

BOARD/SOTA Professional Development Fund **Guidelines 2018-2019**

1. General Information

- a. The fund has been divided into three areas: Out-of-Province Conferences, In-Province Conference/Workshops (including Classroom/Site Visitations, Cooperating Teacher/Teacher Candidate Collaboration, Webinars, Tuition Fees, MTS Professional Development Day) and Educational Leave.
- b. You may be approved for funding for up to TWO activities per year not including Educational Leave and the MTS Professional Development Day, 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 submitted online through the employee online management system.
- e. All applications must include rationale (summary of activity and relevance to teaching) to be considered for funding support.
- f. The total fund for 2018-2019 is three times class VII maximum salary for a total of \$306,406.50.
- g. The In-Province/Out-of-Province fund **does not support**:
 - i. Course work (Exception see Tuition Fees)
 - ii. Team projects
 - iii. School inservices
 - iv. Membership fees/professional dues
 - v. Pre-Conference workshops/activities

2. Funding Deadlines:

- In regard to **OUT- OF-PROVINCE FUNDING REQUESTS**: 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.
- In regard to **IN-PROVINCE FUNDING REQUESTS (including tuition)**: The ***application deadline is one week (7 calendar days) prior to the professional development activity***.
- **EXCEPTION**: conferences, workshops and tuition for activities occurring in July, August and September 2018 **MUST** be submitted ***on the first school day in June 2018***.
- ****PD activities occurring from October 2018 to June 2019 may not be submitted until the first school day in June.***

3. Out-of-Province Conferences – Restricted to conferences in Canada and continental U.S.A:
- a. 45% of the total fund is allocated to this area (subject to change).
 - b. A maximum of **\$2200** Canadian may be granted per application (plus sub costs).
 - c. Applications may be approved once every three years to attend a conference or present at a conference.
 - d. 80% of approved funding will be provided approximately 2 months prior to your conference – notifications will be emailed when these funds have been issued.
 - 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.
 - h. Sub-costs for Out-of-Province conferences are supported by the fund.
4. In-Province Conferences, Workshops, Classroom/Site Visitations, Cooperating Teacher/Teacher Candidate Collaboration, Webinars, MTS Professional Development Day and Tuition Fees:
- a. 25% of the total fund is allocated to this area (subject to change).
 - b. The Board/SOTA Professional Development Fund will reimburse teachers/clinicians up to \$50.00 towards their registration fee for the MTS Professional Development Day. To qualify for reimbursement, application must be made through Employee Connect – Reimbursement Requests. Requests can be made from the first school day in September until 2 weeks following the MTS Professional Development Day. A scanned copy of the registration receipt must be attached to the request.
 - c. Limit of 4 approved applications per school/site for the same In-Province Conference, Workshop, Classroom/Site Visitation Cooperating Teacher/Teacher Candidate Collaboration, or Webinars.
 - d. Classroom/site visitations and Cooperating Teacher/Teacher Candidate Collaboration will be considered one fund activity up to a maximum of two days.
 - e. One Webinar will be considered one fund activity.
 - f. Tuition Fees will be reimbursed as follows:
 - ***Application to the fund must be made prior to the start of the course.***
 - Must be from an accredited post-secondary institution (University, College) towards a graduate degree in education (PBDE/Masters/Ph.D.).
 - *Eligible tuition fees will be reimbursed at 1/3 of the tuition amount to a maximum of \$500.00 Canadian per 3 credit hours.* Upon successful completion of the course, the reimbursement form, a receipt and proof of successful completion are required to be submitted for each course.
 - Request for reimbursement must be submitted within the school year of completion.
 - One 6 credit hour course will equal one In-Province PD activity or two 3 credit hour courses will equal one In-Province PD activity.
 - g. Sub costs for In-Province conferences and workshops are supported by the Fund.
 - h. Reimbursements will be made after the professional development activity has occurred.

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 (ONE submission per SOTA member per funding period):
 - i. November 1st for leaves to be used for the remainder of the school year (January 1st to June 30th) (65%).
 - ii. April 1st for leaves to be used by January 31st of the following school year (September 1st to January 31st) (35%).
 - iii. This fund supports individual teachers and or teams of teachers by providing money for release time to study, discuss, observe, research, classroom observations and/or investigate educational topics.
 - iv. Members may submit one application for Educational Leave per funding period.
- c. Applicants are required to submit a report electronically (summarizing the activity) upon the conclusion of the funding period. Reports will be posted on the Seven Oaks School Division portal.