

BOARD/SOTA Professional Development Fund Guidelines 2011-2012

1. General Information

- a. The fund has been divided into three areas: Out-of-Province Conferences, In-Province Conference/Workshops and Classroom Visitations, and Educational Leave.
- b. You may be approved for funding for up to TWO activities per year not including Educational Leave, but inclusive of a successful application for a pre-purchased major conference registration (see below).
- c. Funds are allocated for each funding period on a first come first served basis for those applications deemed supportable by the committee.
- d. All applications will be web-based for the 2010/2011 school year. This will begin in September 2010.
- e. The total fund for 2011-2012 is three times class VII maximum salary for a total of \$258,261.00.
- f. The in-province/out-of-province fund does not support:
 - i. Course work
 - ii. Team projects
 - iii. SAG
 - iv. School inservices

2. Funding Deadlines:

- The **first school day of the month is the application deadline for all conferences and workshops occurring in the next month.**
For example: if you wish to attend a conference occurring on February 15th, then your funding application must be received by the Board/SOTA P.D. Funding Committee by the first school day in January.
- **The only exception to this rule is for conferences and workshops occurring in July, August and September; these funding applications are due to the Committee by the first school day in June.**

- * ***Applications for the subsequent school year may not be submitted prior to the first school day in June.***

3. Out-of-Province Conferences

- a. 25% of the total fund is allocated to this area (subject to change).
- b. A maximum of \$2000 may be granted per application
- c. Applications may be approved once every three years to attend a conference, and once every three years to present at a conference.
- d. 80% of approved funding will be provided at time of approval
- e. Balance of funding will be distributed after receipt of the post conference report.
- f. Unused funds will be carried forward to the next funding period.
- g. Limit of 4 approved applications per school/site for the same conference or workshop.

4. In-Province Conferences, Workshops and Classroom Visitations

- a. 45% of the total fund is allocated to this area (subject to change).
- b. Funding Periods:
 - The ***first school day of the month is the application deadline for all conferences and workshops occurring in the next month.*** For example: if you wish to attend a conference occurring on February 15th, then your funding application must be received by the Board/SOTA P.D. Funding Committee by the first school day in January.
 - The only exception to this rule is for conferences and workshops occurring in July, August and September; these funding applications are due to the Committee ***by the first school day in June.***
- c. Limit of 4 approved applications per school for the same conference or workshop.

Major Conferences:

From time to time the committee may decide to purchase a block of tickets for a particular conference. Members are able to apply for the pre-purchased tickets. If successful, attendance at that conference will be considered one of the two total activities funded. Funds used to purchase tickets in advance will come from the In Province Conference and Workshop portion of the Fund.

5. Educational Leave

- a. 30% of the total fund has been allocated for this area.
- b. There are two funding periods:
 - i. November 1st for spring term funding (50%)
 - ii. April 1st for fall term funding (50%)
 - iii. This fund supports individual teachers and or teams of teachers by providing money for release time to study, discuss, research and/or investigate educational topics.
- c. A written report summarizing the activity is expected at the end of the project.