

# Daaxiigan Sk'adáa Née

## Teacher's Professional Development Funding Guidelines

Revised October 2024

### 1. General

- 1.1. These guidelines will be reviewed by teaching staff at the beginning of each school year for implementation that year.
- 1.2. Professional development shall be defined as any activity which enhances teaching as determined by the individual teacher but in accordance with these guidelines.
- 1.3. The activity may include the purchase of materials and/or publications, technology, TTOC costs, transportation, registration, courses that will not result in financial gain by the teacher, meals, mileage, and accomodation. Please refer to section 8 of the Joint Professional Development Committee Policies on the HGTA website (<https://www.haidagwaiiteachers.com/pro-d/>) for a more detailed list.

### 2. The Committee

- 2.1. The Daaxiigan Sk'adáa Née professional development committee encourages the use of funds for groups of teachers for use on-island where appropriate.

### 3. School-Based account

- 3.1. The committee can budget a certain amount of funds for on-island professional development. This is a separate account known as the school-based account.
- 3.2. Each year, a percentage of the pro-d funds allotted to each teacher will be contributed to the school-based account. This amount will be determined annually. The remainder will be used for personal pro-d. ***In 2024-25, we have determined that the percentage to be placed in the school-based account will be 0%, as the school account is currently quite large. This is to be reviewed on an annual basis.***
- 3.3. The school based account will be rolled over from year to year with no cap. Leaving teacher's unspent funds will be added to the school-based account one year from the date they leave the district.
- 3.4. Requests for additional funding from the school-based account to cover TTOC costs will be considered by the Daaxiigan Sk'adáa Née Pro-D Committee. In deciding for additional funds for a member's pro-d, the committee will consider the following criteria:
  - 3.4.1. The professional needs of the member
  - 3.4.2. The potential benefits to programing
  - 3.4.3. The accumulated surplus in the school-based account that is available

#### 4. Individual Accounts

- 4.1. The annual individual allowance for professional development shall be determined at the beginning of each year, after the budget had been received from the district committee.
- 4.2. Teachers should be aware that the committee recognizes the annual allowances may not cover all expenses a teacher may incur for an approved activity.
- 4.3. Unused funds in individual accounts will be rolled over to the next school year, with no cap.
- 4.4. Individual accounts of teachers leaving School District 50 will be transferred to the school-based account after a one year waiting period.
- 4.5. If a teacher transfers within School District 50, any money in their personal pro-d account will be transferred to the new school of employment.
- 4.6. Entitlement to individual account allowance is based on FTE. Part-time teachers' allowance will be pro-rated equivalent to the part-time position, whether the part-time is year-round or for a part of the year.

#### 5. Application

- 5.1. All applications for pro-d funds must be made on official forms and submitted to Daaxiigan Sk'adáa Née's pro-d rep for pre-approval. Forms can be found on the HGTA webpage (Form 1 and Form 2) <https://www.haidagwaiiteachers.com/pro-d/>
- 5.2. No funds will be released until all appropriate original receipts and forms have been submitted and signed off by the pro-d rep.

  
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