



St. Mary's International School

Introduction

In September, 1999 the Professional Development Fund was established to provide an equitable means of funding professional development activities for St. Mary's faculty members. For your information and convenience, this document combines the original PDF guidelines and all updates as well as the current forms needed to access the funds.

From the original Professional Development Portfolio information...

Professional Development Fund

The professional development fund is for all teachers (full time and those teaching a minimum of 15 hours) and is expected to be used within three years. The fund will provide 100,000yen per year and will accrue to a maximum of 250,000 yen by the third year. Reimbursement will be for all expenses related to the professional development activity up to 100,000 yen the first year. If the fund remains unused, then up to 200,000 yen the second year. The fund will accrue to a maximum of 250,000 yen the third year. The professional development money must be used for professional development activities, not for purchasing resources for a classroom.

Other Professional Development Activities

Funding for certain I.B. Conferences within Asia are separate from the PD Fund. The National Catholic Educational Association conference will also be separate from the Professional Development Fund.

Degree Programs

The school wishes to encourage its faculty members to pursue higher degrees as part of their professional development. As part of the school's commitment to the development of its staff, it provides the Professional Development Fund and pays an extra monthly stipend to teachers once their degree program (masters, doctorate) has been completed.

You may request funding for activities such as the following:

- Summer course work for university credit
- Correspondence course work during the school year
- JASCD/JCIS conferences
- Workshops during the school year or during the summer
- Subject area conferences during the school year or during summer
- Professional association memberships

Other Particulars

- Money will be given on a reimbursement basis. The teacher is responsible for documenting costs by submitting receipts.
- A teacher who desires school funding must submit the Professional Development Fund Application for approval. If there are too many requests for a particular conference, a decision will be made as to who will be able to attend.
- If the application is not approved, the reasons for refusal will be communicated.
- When teaching days are involved, substitute costs will be paid by the school. Absences from school will be at the principal's discretion, depending upon substitute availability and overall impact on the normal instruction day.
- It is expected that workshops and courses be relevant to the teacher's current role or projected future role at St. Mary's.
- Teachers may use the professional development fund for degree programs if they wish.

Update: September 10, 2001 School Improvement Newsletter

Your understanding and help is needed in order to make the approval and reimbursement process run efficiently. Two important factors are: 1) that you keep clear receipts of all expenditures and 2) that if you are rooming or dining with someone else from school during a conference, get separate receipts for each person's portion. Thank you for your attention to these procedures.

Update: November, 2001 School Improvement Newsletter

Regarding the pre-payment of professional development funds:

1. The school is able to pay directly for airfare or conference registration fees related to the use of a faculty member's professional development funds.
2. All appropriate PDF forms must be completed and approved well in advance of the payments needed.

3. Pre-payment will only be made for flights and conference registration; not for hotels, coursework, textbooks or other PDF items.
4. Requests for airfare and/or registration pre-payment must go through the Curriculum Coordinator, not directly to the Business Office.
5. In the event of a cancellation, the fees/airfare pre-paid by the school will be deducted from the faculty member's PDF account.
6. These guidelines do not apply to any summer workshops, conferences, or coursework.

Update: February, 2002 School Improvement Newsletter

Our PDF accounting is aligned with the accounting year – April to April. Each person is allotted 100,000 yen per year for two years and 50,000 yen in the third year. Your fund may accumulate up to but not exceed 250,000 yen.

The administrative team has again decided to allow a carry over for those people who have not yet used their full 250,000 fund. In other words, if you have accumulated the maximum 250,000 yen in your 'account', those funds are still available to you for next year, instead of dropping back to 100,000 yen as stated in the Professional Development documents (in the PD Portfolio). *This special carryover is for this year only and is subject to yearly revision.*

Update: January, 2004

- Use the PDF Expense Report form to document your expenditures and submit it to the curriculum coordinator with receipts for each item requested. Clear receipts are needed for ALL claims, including such items as the airport limousine bus. PDF Expense Report forms are available from the curriculum office or in the printing room.
- If requesting substitution only (no funding) for a PD opportunity, please complete the Application for Professional Development Fund form and submit it to your building principal for approval.