Nicola Similkameen School District

Administrative Procedure 409

TEACHER PRO-D FUNDING AND EXPENDITURES

Purpose

The Board of Education recognizes the value of ongoing professional development in supporting effective instructional practice, professional growth, and student success.

This Administrative Procedure establishes guidelines for the administration and use of Teacher Professional Development (Pro-D) funds in accordance with the provisions set out in the Collective Agreement between the District and the NVPDTU.

Guiding Principles

1. Professional Development funds are intended to support meaningful professional learning activities directly connected to:
    - instructional practice;
    - curriculum implementation;
    - professional responsibilities;
    - student learning;
    - leadership development;
    - and educational improvement initiatives.

2. The administration of Professional Development funds shall be consistent with the provisions set out in the Collective Agreement between the District and the NVPDTU, including the authority and role of the Joint Professional Development Committee.

3. Professional Development funding is intended to support professional learning activities and directly related resources and is not intended to function as a classroom supply, technology replacement, or operational budget.

Authority and Administration

1. In accordance with the provisions set out in the Collective Agreement between the District and the NVPDTU, the Joint Professional Development Committee shall:
    - establish procedures and guidelines for Professional Development expenditures;
    - coordinate Professional Development activities;
    - recommend reimbursement rates and allowable expenses;
    - and oversee the administration of allocated Professional Development funds.

2. The annual Professional Development allocation shall be administered in accordance with the provisions set out in the Collective Agreement between the District and the NVPDTU and approved committee procedures.

3. Unspent Professional Development funds shall carry forward in accordance with Collective Agreement provisions.

Eligible Professional Development Expenses

Eligible expenses may include:

- conference or workshop registration fees;
- coursework or certification fees;
- professional books and educational resources;
- educational journals or professional subscriptions;
- speaker or training fees;
- travel, accommodation, and meals related to approved Professional Development activities;
- release time/TTOC costs where applicable;
- professional association memberships directly related to the employee's assignment;
- webinars, seminars, and online learning opportunities;
- instructional materials directly connected to an approved Professional Development activity.

All expenditures must:

- be reasonable and professionally relevant;
- receive required prior approval;
- and comply with District financial procedures.

Restricted Expenses and Pre-Approval Requirements

Professional Development funds are intended to support professional learning activities and directly related resources. Certain categories of expenditures require additional review and prior written approval by the Superintendent or designate.

Ineligible Expenses

Expenses in the following categories are generally not eligible unless exceptional circumstances can be demonstrated and pre-approval is obtained:

Technology and Equipment

Examples may include:

- laptops or desktop computers;
- tablets or iPads;
- cellular phones;
- printers or monitors;
- projectors or audio/visual equipment;
- software or technology accessories.

Technology and equipment purchases must demonstrate a direct connection to an approved Professional Development activity and not duplicate equipment or technology normally supplied by the District.

Classroom, Operational, or Capital Items

Examples may include:

- classroom supplies or consumables;
- furniture or office equipment;
- teaching manipulatives;
- operational materials;
- or other capital assets.

These items are generally considered operational or school-based expenditures rather than Professional Development expenses.

Personal or Non-Professional Expenses

Examples may include:

- clothing or apparel;
- gifts or gift cards;
- personal wellness items;
- childcare expenses;
- personal travel costs;
- or other expenses deemed personal in nature.

All expenditures in the categories above require prior written approval from the Superintendent or designate before purchase or reimbursement consideration.

The District reserves the right to deny reimbursement for expenses that are not professionally relevant, do not align with this Administrative Procedure, or are inconsistent with the provisions set out in the Collective Agreement between the District and the NVPDTU.

Ownership of Purchased Materials

1. Professional books, resources, or materials purchased using Professional Development funds remain the property of the employee unless otherwise specified by the Joint Professional Development Committee.
2. Any approved technology or capital purchases funded through Professional Development allocations shall remain the property of the District unless otherwise authorized in writing.

Approval Process

1. Employees seeking Professional Development funding shall:
    - submit requests in advance of the activity or expenditure;
    - provide sufficient supporting documentation;
    - and obtain approvals as required by Joint Professional Development Committee procedures.

2. Reimbursement claims must:
    - include original itemized receipts;
    - be submitted within timelines established by the Joint Professional Development Committee;
    - and comply with District financial reporting requirements.

3. Expenses incurred without prior approval may be denied reimbursement.

Accountability

1. The District reserves the right to deny reimbursement for expenses that:
    - do not align with this Administrative Procedure;
    - are not professionally relevant;
    - are incomplete or unsupported;
    - or are inconsistent with the provisions set out in the Collective Agreement between the District and the NVPDTU.

2. The Joint Professional Development Committee may periodically review expenditures to ensure compliance with approved procedures and equitable access to Professional Development funding.

Collective Agreement

This Administrative Procedure shall be interpreted consistently with the provisions set out in the Collective Agreement between the District and the NVPDTU. Where a conflict exists, the Collective Agreement shall prevail.

Date of Original Superintendent Approval: August 12, 2026