

Frequently Asked Questions about the Use of In-School P.D. Funds

1. Is there a maximum amount that a member may access each year?

The maximum amount will be determined by the School P.D. Committee and approved by the members. This will vary from school to school and could vary from year to year depending on the account balance. Although there is an allocation of \$90.80 per teacher to the In-School P.D. Funds account, the guidelines will clearly state the maximum amount allowed. (The School P.D. Committee may want to consider the number of people accessing P.D. Funds each year and the account balance when determining the maximum amount allowed.)

Teachers may be more likely to attend P.D. opportunities if they know at the beginning of the school year the maximum amount allowed.

2. Can a member apply each year?

Your school guidelines need to state how often a member can apply. (For example, a school may have a \$300.00 allotment per teacher every other year.)

3. How do I apply for In-School P.D. Funds?

See your School P.D. Committee for an application form for In-School P.D. Funds.

4. What do we do if our school has a large balance in the In-School P.D. Funds account?

Encourage all SCETF members to access the In-School P.D. Funds. Surplus P.D. funds can be carried to the next school year.

5. A teacher works at more than one school. Can they apply for P.D. Funds at each school?

Yes, they can apply for funds at each school. The guidelines that were approved will be followed at each individual school. Your school may want to consider how the guidelines will apply to part-time teachers. (For example, if your school has a maximum allotment of \$250.00 per 1.0 FTE teacher, a half time teacher would be entitled to \$125.00. Other schools may allocate P.D. Funds per teacher versus their FTE contract.)

The maximum amount a teacher can receive is the actual cost of the P.D. activity.

6. Can P.D. Funds be used for purchasing computers, digital cameras, I-Pods or other equipment?

No. Please see the **SCETF Guidelines for In-School P.D. Funds** for appropriate use of P.D. funds.

7. Can P.D. Funds be used for purchasing books?

P.D. Funds can be used for professional resource books (ie. AQ Course textbooks) professional journals, teacher reading materials.

8. My principal requested that I use the In-School P.D. Funds for a P.D. activity that he or she recommends or is promoting. Do I have to use the In-School P.D. Funds for this activity?

No. The principal cannot use the P.D. Funds to supplement the school's basic budget. The principal has NO input into how the funds are used.

9. Can my principal prevent me from accessing the P.D. Funds?

No. The principal cannot prevent you from accessing the funds. It is the responsibility of the School P.D. Committee to approve/to deny requests for the use of P.D. Funds.

The principal has the right to approve or deny when you are absent for P.D. opportunities. (For example, if 20 people from your school want to attend *"Reading for the Love of It"* on the same day, your principal may only allow the first 10 to attend due to the difficulty of getting supply coverage.)

10. What happens if the In-School P.D. Funds account runs low or is depleted?

When creating the School Guidelines for In-School P.D. Funds, the in the School P.D. Committee needs to consider the following: the amount of money in the account and the number of people who access the funds each year. This will determine the maximum amount that can be claimed and the number of people who are able to access funds each year. (For example, if a school has \$750.00 in the P.D. Fund account, the maximum amount may be \$150.00 for the first five people who apply, or if a member accessed funds last year, they would not be eligible this year.)

11. When will I receive my funds that I have been approved for?

Upon completion of your approved P.D. activity, you must submit original receipts to the In-School P.D. Committee. Once authorized by the Committee, request your funds on-line by completing the on-line Expense Claim Report as stated in the SCDSB APM 2502 Expense Claims. (Any questions regarding the on-line claiming of expenses can be directed to your principal.)

12. How will I receive payment?

Payment will be deposited into your bank account (the same one that is used for your pay). You will receive email confirmation from the Board that your on-line expense claim has been received. As well, you can check the on-line expense claim to verify that payment has been made.

13. If I have been approved by the In-School P.D. Committee for the cost of a supply teacher, how do I book one?

Use CODE #9 – Release for Professional Development – Teacher Contract School P.D. Funds when booking a supply teacher. You may want to inform the school secretary that you are booking a supply teacher as approved by the In-School P.D. Committee.