

2018-2019 Funding Criteria for Self-Directed Professional Learning (PL) – ETFO DECE

Terms of Reference

Process – applications for funding must be submitted and approved before attending the professional learning activity. All applications must be submitted to ETFO Simcoe County DECE Local on the standard form provided by the local. ETFO Simcoe County DECE Local will reconcile with the SCDSB on a monthly basis.

Frequency – applications will be accepted by members during the 2017-2018 and 2018-2019 school year based on a calculation of \$700.00 per person to be used as per these terms of reference.

Individual –

- Only permanent members of the ETFO Simcoe County DECE Local are eligible for this funding
- Funding can include the cost of Professional Learning (PL) and/or release time (estimated at an hourly rate of \$23.38 for 2018-2019)
- Funding can be provided for release for a DECE to observe another kindergarten program within the SCDSB (specific school needs to be named on the application form)
- PL funding can include resource books related to implementing instructional strategies; attending workshops, conferences (including related expenses) or other professional learning related to your current position in the kindergarten program including: speaking engagements; non-credit and credit courses; webinars; Union sponsored related professional learning; and/or school networking sessions regarding PL resources and/or instructional strategies.

Approval –

- Applications are to be made on the form provided and forwarded to ETFO Simcoe County DECE Local. ETFO Simcoe County DECE Local will adjudicate applications for approval of individual funding.
- This Funding is not guaranteed for all requests. If you are concerned about the eligibility of your event, please contact the ETFO Simcoe County DECE Local for pre-authorization.
- Funding must be approved 2 weeks prior to attending the workshops, conferences, or event
- Approval will be confirmed via email.

Process -

- Members must pay registration fees with their own funds in order to be eligible for this funding.
- Where release time is required, absences should be coded through EasyConnect using **R20-DECE PL Funding**, and DECE PL Funds should be entered into the Additional Info Field.
- Timesheets submitted by the supply DECE should indicate “DECE PL Funding” with the comment DECE PL Funds in the area provided.
- Proof of completion and payment must be submitted to ETFO Simcoe County DECE Local within thirty (30) days of the conclusion of the activity, together with the request for reimbursement form (attached) in order to be approved for reimbursement.
- All expenses must be in accordance with APM A2502 – Expense Claims of the SCDSB.

THE ALLOCATION OF THIS FUND IS \$199,696. THESE FUNDS WILL BE DISPERSED AS PER THE TERMS OF REFERENCE HEREIN UNTIL THIS ALLOCATION IS FINISHED. IF A BALANCE REMAINS ON JUNE 30, 2018, THESE TERMS OF REFERENCE WILL BE FORMALLY RENEWED FOR THE 2018-2019 SCHOOL YEAR AND APPLIED UNTIL SAID FUNDS HAVE BEEN FULLY DEPLETED.

