BOARD/SOTA Professional Development Fund Guidelines 2026-2027

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, Member Initiated Projects, 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. Funding will not be allocated when the activity occurs while the applicant is on full time leave/or on secondment. This excludes those SOTA members on leaves under Articles 6.05.2 and 6.08 of the Seven Oaks School Division and Seven Oaks Teachers' Association Collective Agreement. For members on term contracts, the PD activity must take place within the contracted time.
   e. All applications will be submitted online through the employee online management system except for MIP Grant applications.
   f. ***All applications must include rationale (summary of activity and relevance to teaching)*** to be considered for funding support.
   g. The total fund for 2026-2027 is three times class VII maximum salary for a total of $**379,443.00.**
   h. Annual funding is from 01 July - 30 June of the next year and is based on the actual date of the activity, not on the date of approval.
   i. The In-Province/Out-of-Province fund ***does not support***:
      i. Course work (Exception see Tuition Fees)
      ii. Team projects (Except Member Initiated Projects)
      iii. School in-services
      iv. Membership fees/professional dues
   j. Board/SOTA out of province professional development leaves can be extended with personal leave requests up to a total of 5 days.

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 (see funding deadline date exceptions below).*** 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 10 calendar days prior to the start of the professional development activity (see funding deadline date exceptions below).***

   Please note:
   - Application for **ALL** PD activities occurring from October 2026 to June 2027 ***will begin*** the first school day in June 2026.

EXCEPTIONS:

- Applications for ***PD activities occurring in July, August and September 2026 MUST be submitted on the first school day in June 2026.*** If a member is applying for Tuition reimbursement on the first teaching day of June 2026 and they do not have all the details pertaining to the PD Tuition course application, they are asked to enter a PD Tuition request and include a note in the online application indicating this. Specific details (cost, course name, course number, dates, etc.) should be provided at least 10 days prior to the start of the course. It will be the members responsibility to forward this info to Margret Borodenko (margret.borodenko@7oaks.org) when this information is available. Your request will not be reviewed until this information has been forwarded/added to your leave request.

3. Out-of-Province Conferences – Restricted to conferences in Canada and continental U.S.A:

- 45% of the total fund is allocated to this area (subject to change).
- The following rationale ***must*** be included in your application in order for your request to be considered for funding:
    i) How does attending this PD inform your practice?
    ii) How does attending this PD impact your work in Seven Oaks?
- A maximum of **$3000** Canadian may be granted per application (plus sub costs).
- Applications may be approved once every three years to attend a conference or present at a conference.
- 80% of approved funding will be provided prior to your conference – notifications will be emailed when these funds have been issued.
- Balance of funding will be distributed after receipt of expense form (with all pertinent receipts) and individual post conference report.
- Unused funds will be carried forward to the next funding period.
- Limit of 4 approved applications per school/site for the same conference or workshop.
- Sub-costs for Out-of-Province conferences are supported by the fund.
- Pre-conference sessions may be considered based on content/pre-approval.

4. In-Province Conferences, Workshops, Classroom/Site Visitations, Cooperating Teacher/Teacher Candidate Collaboration, Webinars, MTS Professional Development Day, Tuition Fees, MIPs (Member Initiated Projects):

- 25% of the total fund is allocated to this area (subject to change).
- The following rationale ***must*** be included in your application in order for your request to be considered for funding:
    i) How does attending this PD inform your practice?
    ii) How does attending this PD impact your work in Seven Oaks?
- The Board/SOTA Professional Development Fund will reimburse teachers/clinicians up to a maximum of $100.00 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.
- The maximum number of approved applications per school/site for the same In-Province Conference, Workshop, Classroom/Site Visitation Cooperating Teacher/Teacher Candidate Collaboration, or Webinar is limited to 10% of Full Time Equivalents (FTEs) at a school/ worksite or a maximum of 4 people, whichever number is greater.
- Classroom/site visitations and Cooperating Teacher/Teacher Candidate Collaboration will be considered one fund activity up to a maximum of two days.
- One Webinar will be considered one fund activity.
- Sub costs for In-Province conferences and workshops are supported by the Fund.
- Reimbursements will be made **after** the professional development activity has occurred.

a. **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 (see funding deadline date exceptions on page 1).***
- Must be from an accredited post-secondary institution (University, College) towards a graduate degree in education (PBDE/Masters/Ph.D.).
- For individual courses, 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, along with a receipt and proof of successful completion (both of which MUST include your name) are required to be submitted for *each* course.
  For post-secondary institutions that charge a set graduate tuition fee, eligible tuition fees will be reimbursed at 1/3 of the amount to a maximum of $500.00 Canadian per 3 credit hours. Upon successful completion of the course, the reimbursement form, along with a receipt and proof of successful completion (both of which MUST include your name) are required to be submitted for *each* course. Total reimbursement must not exceed the total set graduate tuition fee for that term.
- For post-secondary institutions that charge a continuance fee, the eligible continuance fee will be reimbursed at 1/3 of the continuance fee amount to a maximum of $500.00 Canadian. The reimbursement form must include a receipt and proof of successful completion (both of which MUST include your name) of a course if combined with an eligible set graduate tuition fee, or a progress report from a faculty advisor if there are no set associated graduate tuition fees. Continuance Fees are considered one PD activity equivalent to 3 credit hours of tuition.
- 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.

b. **MIP (Member Initiated Project) Grant –** Please refer to the Member Initiated Project Guidelines for full details.

c. **Major Conferences:**

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

5. **Educational Leave –** Please refer to the Educational Leave Guidelines for full details.

- 30% of the total fund is allocated to this area.