 31.01 of the Collective Agreement. Administration should NOT sit on the School P.D. Committee and has no control over the distribution of these funds. The School P.D. Committee should be made of members from each elementary division.
2. The role of the School PD Committee is to establish **School Guidelines for In-School P.D. Funds** which will be used to administer and approve the use of the In-School P.D. Funds.
3. The School PD Committee will follow the **2010-2011 SCETF Guidelines for In-School P.D. Funds** when establishing **School Guidelines for In-School P.D. Funds**.
4. The School PD Committee is responsible for presenting the **School Guidelines for In-School P.D. Funds** to the members for their approval. At this time, the members may suggest amendments to the guidelines.
5. The members must vote to approve the final **School Guidelines for In-School P.D. Funds**.
6. The approved **School Guidelines for In-School P.D. Funds** are to be sent to the SCETF Office by September 30, 2010, for approval by the SCETF PD Committee as per the SCETF Constitution.
7. A signed copy of your **School Guidelines for In-School P.D. Funds** will be sent back to your school. *In order for SCETF Members to access the P.D. Funds your School Guidelines for In-School P.D. Funds must be approved by the SCETF P.D. Chair.*
8. An application form to request In-School PD Funds needs to be developed and be made accessible to SCETF members.