



DIocese of Springfield in Illinois

2022-2023

PLAN FOR DISTRIBUTION OF CONTINUING EDUCATION OF CATHOLIC SCHOOL EDUCATORS ENDOWMENT OF THE CAPITAL CAMPAIGN

Capital Campaign:

Continuing Education of Catholic school educators—Educators in the Catholic schools often work at great personal financial sacrifice. They are recognized for their excellence and dedication. The diocese would like to provide some tuition reimbursement for their continuing education. An endowment of \$1.25 million would provide for this partial tuition reimbursement.

(From the Harvest of Thanks, Springtime of Hope Capital Campaign Endowments initiative)

Rationale:

With the Capital Campaign now completed, it is time to begin to disperse the endowment proceeds. The Diocese of Springfield appreciates the dedicated and highly qualified professionals that teach in our schools. The diocese is blessed to have elementary schools and high schools that strive to bring the word of God to children in a faith-based educational environment. Through the endowment, the Diocese of Springfield in Illinois will make funds available to partially reimburse educators for the continuing education (course work and professional development activities) that they do to further improve the quality of instruction in our schools. The Office Catholic Schools has been charged with the responsibility of administering all continuing education reimbursements to our Catholic educators.

Guidelines/Regulations:

- Continuing education of educators is defined as:
 - graduate course work,
 - catechist formation course work, and/or
 - professional development activities (workshops/seminars/educational conferences)that a teacher/principal completes to either work toward an advanced degree or to improve instructional techniques.

- Other qualifying items include:
 - up to ½ of the school's NCEA dues
 - ½ of DAEC costs
 - full reimbursement of the cost to take/score the IFG assessment for faculty members
 - full reimbursement for materials used in catechist formation of faculty members

- The following work being completed by faculty pursuing administrative certification is also reimbursable:
 - ½ the cost of college courses for faculty working toward administrative licensure and willing to pursue principalship positions in Catholic schools in our diocese
 - ½ the cost of Lay Ministry's Year I course on Catholic teachings.

- An applicant must be currently employed with at least one of the Catholic schools in our diocese.

- The application/disbursement process as revised will begin during the **2021-2022** academic year, pending availability of funds from the endowment.

- All applications should be type written or clearly printed in ink.

- Applicants may receive
 - up to 1/2 of the tuition for an approved graduate course or
 - up to \$100 for the cost of registration for a qualifying educational workshop/seminar/conference, and/or
 - full cost for catechist formation courses.There is no cap on per person expenditures. It will be the responsibility of the principal to decide on the per person allocations.

- The principal/supervisor will complete the application form and will have to verify proof of successful completion/attendance for all continuing education listed on the form. Proof of successful completion of graduate course work would include a transcript or grade card reflecting a grade of C or above and a

paid invoice. Proof of attendance at a qualifying educational workshop/seminar/conference or a catechist formation course would include an Evidence of Completion form issued at the event or verification by supervisor.

- A maximum allocation amount will be available per school based on size of the school. This amount will be based on the enrollment from the previous school year's diocesan school directory NOT including PreK enrollment. The total amount (\$\$\$) to be dispersed from the endowment annually will be calculated by multiplying \$1.25 million times the percent (P) at which the capital campaign was funded times 4% (the flat pay out rate). Mathematically, this would be:

$$\$1,250,000 \times P \times .04 = $$$$$

For example, if the capital campaign were 90% funded, that calculation would be:

$$\$1,250,000 \times .9 \times .04 = \$45,000 \text{ allocation available to be dispersed}$$

The calculation for the amount available in a school for the year would be based on the following:

If x = amount per school for schools with < 100 students enrolled

$2x$ = amount per school with 100 to 200 students enrolled

$3x$ = amount per school with > 200 students enrolled

and

A = number of schools with < 100 students enrolled

B = number of schools with 100 to 200 students enrolled

C = number of schools with > 200 students enrolled,

the formula to solve for x would be:

$$A(x) + B(2x) + C(3x) = $$$$$

For example, if there are 11 schools in category A, 12 schools in category B, and 31 schools in category C, the equation becomes:

$$11(x) + 12(2x) + 31(3x) = \$45,000$$

Solving for x yields: $x = \$351.56$

$$2x = \$703.12$$

$$3x = \$1,054.68$$

In other words, the maximum reimbursement for a category A school of less than 100 students would be \$351.56; for a category B school of 100 to 200 students would be \$703.12; and for a category C school of more than 200 students would be \$1,054.68.

If all funds are not used, the left-over proceeds will be rolled over into a deferred account. The balance of the deferred account will not be carried over for an individual school but will go to fund scholarships for our Catholic school educators pursuing an administrative degree/licensure.

- Reimbursements are not automatically renewable. A new application will be necessary each academic year.

- This application/partial reimbursement process is not retroactive to previous school years.
- Denial of partial reimbursement to an educator could result for any of the following reasons:
 - A course that is not at graduate level
 - A course that is not education-related
 - A workshop, seminar, or conference that is not education related
 - A course that is not successfully completed
 - A workshop, seminar, or conference that is not attended
 - A school already depleting the allotted annual maximum amount
 - Misinformation on the application
 - An incomplete application
 - Receipt of another diocesan scholarship/grant for the course work
- Verification signatures of the principal/supervisor, and the pastor (in parish-affiliated schools) will be required on all applications. For schools not affiliated with a parish, the board president signature would be required.
- Schools would need to maintain proof of successful completion/attendance in a file within the school along with a copy of application.

Please note:

It is expected that schools/parishes will continue any existing programs of reimbursement for educators' continuing education. The Harvest of Thanks, Springtime of Hope Endowment was meant to supplement, not replace what the individual schools/parishes already do to assist educators.

In order to better assist educators needing assistance, parishes are also encouraged to set up their own endowments through The Foundation for the People of the Roman Catholic Diocese of Springfield in Illinois.

Parishes, schools, and individuals are invited to make contributions to the Harvest of Thanks, Springtime of Hope Endowment for Continuing Education of Catholic School Educators Endowment.

Process:

1. Announcement of and application forms for the Continuing Education of Catholic school educators partial reimbursement will be mailed to the school administrators in the academic award year. Amounts will be based on the previous school year enrollment.
2. The educator must complete the course/other professional development activity before application can be made.
3. The principal must file the application form. There will be two rounds of applications per year. **December 15 is the deadline for the first round; June 15 is the deadline for the second round.** Applications must be postmarked by those dates to be considered for reimbursement. Each application will be marked with the postmarked date. It would be appreciated if the final application be sent in at the end of the school year in May or early June.
4. The Office for Catholic Education will review all applications.
5. Notification of award or denial will be sent to the principal within two months following the deadline. Partial reimbursements for any given school will continue until allotted funds for that school are depleted.
6. The Finance Office of the diocese will issue the checks and pass them on to the Office for Catholic Education to disperse to the applying school.
7. The Office for Catholic Education will track all applications, outcomes of the application, and check dates and amounts.
8. After each year of the process, the Office for Catholic Education will complete a report of the amount dispersed to each school's educators and the amount to be rolled over into the deferred endowment account. This report will be shared with the Foundation's Advisory Board and Executive Board as well as with pastors and principals.

2022-2023 School year (based on 2021-2022 total enrollments NOT including PreK):
<100 Students: \$850.00 100-200 students: \$1,700.00 >200 students: \$2,544.00

Please note that these payout amounts could change due to market fluctuations.

Application for Continuing Education Reimbursement

Harvest of Thanks, Springtime of Hope Endowment:

First round forms due **December 15**; Final round forms due **June 15**

(Postmark must be no later than **June 15** for the final round.)

Name of School: _____

City: _____

Please break down by educator the reimbursements requested. In the column headed “Type of Continuing Education,” please indicate which of the three types of professional development you are claiming for that teacher. In the “Principal Verification” column, please indicate that you have verified the successful completion/attendance for the continuing education indicated. Under the “Total Cost” column, please state full tuition amount or registration amount.

REMEMBER that amounts cannot exceed 1/2 the cost of tuition for a graduate course, the cost of registration for an educational workshop/seminar/conference up to \$100 award, or full cost of a catechist formation class. A school cannot exceed its maximum allotment. The Office for Catholic Education will determine the final Harvest Awards.

<u>Teacher</u>	<u>Type of Continuing Education</u> (Specify the graduate course, catechist formation, other professional development)	<u>Principal Verification</u> (yes or no)	<u>Total Cost</u>	<u>Harvest Award</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total reimbursement amount requested by school This will self-total → _____

- *Both Principal and Parish priest (or school board president for non-parish schools) must sign and include the next page with this claim.*

Signatures/Assurances:

- I attest to the accuracy of all information stated on the application form.
- I agree to that the above educators conduct themselves in a manner that will bring credit to the school, the Catholic Church, and the ideals and objectives of Catholic school education.
- I verify that all educators for which reimbursement is requested are currently employed at a Catholic school.
- I recommend that the educators receive partial reimbursement for the graduate course/professional development activity applied for and full reimbursement for catechist formation courses.

Signature of principal:

Date _____

Signature of pastor (or board president if a non-parish school): *REQUIRED*

Date _____

Return this application (with **both** signatures) to:

Office for Catholic Schools
Diocese of Springfield in Illinois
1615 West Washington Street
Springfield, IL 62702
Attn: Brandi Borries

Note: Retain a copy of this application and items you submit in your school files for verification or audit purposes.

For office use only:

Amount approved _____
Date of approval _____
Check number/Date _____