

# Professional Learning

## 2011-2012 School P.L. Committee Responsibilities

1. A School P.L. Committee must be established in each school to administer the In-School P.D. Funds. At least three SCETF Members need to be on this committee as per Article 31.01 of the Collective Agreement. Administration should NOT sit on the School P.L. Committee and has no control over the distribution of these funds. The School P.L. Committee should be made of members from each elementary division.
2. Each year, the role of the School P.L. Committee is to establish **School Guidelines for In-School P.L. Funds** which will be used to administer and approve the use of the In-School P.L. Funds.
3. The School P.L. Committee will follow the **2011-2012 SCETF Guidelines for In-School P.L. Funds** when establishing **2011-2012 School Guidelines for In-School P.L. Funds**.
4. The School P.L. Committee is responsible for presenting the **2011-2012 School Guidelines for In-School P.L. Funds** to the members for their approval. At this time, the members may suggest amendments to the guidelines.
5. The members must vote to approve the final **2011-2012 School Guidelines for In-School P.L. Funds**.
6. The approved **2011-2012 School Guidelines for In-School P.L. Funds** are to be sent to the SCETF Office by September 30, 2011, for approval by the SCETF P.L. Committee as per the SCETF Constitution.
7. A signed copy of your **2011-2012 School Guidelines for In-School P.L. Funds** will be sent back to your school. ***In order for SCETF Members to access the P.L. Funds, your school guidelines for In-School P.L. Funds must be approved by the SCETF Professional Learning Chair. Updated guidelines need to be sent to the SCETF Office at the beginning of every school year.***
8. An application form to request In-School P.L. Funds needs to be developed and be made accessible to SCETF members.