

## **BOARD/SOTA Professional Development Fund** **Guidelines 2019-2020**

### **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 MIP Grant) 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 except for MIP Grant applications.
- e. All applications must include rationale (summary of activity and relevance to teaching) to be considered for funding support.
- f. The total fund for 2019-2020 is three times class VII maximum salary for a total of \$308,688.00.
- 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 15<sup>th</sup>, 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 10 calendar days prior to the start of the professional development activity.***
- **EXCEPTION**: conferences, workshops and tuition for activities occurring in July, August and September 2019 **MUST** be submitted ***on the first school day in June 2019.***
- ***\*PD activities occurring from October 2019 to June 2020 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 **\$2500** 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 prior to your conference – notifications will be emailed when these funds have been issued.
- e. Balance of funding will be distributed after receipt of expense form (with all pertinent receipts) and individual 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, 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 at least 10 calendar days 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.
- i. **MIP (Member Initiated Project) Grant:**
  - The Member Initiated Project (MIP) grant allows individual members or teams of two members, to extend their learning related to their practice and gives them the opportunity to develop and implement resources.
  - ***Proposals must be submitted electronically (via email) using the application form provided and will be reviewed on a first-come first-served basis. NO leave request is required to be entered at time of application.***

- The MIP grant is able to support 10 grants with funds up to \$800 to develop teaching strategies and support materials related to their practice; to apply their learning in their practice.
- Activities eligible for a MIP grant may include:
  - Creating teaching resources
  - Implementation of research-based learning
  - Purchasing resources to support professional learning
  - Hosting workshops open to members in the Division. (hosted after school hours)
- Funds may be used for:
  - release time (up to 2 sub days @ \$214/day)
  - supplies to develop classroom support materials
  - books or materials needed to further their professional learning
  - honoraria
- Funds may **not** be used to purchase pre-packaged programs or to purchase electronic devices
- **Timelines:** November 1<sup>st</sup>, 2019 - Proposal deadline; December 1<sup>st</sup>, 2019 - 50% funding advanced; April 10, 2020 - Report and receipts due; April 30, 2020 - Remaining funding forwarded.
- Please see full MIP Guidelines for further information and application form.

#### 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 1<sup>st</sup> for leaves to be used for the remainder of the school year (January 1<sup>st</sup> to June 30<sup>th</sup>) (65%).
  - ii. April 1<sup>st</sup> for leaves to be used by January 31<sup>st</sup> of the following school year (September 1<sup>st</sup> to January 31<sup>st</sup>) (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.