

*Living and
Learning
in our
Catholic
Faith*

PROFESSIONAL IMPROVEMENT FUND & SABBATICAL GRANTS

MONDAY, NOVEMBER 4TH, 2024

JESSICA THOMAS, SUPERINTENDENT, PEOPLE SERVICES

ALLISON MCCAFFREY, PRESIDENT, ATA LOCAL 55



*Living and
Learning
in our
Catholic
Faith*

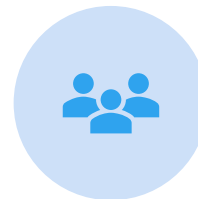
AGENDA



PRAYER



HISTORY



OVERVIEW



GRANT
CRITERIA



APPLICATION



FOLLOW-UP



QUESTIONS



PRAYER

Lord, in your goodness, you have made us stewards of your gifts and called us in freedom to use them wisely.

We ask you to guide our minds and hearts with your wisdom this day.

May our commitment to growth and learning be a faithful reflection of your son's gospel message, and to guide us in using our gifts to help others.

We make this prayer to you through Christ our Lord.



*Living and
Learning
in our
Catholic
Faith*

Land Acknowledgement

The Creator gifted us with this land that we are blessed to share and care for together.

The Calgary Catholic School District acknowledges that the land we gather on,

Mohkinstsis, is the ancestral territory of the **Siksikaitsitapi**:

(Moh-kin-stsis)

(Sik-sik-aye-sit-a-pee)

the **Siksika**, **Kainai**, **Piikani** and **Amskapi Pikuni**.

(Sik-sik-a)

(Gay-aynah)

(Pee-gun-ee)

(Ahm-skah-pee Pee-gun-ee)

We acknowledge all the Treaty 7 signatories, including the **Tsuut'ina** people,

(Soot'ina)

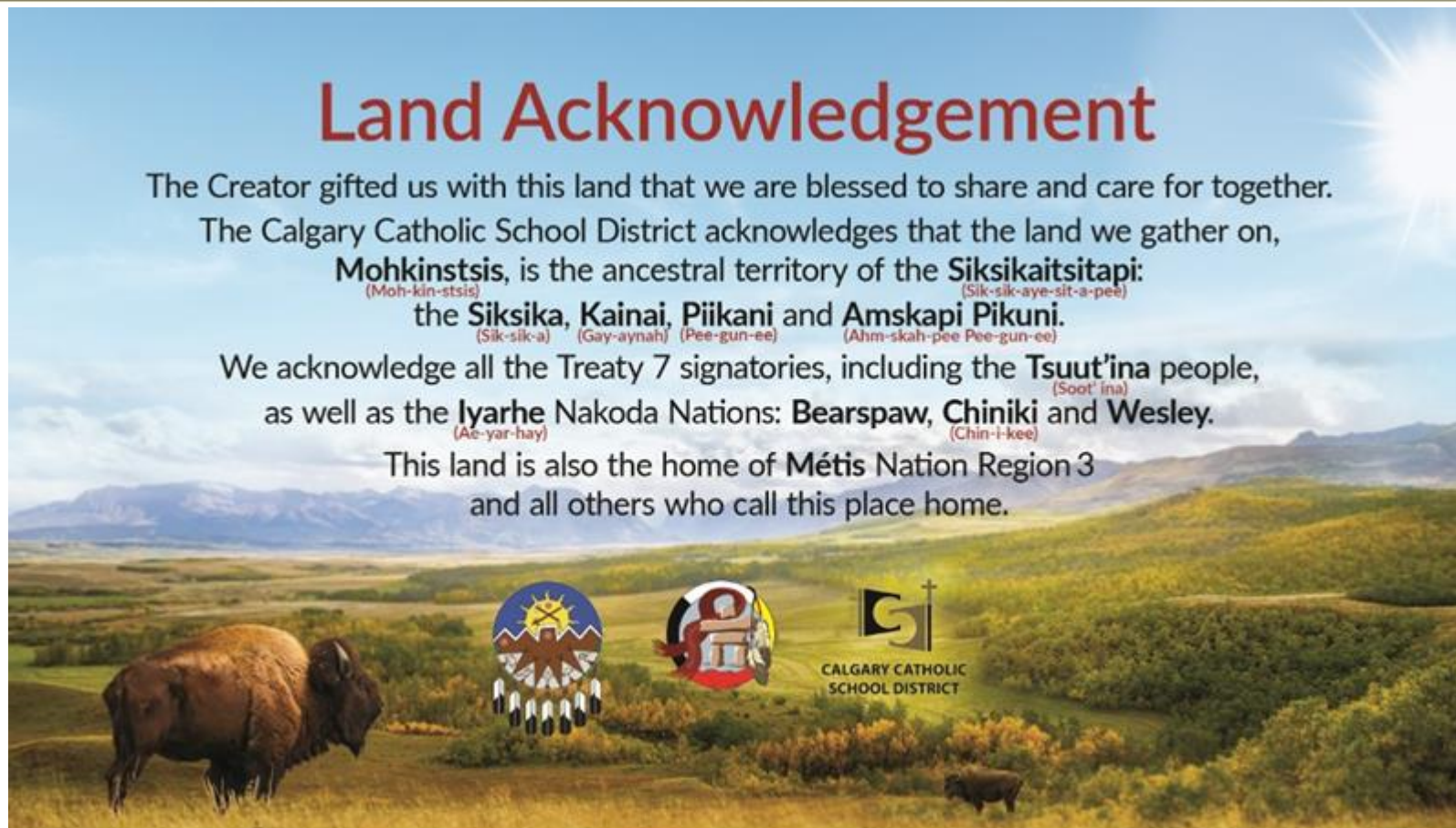
as well as the **Iyârhe** Nakoda Nations: **Bearspaw**, **Chiniki** and **Wesley**.

(Ae-yar-hay)

(Chin-i-kee)

This land is also the home of **Métis** Nation Region 3

and all others who call this place home.



TERRITORIAL ACKNOWLEDGEMENT

HISTORY OF PROFESSIONAL IMPROVEMENT LEAVES

A review of professional improvement took place and was implemented for the 2016-17 school year. The program continues to be assessed for effectiveness.

Result was to diversify the current sabbatical leaves fund to meet a broader range of approaches to professional learning

HOW IS THE AMOUNT FOR SABBATICAL AND PIF DETERMINED?

$0.625 \times \#$ of teachers = the district allocation for professional improvement as per the collective agreement:

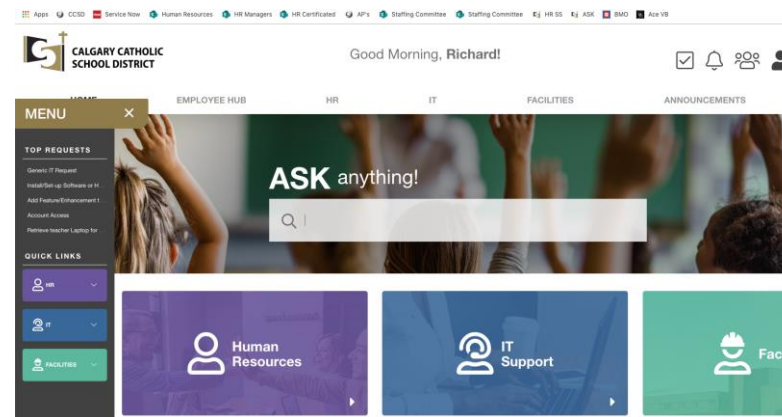
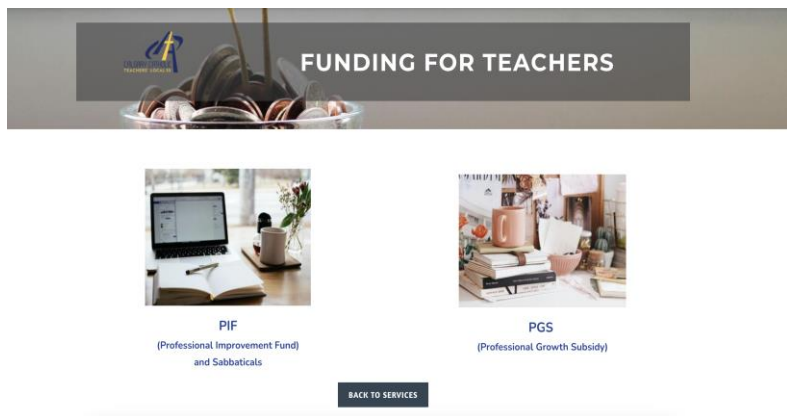
- Equates to approximately \$1.5 million in total per annum
 - 50% - sabbatical leaves
 - 50% - PIF



*Living and Learning
in our Catholic Faith*

WHERE CAN YOU FIND INFORMATION?

On
the
intranet



<http://www.atalocal55.ca/funding>pif>

<https://ask.cssd.ab.ca/ssp>

PIF DISPOSITION OF FUNDS - DEADLINES

PIF

- **Grant Period 1: Closes last Friday in September**
 - Up to 50% of the PIF funds available under clause 9.4
- **Grant Period 2: Closes last Friday in January**
 - Up to 25% of the PIF funds available (or amounts rolled over) under clause 9.4.
- **Grant Period 3: Closes last Friday in April**
 - Up to 25% of the PIF funds available (or amounts rolled over) under clause 9.4
 - Please note – you can apply for the current year grants AND next year grants during this granting period

Note: PIF Grants must be used for courses during the **2024-2025** grant year.

- PIF Courses must begin and end within the annual granting period (September 1, 2024 – August 31, 2025)

Sabbatical

- Applications must be submitted to central office on Friday, January 10, 2025 4:00pm
- Interviews will be conducted on Wednesday, January 15, 2025



PROFESSIONAL IMPROVEMENT FUND COVERAGE

Types of Fund Coverage under PIF

- Tuition reimbursement (most common use of PIF Funds)
- Leave ONLY Reimbursement
 - Leaves may be requested under exceptional circumstance for which a rationale must be provided. Before applying for this exceptional circumstance, please reach out to the ATA President and/or Superintendent of People Services (special projects etc.)
- Combination of Tuition and Leave
 - Tuition plus short-term leave which is equivalent to maximum of one day per course enrolled in during the school year. The total maximum possible (between tuition and leave costs) is to not exceed \$10,000 CAD per traditional school calendar year



PIF TUITION FEE GRANTS

- Copy of a course overview including a listing of the program of studies or degree sought, course names, credit values, dates and topics.
- Only **accredited courses** at recognized post-secondary or equivalent institutions will be considered. To be accredited, a course must be transferrable across post-secondary institutes.
- Request may be up to **\$10,000.00** CAD of tuition costs in that granting year.
- Tuition requests may be made to either PIF or PGS (maximum grant allowable is \$800.00) but not both.



PIF GRANTS ARE CONSIDERED IF THEY...

- Cover activities which are responsive to the learning needs of students;
- Cover activities which contribute to the professional growth of the teacher
- Cover activities which are considered accredited courses at recognized post-secondary or equivalent institutions. Accredited courses must be transferable across post-secondary institutes.
- Request may be up to **\$10,000.00** CAD in one traditional school calendar year (September 1 through August 31st) and may be a combination of tuition and leave grants.
- Committee prefers one PIF grant in any granting year. If you are unsure how to apply for PIF grants when the course codes may not be published at the time of your application, reach out to the President for guidance to maximize your funding.
- Requests may be made to either PIF or PGS but not both



GENERAL CRITERIA FOR PIF APPLICATION



Employed with the district for a total of 3 continuous years



Will not be on a Sabbatical while utilizing PIF Funds.



Benefit to the students, teacher and district and is considered an accredited course from a post-secondary institute.



Not meant to attend conferences or workshops and includes no travel



SOME MORE DETAILS ON PIF LEAVE REQUESTS



As a courtesy, each application requiring leave absence from regular assignment should be discussed with principal and indicate her or his knowledge of the proposed absence for professional development reasons



Typically, leaves are granted equal to a maximum of one day per course during the school year. Typical use of leave days are to attend approved courses, complete course work, write dissertations and papers etc. If leave requests are for more than one day per course, then special approval/consideration will be required.



Guest teacher costs: \$235.03 per full day, or the equivalent guest teacher day rate under the collective agreement.



Costs associated with lodging, food and travel are not covered under PIF. Longer leaves (that exceed one day per course) will require a full explanation and will be considered by the committee with the final approval at the discretion of the Superintendent of People Services.



APPLICATION TIPS - PIF



No cohort application – individual must apply separately.



Please detail how your proposal will be applied after you have completed your programming. Please complete the application in its entirety.



Continuity of student programming must be at the forefront and consultation with your Administration is encouraged prior to taking approved leave days.



PIF FUNDING – SOME FINAL THOUGHTS...

Specify	<p>Please specify dates and course numbers (for tuition grants) as best you can.</p> <p>IF this information is not available at the time of submitting your application, you can use a generic course (eg.Option 1, Summer Elective 1 etc) and expected tuition costs. Once you have notice of actual course number/name, submit a “Course Notification of Change” form so your file is accurate.</p> <p>Make every effort to submit one application per traditional school calendar year.</p>
Don't forget to include...	<p>Please calculate the estimated cost of leave days you might require based on the current guest teacher rate under the collective agreement.</p> <p>\$235.03 – per day</p>
What is covered?	<p>Approved expenses covered by PIF funding are limited to tuition fees as itemized on the institution's detailed statement of account. Fees NOT covered by the PIF fund include: books, student union, campus health, life insurance, infrastructure, interest payments, loan payments, late fees, etc.</p> <p>When submitting for reimbursement, proof of completion is required. It can be an unofficial transcript.</p>

SABBATICAL GRANT USES



“the teacher will spend the leave in improving professional qualification as a teacher”

2018-
2020
collective
agreement
9.2.2.1



Generally used to pursue graduate studies

GENERAL CRITERIA FOR SABBATICALS

- Employed with the district a minimum of 8 years.
- Will not be receiving PIF funding during the Sabbatical leave.
- Have not received Sabbatical Leave in the previous eight school years.
- Leave will not exceed one school year.
- Teacher will not engage in remunerative work during the leave.



APPROVED SABBATICAL LEAVES



RECEIVE 70% OF GROSS
SALARY



DO NOT ACCRUE A
PENSIONABLE YEAR



**ALL BENEFITS ARE AUTOMATICALLY
CONTINUED DURING A SABBATICAL
LEAVE.**

THE ONLY DIFFERENCE IS THE HEALTH AND
WELLNESS SPENDING ACCOUNTS, WHICH
REMAIN ACTIVE, AND ANY UNUSED CREDITS
WILL STILL BE AVAILABLE TO THE EMPLOYEE.

HOWEVER, THE EMPLOYEE WILL NOT EARN
NEW CREDITS DURING THE LEAVE.



APPLICATION TIP - TUITION



Identify your program and institution

i.e. Masters of Counseling at Gonzaga University



Detail courses you will be taking with proposed dates



APPLICATION TIPS - SABBATICAL



Complete the application thoroughly

Ensure it is submitted to Superintendent, People Services by Friday, January 10, 2025; 4:00pm



Please detail how your proposal will be applied after you have completed your programming



Prepare for your conversation with Superintendent, People Services and ATA President – approx. 20 minutes

How will it benefit you, students and district?



REPORTING AND REIMBURSEMENT PIF AND SABBATICAL

- PIF Funding – complete all that apply
 - Upon conclusion of each course the following forms need to be submitted. It will be reviewed by the PIF Admin Assistant and forwarded upon approval at:
 - Tuition: PIF Receipt Tuition Receipt Submission Form
 - Must include receipt of payment and itemized breakdown of expenses from your institution and transcripts showing successful completion of your course(s)
 - If course numbers have changed since your original application, please submit PIF Course Change Notification
 - Leaves: PIF Leave Report Form
- Sabbatical grants must submit the successful completion of all course work
 - Full sabbatical – 8 courses x 3 credits each = 24 credits
 - Half sabbatical – 4 courses x 3 credits each = 12 credits



FOLLOW-UP REQUIREMENTS

- PIF applicants must not retire or resign for a two-year period from the date of completion
- Sabbatical applicants shall not retire or resign for a two-year period from the date of return to work
- Within 2 months of completion of PIF programming, please forward the PIF Tuition Receipt form with detailed breakdown of fees and proof of course completion. Please remember to submit for reimbursement once each course is complete and grades are received.
- Sabbaticals – a detailed letter of understanding is signed by the employee and the District, detailing the courses taken under the Sabbatical. If courses change, a Course Change Notification must be forwarded to the Superintendent, People Services for approval.
- All recipients of Sabbatical and PIF funding are encouraged to seek opportunities to share experiences with others in our district



QUESTIONS

