



Guidelines for Use of Professional Growth Funds



Collective Bargaining Agreement (July 1, 2008 to June 30, 2010)

Article 18 – Professional Growth Fund

A professional growth fund of \$105,000 will be maintained for expenses related to teacher participation in educational workshops and meetings and will be increased annually using the previous January's CPI-W formula.

Building site committees will begin the allocation of the building professional growth fund by September 15. On an annual basis employees will have input regarding staff development.

Annually, a \$20,000 fund will be set-up to provide substitute costs for those employees wishing to attend workshops which fall outside the scope of the school improvement plan. Employees will submit their request to the building principal and final approval will be subject to approval by the appropriate Assistant Superintendent. Workshops and conferences will be related to employee assignments, professional growth plans, and/or endorsements being sought.

- Professional Growth allocations will be determined by the Site Team in each school.
- All applications for Professional Growth funds will be submitted to and approved by the building Site Teams.
- A Site Team representative in consultation with the building principal will monitor all Professional Growth fund expenditures.
- The process for use of Professional Growth funds will be determined by the Site Team and building principal, but in all cases trip expense forms, registration arrangements, and room accommodations will be managed by the site team.
- District guidelines and practices for travel reimbursement rates and other applicable administrative rules must be followed when using Professional Growth funds.
- After May 1st the Site Team shall revisit earlier conference requests that were not funded or partially funded and may use unexpended Professional Growth funds for teaching supplies and equipment that support professional development
- All Professional Growth expenditures for teacher participation in education workshops and meetings are subject to the same deadlines used for curriculum days. Expenditures for supplies or equipment are subject to business office deadlines.
- Each Building Site Council is ultimately responsible to insure there are no over expenditures of these funds.