

STAR Staff Development Fund Collective Agreement

9.2 Staff Development

- 9.2.1. The Staff Development Fund will only be accessible to St Thomas Aquinas Roman Catholic Separate School Division teachers on contract and who will be on contract at the time of the professional development.
- 9.2.2. The fund is not accessible to substitute teachers.
- 9.2.3. The fund will be divided into 2 equal parts:
 - 9.2.3.1. Funds for individual professional development activities or resources related to division goals, school goals, the teacher's individual professional development needs or the individual teacher's professional growth plan.
 - 9.2.3.2. A maximum of 25% of the funds will be allocated for individual graduate programs, any unused monies shall be returned to the professional development activities allocation.
- 9.2.4. To access individual professional development funds, (listed as 9.2.3.1), there is no requirement for length of service with the Division.
- 9.2.5. To access graduate level courses, (listed as 9.2.3.2), a teacher must have been employed for a minimum of 2 years full-time FTE and under continuous contract with the Division.
- 9.2.6. Within the school year, the amount allocated in 9.2.3.1 of the Staff Development Fund, will be broken into 2 equal parts, September 1 to January 31, and February 1 to August 31 as determined by the Staff Development Fund Committee.
- 9.2.7. Effective September 1 of each school year, an amount of \$70 000 will be provided for the purposes of supporting Professional Development activities, tuition support and release time through funding substitute days.
- 9.2.8. Funds will be administered by the School Jurisdiction with usage updates provided to the Staff Development Fund Committee quarterly. The Staff Development Fund Committee shall meet at least twice during a school year to review the Staff Development Fund usage rates, the Staff Development Fund budget, and to yearly review the staff funding guidelines. Funding guidelines will be set for the following year at the last Staff Development Fund Committee meeting of the school year.
- 9.2.9. Previous years unspent funds plus the current contributions cannot exceed \$85 000.
- 9.2.10. Staff Development Fund Committee
 - 9.2.10.1.1 Membership of the Staff Development Fund Committee shall consist of two employer representatives and two local representatives. Each party shall be responsible for the payment of the attendance and associated costs of their respective representatives on the committee.

9.2.10.1.2 To provide access to funds to support costs incurred in professional development activities or resources related to the division goals, school goals, the teacher's individual professional development needs, or the individual teacher's professional growth plan and establish guidelines for the administration of the fund, and to ensure that regular operations of the school are not unduly disturbed.

9.2.11. The mandate of the committee will be to

9.2.11.1. Provide access to funds to support costs incurred in professional development activities or resources related to the division goals, school goals and individual teacher's professional growth plan and establish guidelines for the administration of the fund, and to ensure that regular operations of the school are not unduly disturbed.

9.2.11.2 All teachers applying to the committee for professional development support will receive the support of the Principal. In the absence of support of the Principal, the Principal must give written rationale outlining the reasons providing a copy to the teacher and to the committee. The committee will take into consideration the recommendation of the Principal when it considers the application of the teacher.

9.2.11.3 Where the committee is unable to come to a decision regarding a request for the distribution of funds, the Superintendent or designate will have the final decision. The decision of the committee and/or Superintendent or designate will not be subject to the grievance arbitration procedure.

STAR Staff Development Fund

Terms of Reference

1. General

- 1.1. Applications for individual professional development will be received no earlier than the first operation day in the school year and no later than June 30 of any school year. For individual professional development occurring from September 1 to November 30th only, applications will be accepted starting June 1st and will be accepted until June 30th.
- 1.2. All activities must be completed by August 31 of the school year in which application for funding was approved.
- 1.3. Applications will be on a first come first serve basis.
- 1.4. Funds will be allocated to the semester the PD will occur.

2. Application for Individual Professional Development Funding

- 2.1. Applications must be accompanied by supporting documentation such as conference brochure, pamphlet, information from course calendars, or printed website information that induces a description of the activity, duration, location and related costs.
- 2.2. Applications are not considered received until all required documentation is received and complete.
- 2.3. Applications must be submitted no less than 2 weeks ahead.
- 2.4. No consideration for funding will be given to applications received after the activity has commenced.
- 2.5. Applications with a total request for less than \$50 will not be considered.
- 2.6. Applications must be completed by the individual applying for funding. Approved applications are for a specified activity and are not transferable.
- 2.7. Individual teachers may be granted support to a maximum of \$500 per year plus the costs of one (1) substitute teacher.
- 2.8. Teachers may carry over funding for one (1) year to have access to a maximum of \$1000 plus the cost of two full substitute teacher days. The carryover funding must come from the year directly prior and cannot be carried over from years greater than 1 year prior.
- 2.9. The following process will be followed for the 2023-24 SDF transition year to the new funding model:
 - a) Any teachers who utilized some funds, and have funds left in their 2022-23 school year allotment will be permitted to carry over a maximum of \$500 to have an accumulated allotment of \$1000 plus the cost of one substitute teacher.
 - b) Any teachers who did not utilize any funds in the 2022-23 school year, will be permitted to carry over a maximum of \$500 plus the cost of one substitute teacher to have an accumulated allotment of \$1000 plus the cost of two substitute

teachers.

Starting in the 2024-25 school year, teachers who did not use their SDF allotment in prior school year, will be permitted to carry forward \$500 plus the cost of one substitute teacher to accumulate a total of \$1000 plus the cost of two substitute teachers.

3. Application for Graduate Level Funding

- 3.1. Applications for graduate programs will be considered for individuals who have not previously been reimbursed for graduate programs with the Division.
- 3.2. Applications will only be considered for Masters programs. PhD applications will not be considered.
- 3.3. Applications for graduate programs must be relevant to the role of a teacher as determined by the committee.
- 3.4. There will be a maximum of 7 people in the program in a school year.
- 3.5. Inactivity for one full school year will result in the teacher being released from the program so a decision can be made by September 1st to allow another person to fill the position. The teacher released from the program will have to reapply if wanting to continue the master's program.
- 3.6. Applications for the upcoming school year (September 1st - August 31st) must be submitted by September 1 of that year.

Applications for the 2024-2025 school year must be submitted by September 1, 2024

Applications for the 2025-2026 school year must be submitted by September 1, 2025
- 3.7. Applications, although considered, are not guaranteed to be approved. Due to funding restrictions, applications will be prioritized using the following criteria:
 - a) Teachers who have not previously completed a Master's degree
 - b) Years of service with the Division
 - c) Should criteria listed in 3.6(a) and 3.6(b) not be sufficient to determine priority, the committee will determine an appropriate method for breaking ties.
- 3.8. Individuals approved for graduate level programs will be eligible for reimbursement as follows:
 - a) Up to \$625 per course upon successful completion
 - b) To a maximum of \$5000 for an entire graduate program.

Any unused money will be carried forward to the Individual portion of the program for that year, which could be used in either or both semesters.
- 3.9. Tuition is the only graduate expenses eligible for reimbursement. Textbooks, Student Union, Athletic, Bus Passes and other similar expenses are not eligible.
- 3.10. Any unused money will be carried forward to the Individual Professional Development portion of the program for that year, which could be used in either or both semesters.

4. Eligibility of Funds

- 4.1. For the purpose of determining eligibility, the school year is defined as the period beginning on the first day of operation and ending on the day prior to the first day of operation in the following year.
- 4.2. Eligibility does not guarantee funding.

5. Eligible Expenses and Expense Claims

All expenses must be listed in Canadian dollars. Expenses paid in another currency must be accompanied by documentation indicating the exchange rate, as per the Bank of Canada, on the date that the expense was incurred. Please include original receipts.

- 5.1. The following receipted personal “out of pocket” expenses (expenses paid by the applicant) are eligible for reimbursement
 - a) Registration
 - b) Travel Costs (expectation to travel by the most practical and economical means)
 - c) Accommodations
 - d) Meal costs will not be reimbursed
- 5.2. Proof of registration in approved activity must be provided with the Expense Report.
- 5.3. Receipted expenses must be submitted within forty-five (45) days from the date of the completion of the approved activity. No reimbursement of expenses will be made until completion of the activity. No reimbursement will be made for expenses received more than forty-five (45) days after completion of the approved activity.
- 5.4. The expense claim form needs to be completed in full and accompanied by all eligible original receipts before a reimbursement will be processed

6. Interpretation of the Guidelines

These guidelines will be reviewed as required by the Staff Development Fund Committee. Any revisions to the guidelines will be announced prior to their implementation.

7. Appeal Process

- 7.1. Appeals on expense reimbursement decisions will be sent in written format to the ATA Local Representative on the Staff Development Fund Committee.
- 7.2. The appeal will then be reviewed by all members of the Staff Development Fund Committee.
- 7.3. The decision of the Staff Development Fund Committee shall be final.

8. Review of Guidelines

- 8.1. These guidelines will be reviewed as required by the Staff Development Fund Committee. Any revisions to the guidelines will be announced prior to their implementation.

