

Louis Riel Teachers' Association
Personal Professional Development Fund Guidelines

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Overview

The Personal Professional Development Fund (PPDF) was created by the Louis Riel Teachers' Association (LRTA) and the Louis Riel School Division (LRSD) in 2002. As per the Collective Agreement, the PPDF is financially supported by the LRSD and administrated by the LRTA. The operation of the PPDF is overseen by the PPDF Committee, which is exclusively comprised of LRTA members and the LRTA Vice President, Professional Development.

Purpose

The objective of the PPDF is to support autonomous personal professional growth and provide financial assistance for as many members as possible. The PPDF is committed to supporting professional growth opportunities that reflect the diverse community in which we teach. It is recognized that professional development opportunities will be of the kind that are beneficial to the Division.

Criteria

The PPDF can be used to fund attendance at conferences, seminars, webinars, workshops, non-credit courses, tuition fees at post-secondary institutions (colleges and universities) and professional programs organized by outside agencies. It may also be used to fund attendance for collaborative, teacher-initiated professional development activities. All funding is allocated in accordance with the PPDF Guidelines and the Manitoba Teachers' Society Code of Professional Practice.

Eligibility

For the purposes of the PPDF all professional staff on permanent or term contracts are considered to be members as per the Collective Agreement. All members, 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 events that are not deemed to be Association related.

I. Personal Professional Development Fund (PPDF) Committee

It is the mandate of the PPDF Committee to allocate funds. The PPDF 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 the PPDF Committee.

A. PPDF Committee Members

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

1. Sixteen (16) members appointed for two (2) 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 will be the PPDF Chairperson.

B. Transition

1. The Vice President, Professional Development gives notice to Council in April for the need to fill open positions on the PPDF Committee.
2. Those PPDF Committee 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 appoint members to the PPDF Committee at the May Council meeting. If more names than positions exist, the Council shall elect the members.
4. Notice shall be given to the PPDF Chairperson should a member of the PPDF Committee need to step down. Vacancies during a term of office may be filled by the PPDF Chairperson with LRTA Council approval or Council may direct that a by-election be held to fill the vacancy.

C. Vice President, Professional Development

The Vice President, Professional Development will have voting privileges and chair daily online meetings and a maximum of three (3) yearly committee meetings.

D. Quorum

Of the committee members eligible to vote, six (6) must cast identical votes online for a Category A or Category D application to be processed.

E. Entitlement

1. Members appointed to two (2) year terms shall be entitled to:
 - a. The maximum allotment of \$2500 for one (1) Out-of-Town event in one (1) of the two (2) years. In the other year they will be eligible for \$1000, for up to five (5) In-Town events or one (1) Out-of-Town event.
 - b. Or, both years in the two (2) year term will be eligible for \$1000, for up to five (5) In-Town events.
2. Upon departing the Committee, members would return to the three (3) year cycle for access to the \$2500 allotment.

II. Funding Criteria and Allotments

The following criteria will be used to review each individual application:

1. The type of member initiated personal professional development activity.
2. The relevance to the member's professional assignment and related activities or needs.
3. The availability of funding.

A. Categories and Terms

In-Town Professional Development and Out-of-Town Professional Development will be divided into four (4) terms during the school year. In-Town is defined as in-person events within 75 kilometers of Winnipeg, online events that are live, and online events that are asynchronous. Out-of-Town is defined as an in-person event a minimum of 75 kilometres outside of Winnipeg.

The total PPDF budget for 2024-2025 will be set at \$500,000 and will be divided as follows:

1. In-Town – \$75,000, divided as follows:
 - a. Term 1: September 3, 2024 – December 31, 2024 25%
 - b. Term 2: January 1, 2025 – February 28, 2025 25%
 - c. Term 3: March 1, 2025 – April 30, 2025 25%
 - d. Term 4: May 1, 2025 – August 31, 2025 25%
2. Out-of-Town – \$225,000, divided as follows:
 - a. Term 1: September 3, 2024 – December 31, 2024 25%
 - b. Term 2: January 1, 2025 – February 28, 2025 25%
 - c. Term 3: March 1, 2025 – April 30, 2025 25%
 - d. Term 4: May 1, 2025 – August 31, 2025 25%
3. Tuition Fees – \$30,000.
4. MTS PD Day - \$10,000.
5. Substitute Fees - \$140,000.
6. Administration - \$20,000.

B. Application Timelines

1. Applications for Term 1 will be accepted starting September 3, 2024.
2. Applications for Term 2 will be accepted starting October 15, 2024.
3. Applications for Term 3 will be accepted starting November 15, 2024.
4. Applications for Term 4 will be accepted starting February 15, 2025.
5. Applications for Tuition Fees will be accepted from September 3, 2024 to June 20, 2025.
6. Applications for MTS PD Day will be accepted from October 26, 2024 to November 29, 2024.
7. The PPDF System will accept applications for a given term as of 8:00 AM on the date indicated above.

C. Surplus

1. Any surplus from one funding period will be carried over to the next funding period.
2. Excess funds from one funding category may be transferred to another funding category within the model through consultation with the committee.

III. Personal Professional Development Funding (PPDF)

A. Procedures for Funding

1. Members are responsible for notifying their principal/supervisor of their intention to attend an event prior to applying for funds.
2. Members must complete an online PPDF application a minimum of ten (10) teaching days prior to the PD activity. An exception to the ten (10) day rule will be made for the first ten days of school. Pertains only to Category A and D funding (In-town and Out-of-Town)
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.
5. The committee members will attempt to process applications daily during the school year. Notification of the funding decision will be given to the member, the school administrative secretary and the school principal or supervisor.

6. Members are responsible for their own registration and travel arrangements, including payments which will be reimbursed after the event has been completed.
7. Members need to choose PPDF in the Absence Management System (AMS). This is required for all events that take place during the school day, even if no substitute is needed.

B. Funding Reimbursement

1. Within twenty (20) teaching days after attending the activity, members must complete the Post Event Follow Up and Post Event Review.
2. All receipts must be uploaded to the PPDF System. Original receipts should be retained by the member for one (1) year.
3. Reimbursement will not be processed until after the event has occurred.
4. Any unclaimed money will be returned to the fund.
5. Allow 2-3 weeks to process all reimbursement requests.
6. Reimbursement requests submitted after June 20, 2025 will be processed in September, 2025.
7. To be reimbursed, members are required to provide the LRTA office with a signed copy of the Electronic Funds Transfer Authorization Form, found at www.lrta.ca.

C. PPDF Application Timelines

1. Online registrations are accepted between the first day of school and five days prior to the last teaching day of the school year.
2. Applications will be considered in order of receipt online.
3. Asynchronous events need to be completed within 30 days from the date of approval.
4. Funds will not be allocated for activities already held or in progress when the application is submitted, with the exception of Tuition Fees and asynchronous events.

D. Cancellation of an Application

1. A member that has been funded for an activity but is unable to attend must contact the PPDF Chairperson to delete the approved application.
2. The member is responsible for cancelling the substitute through the Absence Management System if a substitute has been booked.
3. Allocated funds will be returned to the general fund.
4. A member may be responsible for costs pertaining to the cancellation or alteration of an event.

IV. Teacher Funding

Conditional to Available Funds.

Members may access both Category A and Category B in the same school year, to a maximum of five (5) applications or \$1000, excluding sub costs.

Category D cannot be accessed in the same year as Category A or Category B, and vice versa.

A. Category A – In-Town Professional Development

1. A member may be funded for up to five (5) activities per school year.
2. The maximum funding for yearly activities will be \$1000, excluding sub costs.

3. Once accessed, a member will not be able to access *Category D – Out-of-Town Professional Development* funding.

B. Category B - Tuition Fees

1. Courses must be from an accredited post-secondary institution (university, college) toward an educated related degree (B.Ed./Post-Bac/Masters/Ph.D.).
2. A maximum of \$200 CDN per 3-credit hours (counts as one (1) activity).
3. A maximum of \$400 CDN per 6-credit hours (counts as two (2) activities).
4. A member may be funded for up to 15 credit hours per school year.
5. The maximum funding for credit hours will be \$1000 per school year.
6. Applications for funding are submitted and reviewed as per Section II and Section III of the PPDF Guidelines.
7. Upon successful completion of the course, a university-generated account summary and course transcript are required for reimbursement.
8. Master's and Ph.D. thesis course work may be funded. Members are to contact the PD Chairperson prior to submitting an application for reimbursement requirements.
9. Once accessed, a member will not be able to access *Category D – Out-of-Town Professional Development* funding.
10. Applications for courses with start dates between September 1, 2024, and August 31, 2025 must be submitted between September 3, 2024 and June 20, 2025.

C. Category C – MTS PD Day

1. Must be from a SAGE group as identified by the Manitoba Teachers' Society.
2. A maximum of \$50 per member.
3. Application does not count toward Category A, B or D funding.
4. Application does not need to reach Quorum (Section I.D) to be processed.

D. Category D – Out-of-Town Professional Development

1. Annual Allotment
 - a. A member may be funded for one (1) Out-of-Town activity per school year.
 - b. The maximum funding will be \$1000, excluding sub costs.
2. \$2500 Allotment
 - a. Once every three (3) years a member may apply for a maximum of \$2500, excluding sub costs, in a lump sum for one (1) Out-of-Town activity.
3. Once accessed, a member will not be able to use *Category A – In-Town Professional Development* funding.
4. Once accessed, a member will not be able to use *Category B – Tuition Fees* funding.

E. Multiple Applications

1. Pertains to *Category A – In-Town Professional Development* and *Category D – Out-of-Town Professional Development* for identical events.
2. Sites with 15 or fewer members will be allocated a maximum of two (2) members.
3. Sites with 16-30 members will be allocated a maximum of three (3) members.
4. Sites with 31-50 members will be allocated a maximum of four (4) members.
5. Sites with more than 50 members will be allocated a maximum of five (5) members.
6. Once a year each discipline of the Clinical Services Unit will have the opportunity to identify a professional development event relevant to that discipline. The complete compliment of each discipline will have the opportunity to attend the identified event.

7. A maximum of 12 members division wide will be approved for the identical Out-of-Town activity.
8. 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. Registration fees.
2. Substitute costs to a maximum of five (5) teaching days.
3. 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.
4. Tuition Fees, as per Section IV.B of the PPDF Guidelines.
5. MTS PD Day, as per Section IV.C of the PPDF Guidelines.
6. Membership fees attached to professional development events.
7. Out-of-Town Allowance (the following applies to events that are beyond 75 kilometers).
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 (1) full day. Travel 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.
 - a. Airfare and baggage.
 - b. Hotel.
 - c. Transportation to airport, hotel, and event location (taxi, Uber, public transportation).
 - d. Meal per diem of \$100.00 CDN for a full day and \$50.00 CDN for a partial day (no receipts required).
 - e. Substitute costs for travel time.
 - f. MTS mileage rate (needs to be expressly approved by the Committee).
 - g. Rental car (needs to be expressly approved by the Committee).

B. Funding Exceptions

The following will **NOT** be funded:

1. Payment for late fees.
2. Expenses other than registration fees for activities within 75 kilometres, including meals.
3. Release time for supervisory duties.
4. Course/workshop materials.
5. Entertainment venues offered outside the scope of the conference.
6. Childcare.
7. Parking for In-Town events.
8. Substitute coverage for individual course work preparation.
9. Marking sessions for Provincial exams.
10. Out-of-Town conferences of less than two (2) days duration.
11. Partial attendance to an Out-of-Town conference.
12. Events in locations identified by the Manitoba Teachers' Society.
13. Release time and travel expenses for Section IV.B (Tuition Fees).

14. Travel expenses for Section IV.C (MTS PD Day).
15. Release time for asynchronous events.

VI. Appeals

A. Process

1. A member having an application denied may appeal the PPDF Committee decision to the Professional Development Appeal Committee within 10 teaching days of being notified of the denial
2. The appeal must be made online to the Professional Development Appeal Committee.
3. Appeals from non-Committee members are to address the grounds for denial. Members must challenge and/or provide additional information about the specific PPDF Guidelines referenced in the denial. The Professional Development Appeal Committee will examine those arguments and vote to uphold or overturn the decision of the PPDF Committee.
4. The final decision of the Professional Development Appeal Committee will be sent to the member within five (5) teaching days of receiving an online appeal.
5. PPDF applications from PPDF Committee Members are reviewed by the Professional Development Appeal Committee for purposes of impartiality.
6. PPDF Applications for the Professional Development Appeal Committee are reviewed by the members of the General Committee for purposes of impartiality.
7. Of the Appeal Committee members eligible to vote, three (3) must cast identical votes online for Category B (Tuition Fees).

B. Appeals Allotment

1. Funding for successful appeals will be taken from the total allotment of the Personal Professional Development Fund.
2. 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 four (4) PPDF members serving. 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 (2) 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 render a decision within five (5) teaching days after a member has filed an appeal.

VII. Database/Budget Allotment Statement

A database, indicating previous funding to a teacher as well as a budget allocation statement is available for members. 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. LRTA Vice President, Professional Development.
2. Chairperson of Appeals.
3. One (1) or two (2) PPDF Committee Members.
4. LRTA President.

B. Roles

The Vice-President, Professional Development will be the Chairperson of this committee and co-ordinate the recommendations.

The PPDF Review Committee will:

1. Meet at least one (1) time per year.
2. Receive recommendations for modifications to the professional development guidelines.
3. Review guidelines.
4. 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 in May. The adopted changes will be implemented in September.

X. 2024 – 2025 Committee Members

A. Vice President, Professional Development, LRTA

Jaclyn Porteous

B. President, LRTA

Jay McGurran

C. PPDF Committee

	One Year Term	School		Two Year Term	School
1	Darren Baker	Louis Riel ATC	1	Brittany Boulton	Monterey
2	Karlene Fontaine	École Julie-Riel	2	Derek Caners	Collège Jeanne-Sauvé
3	Curtis Lowton	Samuel Burland School	3	Chris Enns	Glenlawn Collegiate
4	Lindsay McDonald	École St. Germain	4	Becky Lauze	Nordale School
5	Jayne Percival	Glenlawn Collegiate	5	Shawna Monson	Hastings School
6	Kris Robinson	Victor Mager School	6	Kevin Osachuk	Dakota Collegiate
7	Scott Wood	Glenlawn Collegiate	7	Charmaine Rudnicki	Shamrock School
8	Shannon Young	H.S. Paul School	8	Paulette Sabourin	École Van Belleghem