

The Ministry of Education has provided funds to the Board to enhance professional development opportunities for teachers. At the Catholic District School Board of Eastern Ontario, a portion of this funding has been allocated to allow teachers to conduct Student Assessments, as per page 49 of the Collective Agreement. The remaining funds will be administered by the Joint Board Staffing Committee. All permanent teachers in the Board will have an opportunity to apply for these funds once during the two-year period of the 2010-2011 and 2011-2012 school years. There is no need to be concerned about not being accepted in the first year, as every permanent teacher will have the opportunity to access the funds between now and the end of the Collective Agreement in 2012.

Funds are available as follows, on a first come, first served basis:

2010-2011

Teacher Applications Permitted for the 2010-2011 Year - 385 applications
(Unused funds will carry over to 2011-12)

2011-2012

Teacher Applications Permitted for the 2010-2011 Year - 518 applications

Eligible Opportunities

- AQ Course Fees
- Conferences and Workshops (registration fees, mileage, accommodations, food, OT costs)
- Professional Books and Resources
- Other Education-related PD Opportunities
- Release time for CPLC's

Process

1. Teachers may apply only once between now and June 2012, up to a maximum of \$300.00. Part-time teachers will be pro-rated (e.g. a 0.5 teacher may only claim up to \$150.00)
2. Applications each year will be on a first come, first served basis. (Seniority will be a criterion for those teachers nearing retirement).
3. Application forms will be available on the GO site.
4. The application form comes in two parts, the Request form and the Expense Claim form.
5. Applications for teachers to attend PD sessions must have prior Principal approval, indicating that the school can accommodate the teacher's absence. Such approval shall not be unreasonably denied.
6. OT supply costs for teachers attending conferences will come out of this fund.
7. Teachers will submit their Request form to the OECTA Unit President for approval by the co-chairs of the Joint Board PD Committee.
8. Once the expenditures have been made, teachers will submit the second part of the application, the Expense Claim form, to the OECTA Unit President for submission to the Board. Receipts must accompany this form.
9. At the end of the two year period, the Joint PD Committee will decide on the use of any unused funds.

**APPLICATION TO JOINT BOARD STAFFING COMMITTEE
FOR PD FUNDS**

(submit completed form to the OECTA Unit President
Fax: (613)258-0842; email: easternoecta@on.aibn.com)

TEACHER NAME: _____

SCHOOL NAME: _____

DATE: _____

REQUEST:

A) Books or Professional Resources *(please provide particulars - i.e. name of Resource and an overview of how your professional learning will be enhanced.)*

or

B) In-Service, PD Session, Workshop or Conference *(please provide details – i.e. name, date, location, and cost / as well as replacement teacher costs, where applicable.)*
REMINDER to check with your Principal for release approval, prior to booking.)

TOTAL FUNDING REQUESTED: \$ _____

APPROVAL:

PROFESSIONAL DEVELOPMENT PDT FUNDS EXPENSE CLAIM

(to be submitted to OECA Unit President)

Fax: (613) 258-0842; or email: easternoecta@on.aibn.com

APPLICANT: _____

SCHOOL / POSITION: _____

EXPENSE CLAIM

- | | |
|--|-----------------|
| <p>1. Registration / Tuition Fees / Course Fee
<i>attach course details and/or Registration form</i></p> | <p>\$ _____</p> |
| <p>2. Occasional Teacher costs
<i>(only if release time has been approved to attend PD – please consult with your Principal to confirm this amount)</i></p> | <p>\$ _____</p> |
| <p>3. Travel _____ <i>(# of kms) X \$.044 if via car</i>
<i>attach receipts for other forms of transportation</i></p> | <p>\$ _____</p> |
| <p>4. Meals
<i>detailed receipts MUST be attached to support claim</i>
<i>FOOD ONLY – No Alcohol.</i> <i>Credit Card receipt not sufficient.</i></p> | <p>\$ _____</p> |
| <p>5. Accommodations
<i>detailed receipts MUST be attached to support claim.</i>
<i>Credit Card receipt not sufficient.</i></p> | <p>\$ _____</p> |
| <p>6. Professional Books and Resources
<i>(please specify)</i>
<i>detailed receipts MUST be attached to support claim.</i>
<i>Credit Card receipt not sufficient.</i></p> | <p>\$ _____</p> |
| <p>7. Other <i>(please specify)</i></p> | <p>\$ _____</p> |

TOTAL CLAIM \$

I certify that the above expense claim is correct in all respects and that all travel and other expenses were incurred on School Board business. For further information on Board Policy, please refer to C3:1 *Business – Travel & Expense Claim Reimbursement, Hospitality and Use of Corporate Credit Cards*

Signature of Claimant

DATE: _____

PAYMENT AUTHORIZED BY BOARD PD COMMITTEE CO-CHAIRS:

Mark Musca, Co-Chair, Joint Board PD Committee

Barb Dobrowolski, Co-Chair, Joint Board PD Committee