

PROFESSIONAL DEVELOPMENT FUND 2022-2023

The Professional Development Allocation is referenced in Article 19.03 of the Collective Agreement. As per the Collective Agreement the sum of \$74,000 is allocated for professional development per year.

GUIDELINES FOR DISTRIBUTION OF OSSTF PROFESSIONAL DEVELOPMENT FUND 2022-2023

1. The Professional Development (PD) Fund committee shall be comprised of up to **3** contract teacher members within each school. The PD Fund committee shall be responsible for the administration of the PD Fund to include but not limited to:
2.
 - a. The review of the PD Fund applications.
 - b. The allocation of the PD funds to each member.
 - c. The on-going accounting of the PD funds.
3.
 - a) Subject to b) below the PD fund allocation in the amount of \$74,000 is divided by the total number of full time equivalent (FTE) contract teachers and then allocated to each school based on FTE. Each FTE teacher is allocated approximately \$100 for professional development in September of each year. This amount is prorated for teachers teaching less than full time.
 - b) Any monies remaining in a schools' PD fund from a previous school year will be redirected to the Board and added to the \$74,000 PD fund allocation for the current year.
4. If a teacher is assigned between more than one school, then the \$100 is prorated by FTE entitlement per school within the Board.
5. If a teacher is transferred to another school throughout the year, then the originating school must accept the form and receipts. The originating school must pay the allocation.
6. Requests for this fund must be through the in-school PD Committee using the District 23/ GEDSB reimbursement form and accompanying receipts.
7. Professional development reimbursement is limited to the following and receipts must be provided:
 - a) Reimbursement for registration fees, mileage (at the current OSSTF District 23 rate), airfare, and or parking for conferences, workshops, and seminars. The conference, workshop or seminar must pertain to the teachers teachable as per their qualifications on their College of Teachers Record Card or current teaching assignment.
 - b) Reimbursement for Professional Membership Fees excluding College of Teachers.
 - c)
 - i. Reimbursement for Literature, videos, software (note exclusions in C ii.) as long as they pertain to the teacher's teachable as per their qualifications on their College of Teachers Record Card or current teaching assignment.

- ii. The following are excluded: Classroom & student resources (example Teachers Pay Teachers), newspaper subscriptions and on-line streaming services, internet fees, general software products such as Microsoft Office (Word, Excel, Power Point), antivirus and operating systems (example Windows 11).
- d) Reimbursement for course fees as follows:
- i. non-credit courses as long as they pertain to the teacher's teachable as per their qualifications on their College of Teachers Record Card or current teaching assignment. Proof of completion must be provided.
 - ii. College and or University Credit courses. Proof of completion must be provided.
- e) Reimbursement for registration or fees associated with well-being activities including fitness membership or classes (in-person or remote), sports activities, yoga/meditation, nutrition.
8. i) If the teacher does not use their allocated PD money by June 1, then it will be returned to the PD fund pool at the teacher's school. This pool will be used after June 1st and before June 30th to top-up teachers' expenses over their initial allotment.
- ii) A maximum top-up amount from the pool is \$1200 for courses and conferences; \$200 for all other PD. This top-up should be allocated on an incremental FTE basis.

For Example: Teacher x receipted expense - \$200.00

Teacher y receipted expense - \$200.00

Teacher	FTE	Receipted Expense	Initial Allocation	Incremental top up
x	1.0	\$200	\$100	\$100 1 st \$100 2 nd
y	.5	\$200	\$50	\$50 1 st \$50 2 nd \$50 3 rd \$50 4 th