

**Louis Riel School Division &
Louis Riel Teachers' Association
Personal Professional Development Fund Guidelines**

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Effective - September 5, 2017

Overview

The Personal Professional Development Fund (article 9.00 of the Collective Agreement) was created as a result of the Louis Riel School Division and Louis Riel Teachers' Association collective bargaining in the 2002-2003 school year. For the purposes of Personal Professional Development all professional staff is considered to be teachers as per the Collective Agreement.

The Personal Professional Development Fund (PPDF) is intended to stimulate **individual personal professional growth** and provide financial assistance for as many teachers as possible. All teachers, except those on leave, have equal access to funds regardless of contract time. The President of the Association shall have access to monies from the PPDF for PD events that are not deemed to be Association related.

This assistance will be used to fund attendance at conferences, seminars, webinars, workshops, non-credit courses and professional programs organized by outside agencies. It may also be used to fund attendance for collaborative, teacher-initiated professional development activities as per the guidelines. Courses taken for the purpose of teacher classification and/or credit will not be funded.

The fund is intended to assist teachers in their personal professional development. It is recognized that this development will be of the kind that is beneficial to the division. An example of these benefits includes the sharing of information with other staff members and the development of expertise in areas deemed to be priorities in the division.

I Personal Professional Development Fund Committee (PPDF)

It is the mandate of the PPDF Committee to allocate funds. The Committee members will attempt to process applications daily during the school year.

Applications which do not require any funding whatsoever are not the purview of this Committee.

A. Members

The committee to supervise the disbursements of this fund will be comprised of:

1. Fourteen members appointed for two-year staggered terms by the Louis Riel Teachers' Association who are members in good standing.
2. The Vice President, Professional Development of the Louis Riel Teachers' Association
3. Chairperson of Appeal
4. One representative of the Superintendent's Department.

B. Transition

1. The Vice President of Professional Development gives notice to Council in April for the need to fill open positions on the PPDF Committee.
2. Those PPDF members who have fulfilled their obligations may put their names forward to the LRTA Council or to the Vice President, Professional Development if they wish to be considered for a position on the committee for another term. Other interested LRTA members names will be forwarded at this time as well.
3. The Association will select members for the PPDF Committee at the May Council meeting. If more names than positions exist the Council shall elect the members.

C. Vice President, Professional Development

The Vice President, Professional Development will have voting privileges and chair daily online meetings and a maximum of three yearly committee meetings.

D. Quorum

Of the committee members eligible to vote, seven must cast identical votes online for an application to be processed.

E. Entitlement

Members appointed to two-year terms shall be entitled to the maximum allotment of \$2000 and up to 3 events once during their two-year term. The other year they would be entitled to \$1000 and up to 3 events.

II Funding Criteria and Allotments

The following criteria will be used to make a decision about each individual application:

1. The kind of teacher initiated personal professional development activity.
2. The **relevance** to the teacher's professional assignment and related activities or needs.
3. The availability of divisional funding through the online Divisional PD registration system.

A. Funding Categories and Terms

The In Town and Out of Town funds will be divided into five terms during the school year: (The definition of out of town is a minimum of 75 kilometres outside of Winnipeg.)

In Town - **50%** of total funds divided as follows:

Term 1: September - December 31	25%
Term 2: January 1 - Feb 28/29	25%
Term 3: March 1 – April 30	25%
Term 4: May 1 – June 30	25%

Out of Town – **45%** of total funds divided as follows:

Term 1: September - December 31	25%
Term 2: January 1 - Feb 28/29	25%
Term 3: March 1 – April 30	25%
Term 4: May 1– June 30	25%

The remaining **5%** of funds are designated to the fifth term to fund both In Town and Out of Town events:

Term 5: July 1 to August 31	5% (total funds)
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B. Application Timelines for Terms

Applications for Term 1 will be accepted the 1st day of the school year

Applications for Term 2 will be accepted starting October 15

Applications for Term 3 will be accepted starting November 15

Applications for Term 4 will be accepted starting January 15

Applications for Term 5 will be accepted starting February 15

C. Surplus

1. Any surplus from one funding period will be carried over to the next funding period.
2. Any surplus at year's end will be carried over into next year's budget and allocated in the above manner.
3. Excess funds from one funding category may be transferred to another funding category within the model with consultation with the committee. (i.e.: from in-town to out-of-town)

III Personal Professional Development Funding (PPDF)

A. Procedures for Funding

1. Teachers are responsible for **notifying their administration** of their intention to attend an event prior to applying for funds.
2. Teachers must complete an online PPDF application a minimum of five teaching days prior to the PD activity. An exception to the five-day rule will be made for the first week of school.

3. Funding will be allocated only for those amounts specified on the application form.
4. Incomplete applications, including those submitted without a current year's complete event schedule that documents the times of keynote and breakout sessions, will be denied and must be re-submitted by the member for reconsideration by the Committee.
5. The committee members will attempt to process applications daily during the school year. An email with the funding decision will be forwarded to the applicant, the school administrative secretary and the school administrator.
6. Teachers are responsible for their own registration and travel arrangements, including payments which will be reimbursed after the event.
7. Teachers need to choose PPDF on AESOP. This is required even if no substitute is needed.

B. Funding Reimbursement

1. Within **twenty teaching days** after attending the activity teachers must complete an online PD Report Form for **all events including** events where only a substitute was required.
2. Reimbursement requests for applications will be processed once:
 - a) the online PD Report Form is completed. The PD Report Form is found on the PPDF website within the "My Applications" area under "Attended Events."
 - b) and all **original** receipts are submitted to **attn: PPDF Secretary at the LRSD Board Office.**
3. Applicants will not be reimbursed **until after** the PD event has occurred and the online PD Report has been submitted.
4. Any money not claimed within twenty teaching days following the professional development activity will be returned to the fund.
5. **Out of Town applicants are to use the PPDF Reimbursement Form. Individual, original and itemized receipts are required.**
6. Reimbursement will be directly deposited in applicant's bank account. Email notification of deposit will occur. Please allow 2-3 weeks after submitting all receipts and PD Report Form, or longer, pending complexity of processing your receipts.

C. PPDF application timelines

1. Online registrations are accepted between the first day of school in the fall term and five days prior to the last teaching day of the school year.
2. Applications will be considered in order of receipt online.
3. No funds will be allocated for activities already held or in progress when the application is submitted.

D. Cancellation of an activity

1. An applicant that has been funded for an activity but is unable to attend must go online to delete the approved application and cancel the substitute through the AESOP system if a substitute has been booked for the activity. Allocated funds will be returned to the general fund.
2. An applicant may be responsible for the costs pertaining to the event (registration, substitutes, etc.).

IV Teacher Funding
Conditional to Available Funds
A. Annual

1. A teacher may be funded for up to three activities per school year.
2. The maximum funding for yearly activities will be \$1000, excluding sub costs.

B. \$2000 allotment

Once every three years a teacher may apply for a \$2000 maximum, excluding sub costs, in a lump sum for an out-of-town activity. To qualify a teacher must not have accessed any PPDF (including sub costs) in the current school year; if approved, no other funding will be granted in that school year.

C. Multiple Applications

In the case of multiple applications for the **same** activity:

1. Sites with 15 or fewer teachers will be allocated a maximum of 2 applicants.
2. Sites with 16-30 teachers will be allocated a maximum of 3 applicants.
3. Sites with 31-50 teachers will be allocated a maximum of 4 applicants.
4. Sites with more than 50 teachers will be allocated a maximum of 5 applicants.
5. Once a year each discipline of the Clinical Services Unit will have the opportunity to identify a Professional Event relevant to that discipline. The complete compliment of each discipline will have the opportunity to attend the identified event.
6. A maximum of 8 teachers division wide will be approved for an out of town activity.
7. Committee members are excluded from PD event attendance maximums.

V Expenditure Criteria
A. Funding Allowed

The PPDF Committee will determine expenditures based on the following:

1. Travel Time: Travel time may be permitted, pending the travel distance and/or flight availability, to a maximum of one (1) day immediately prior to and one (1) day immediately after a conference; travel time may require no time absent from work, a half day, or a maximum of one full day. Travel time is to be planned for in a fiscally responsible and ethical manner. Members are responsible for notifying the PPDF Chairperson if their finalized travel plans are not identical to those within their application at the time of approval.
2. Travel Time Allowance: This pertains to the potential expenses and reimbursements for travelling to and from an out-of-town event. If permitted, you would be eligible for funding for cost of sub, hotel and meal expenses for the partial days or day(s) you travel.
3. Divisional mileage rate shall apply if the activity takes place beyond 75 kilometres by car.
4. Registration fees.
5. Meals if the activity is beyond 75 kilometres. Allowable per diem rate for meals is \$75.00 (CAD) for a full day and \$50.00 (CAD) for a partial day (no receipts required).
6. Substitute costs-for a maximum of five teaching days per activity.
7. Release time for presenting a workshop/session at a PD event that one is also participating in through PPDF may be considered by the PPDF Committee pending inclusion of details within the application.

B. Funding Exceptions

The following will **NOT** be funded:

1. PD events which occur during MTS PD Day, either in whole or in part;
2. Courses taken for credit and/or for the purpose of teacher classification;
3. Payment for late fees;
4. Membership fees;
5. Expenses other than registration fees for activities within 75 kilometres, including meals;

6. Release time for supervisory duties;
7. Course/workshop materials;
8. Entertainment venues offered outside the scope of the conference;
9. Childcare;
10. Parking for in-town events;
11. Release Time for individual course work preparation;
12. Marking sessions for Provincial exams;
13. Out-of-province conferences of less than two days duration;
14. Partial attendance of out-of-province conferences;

VI Appeals

A. Process

1. A teacher having an application denied may appeal the PPDF Committee decision to the Professional Development Appeal Committee.
2. The appeal must be made online to the members of the Professional Development Appeal Committee.
3. The Chairperson of the Professional Development Appeal Committee will notify the teacher of the decision within five teaching days of receiving an online appeal.

B. Appeals Allotment

Funding for successful appeals will be taken from the total allotment of the Personal Professional Development Fund. Professional Development Appeal decisions will be final.

C. Professional Development (PD) Appeal Committee

1. The PD Appeal Committee will be composed of the Appeal Chairperson and 2 PPDF members serving two-year staggered terms. A member of the Appeal Committee must have previously been a member of the PPDF Committee. Each year the PPDF Committee will select an experienced member to move to the Appeal Committee. Every two years the PPDF Committee will select a new Appeal Chairperson from the Appeal Committee.
2. The Appeal Chairperson will also be Vice-Chairperson of PPDF.
3. The PD Appeal Committee will meet on-line within five teaching days after the teacher has filed an appeal.
4. Decisions of the PD Appeal Committee will be forwarded to the teacher, the teacher's administrator and the Vice-President, Professional Development.

VII Database/Budget Allotment Statement

A database, indicating previous funding to a teacher as well as a budget allocation statement is available for the teacher online. The members of the PPDF Committee also have access to this information.

VIII PPDF End of Term Reports

The PPDF Chairperson will complete a summary of PPDF activities and fund allotment at the end of each term.

IX PPDF Guidelines Annual Review Process

A. Committee Composition

1. One representative of the Board of Trustees
2. One representative of the Superintendent's Department
3. LRTA Representatives:
 - Vice President, Professional Development
 - Chairperson of Appeals
 - One PPDF Committee Member
 - LRTA President

B. Roles

The Superintendent's Department representative will gather information from the Coordinators, PPDF Secretary, Sub-Finder, Information Systems and Payroll departments.

The Vice-President, Professional Development will be the Chairperson of this committee and co-ordinate the recommendations from the Superintendent's Department, the PPDF Committee, the PD Appeal Committee and from Council representatives.

The PPDF Review Committee will:

- a. meet once a year,
- b. receive recommendations for modifications to the professional development guidelines,
- c. amend guidelines and
- d. submit amendments to council for adoption.

C. Review Dates

The annual review of the PPDF Guidelines will occur in April. Proposed changes will be presented to the LRTA Council and the Board of Trustees in May. The adopted changes will be implemented in September.

2017-2018 PPDF Committee Members

	One-Year Term	School - Position		Two-Year Term	School - Position	
1	Lisa Croft	H.S. Paul School	1	Guy Anderson	Glenlawn Collegiate	
2	Jaclyn Condon	Hastings School	2	Darren Baker	H.S. Paul School	
3	Heather Julius	General Vanier School & St. George School	3	Lisa Lewis	Minnetonka School	
4	Lisa Tymchuk	LRSD Clinical Services Unit	4	Jay McGurran	Frontenac School	
5	Kevin Osachuk	Dakota Collegiate	5	Denise Paillé-Jones	École Van Bellegem	
6	Matthew Steingart	Windsor Park Collegiate	6	Shawna Monson	Samuel Burland School	
7	Charmaine Rudnicki	Shamrock School	7	Curtis Lowton	Samuel Burland School	
	Lisa Aitken	Assistant Superintendent - LRSD				
	Marcela Cabezas	Vice President - Professional Development - LRTA				
	Frank Restall	President – LRTA				