RIVER EAST TRANSCONA SCHOOL DIVISION
RIVER EAST TRANSCONA TEACHERS' ASSOCIATION
GUIDELINES FOR
PERSONAL PROFESSIONAL DEVELOPMENT FUND
July 1, 2016 – 30 JUNE 2017

The Personal Professional Development Fund was created as a result of a Letter of Intent between the Board of Trustees and the Association. The fund is intended to stimulate and provide financial assistance for personal professional development of professional staff in the Division who are members of the Association covered by the Collective Agreement of the River East Transcona Teachers' Association.

This assistance will normally be used to fund:

- educational leave and attendance at conferences, seminars, and workshops
- non credit courses
- professional programs organized by outside agencies

Although the fund is intended to assist teachers in their personal professional development, it is recognized that this development will be of a kind that is beneficial to the Division.

I. Personal Professional Development Fund Committee

A. Members:

The Personal Professional Development Fund Committee shall consist of three members selected by the River East Transcona School Division and three members selected by The River East Transcona Teachers' Association.

B. Duties and Responsibilities:

The Personal Professional Development Fund Committee shall have the responsibility to ensure that the Personal Professional Development Fund, as established by the Letter of Intent, functions as outlined in that agreement. The Personal Professional Development Fund Committee shall specifically:

- determine eligible professional development activities, assessment, and approval of professional development expenditures
- review and make decisions on individual Personal Professional Development Fund Applications
- review reports on the activity of the Personal Professional Development Fund
- provide information to The River East Transcona School Division and The River East Transcona Teachers' Association on the experience of the Personal Professional Development Fund

C. Co-Chairpersons:

There will be Co-Chairpersons of the Personal Professional Development Fund Committee with one selected by The River East Transcona School Division and one selected by The River East Transcona Teachers' Association. The Personal Professional Development Fund Committee Co-Chairpersons shall alternately chair committee meetings and shall have voting privileges. The PPDF Committee is responsible for determining meeting dates and the format of meetings (in person, via email, etc.).

D. Quorum:

There must be a quorum of four members present or responding via electronic communications to meet quorum requirements.

II. Procedures for Funding

1. The applicant must complete the Personal Professional Development Fund *Request for Support* Form. **This form must include a copy of the program or conference brochure as well as the required registration form for the activity.** In the event that a registration form is not yet available, suitable documentation confirming date/location will suffice until the registration form is submitted. **A completed *Authorization for Substitute* form (3-part form) must be submitted with the *Request for Support* form. The Principal's signature is required. In the "Approving Department" section please fill in "P.P.D.F."**

   In the case of a collaborative professional development activity i.e. (in-school or between school collaboration), an explanation with an itinerary shall be submitted.

   Applications with incomplete information or without appropriate documents will be returned with a request for resubmission.

2. The funding for the Personal Professional Development Fund is from 01 July – 30 June of the next year. These dates are used to calculate the funding and/or activity allocation maximum for any member. These calculations are based on the actual date of the activity, not on the date of approval. Applications for the following year will be accepted the first school day in June.

3. Applicants to the Personal Professional Development Fund cannot access Divisional funds from other sources for the same event.

4. The application must be sent to the R.E.T.T.A. Office by 4:30 p.m. one week prior to the meeting date for it to be considered at that meeting.

5. **Late Submissions: *Request for Support* forms received at the RETTA Office while the activity is in progress or after the activity has been held WILL NOT BE CONSIDERED.**

6. Funding will be allocated only for those amounts specified on the PPDF expense form.

7. The applicant must make his/her own registration, travel and accommodation arrangements.

8. The applicant must arrange on his or her own approval for any required leave of absence.

9. Any monies not claimed within twenty (20) teaching days will be returned to the fund.

10. Applicants who have been funded for an activity and who are unable to attend must inform the Committee of the Personal Professional Development Fund as soon as possible so that these monies can be made available to others.

III. Criteria for Funding

The following criteria will be used to review and make decisions on individual applications:

- relevance to professional assignment
- relevance to related activities as part of professional assignment
- relevance to subject area professional development
- relevance to individual growth plan outcomes
- relevance to personal professional development needs
- relevance to student learning and teaching practice

IV. Specific Funding Guidelines

1. A general operating guideline of the fund for the committee will be:

   - Approximately seventy percent (70%) of the fund for conference fees and expenses.
   - Approximately thirty percent (30%) of the fund for substitute costs.

2. Activities may be funded to a maximum of five hundred dollars ($500) in a given school year per teacher in Canadian funds.

   In addition, **substitute teacher costs** to a yearly maximum of seven (7) days **are allocated over and above the maximum allowable funding.** (Please note, that days approved by P.P.D.F. are considered as part of the total number of out-of-classroom days.) However, if there is no registration fee the substitute costs will be applied to the teacher's total for the year.

   Up to two activities may be funded per school year but total funding will not exceed the five hundred dollar ($500) limit. **Substitute teacher costs are funded in addition to this amount.**

3. Professional development activities, of at least two days' duration, which are outside of Greater Winnipeg, will have travel expenses, meals ($75.00 per diem), accommodation allowance and registration fees reimbursed to the applicant upon the receipt of a completed Personal Professional Development Fund Report and original receipts up to a maximum of five hundred dollars ($500).

4. Once every three years, a teacher may access a $1850.00 maximum allowance in a lump sum for an out-of-Winnipeg activity. Out-of-Winnipeg professional development is limited to Canada and the continental United States. For professional development opportunities offered beyond Canada and the continental United States the fund may be accessed for professional development events during the summer break.

   To qualify for the maximum $1850.00 a teacher must:

   a) Be eligible for maximum funding in the current school year. He/she may apply for funding up to a maximum of $1850.00 once every three years. If approved, no other funding will be granted in the current school year.
   b) Not have accessed any Personal Professional Development Funds (including substitutes) in the current school year.
   c) Make every effort to consider events closest to Winnipeg.
   d) Reimbursement for exchange rate will be based on the documentation forwarded. For example, VISA statement, bank receipt, etc…

5. If out-of-Winnipeg funding is received for up to the $1850 maximum, a teacher will be ineligible for any funding the following year.

6. Funding will be allocated by the Personal Professional Development Fund Committee based on the following expenditures and allowance:

Eligible Expenses	*Ineligible Expenses*
Conference/Workshop Registration:	
➢ Actual registration fee ➢ Registration fee including membership fee if the combined total is equal to or less than the non-member registration fee	➢ Separate membership fee to the organization ➢ Late fees ➢ Materials/resources cost if over and above registration fee
Travel	
➢ Return trip by Automobile: For events outside of greater Winnipeg/capitol region, mileage at the divisionally stipulated rate and parking (if applicable) ➢ Bus etc.: Commercial carrier ticket cost – Greyhound Bus Lines, Grey Goose Bus Lines, etc. ➢ Airplane: Economy class return airfare ➢ Flight cancellation insurance ➢ Baggage fees (1 piece of checked-in luggage) (baggage fee receipts and e-ticket or boarding pass required)	➢ No expenses covered (mileage, parking) for events taking place within greater Winnipeg/capitol region ➢ Taxi fares to conference/workshop events within greater Winnipeg/capitol region ➢ Personal travel health insurance ➢ Baggage fees associated to a second or more pieces of luggage or baggage that is overweight ➢ Mileage and parking expenses associated with flights departing from a location other than Winnipeg, unless pre-approved by the PPDF Co-chairs (pricing/expense comparison required)
Accommodations	
➢ Single room hotel costs including all taxes and hotel fees for all dates stipulated on the conference registration, plus one additional day (itemized hotel receipt required)	➢ Room service charges ➢ Hotel room telephone, internet or Wi-Fi expenses ➢ Any additional charges for services included on the hotel bill
Per Diem	
➢ $75.00 per day (conference days plus a maximum of two travel days included) for expenses associated to meals, assorted ground transportation costs, etc.; to be used at the traveller's discretion – receipts not required. ➢ ***In the event of a partial travel day, the per diem will be prorated based on the following meal allowance:*** ***Breakfast $10.00*** ***Lunch $20.00*** ***Dinner $30.00***	➢ Receipt/claim for ground transportation to and from the Winnipeg airport (mileage, parking, taxi fares) ➢ Receipt/claim for ground transportation at the conference site (car rental fees, car insurance, fuel, public transportation, taxi fares) ***(the per diem allowance may be used to cover these expenses)***

Caution: Discount travel booking services do not provide refunds in the event of cancellations. The PPDF will not absorb a member's personal financial loss if booking was done through such a service.

Note: These Guidelines will be reviewed annually.

7. The following **will not be funded**:
    a) S.A.G.E. or E.F.M. fall conference registration fees
    b) any conference that falls on Manitoba Teachers' Society Professional Development Day regardless of the number of days
    c) post-secondary courses taken for credit
    d) payment for late fees
    e) membership fees (unless the combined membership fee plus registration fee is the same or less than the non-member registration fee)
    f) any expenses other than registration fees for activities within the Greater Winnipeg Capitol Region
    g) print or media resource – unless included in cost of registration
    h) supervision for student conferences or activities, including those conferences that include professional development sessions but where the supervisory role supersedes professional development
    i) where the sole purpose of attendance at the conference session is to fulfill the duties or the office you hold within an external organization
    j) where the sole purpose of attendance at the conference is to act as a facilitator/presenter and where there is remuneration for services provided
    k) teachers who have provided written notification of her/his retirement to the Division

8. No funding will be allocated when the activity occurs while the applicant is on full time leave/or on secondment.

9. The Personal Professional Development Fund Committee is responsible for funding decisions only. A request for leave to attend any professional development activities is the responsibility of the applicant and must be completed and processed by the applicant.

10. Applicants must submit a report on the activity to the R.E.T.T.A. Office within twenty (20) teaching days after attending the activity. Reports must be submitted on the approved form. This report will be filed at the Association Office.

V. Special Considerations for Funding:

1. In the case of multiple applications for the same activity:

    - Schools with under thirty (30) teachers on staff a maximum of three (3) funded applicants
    - Schools with thirty (30) and over teachers on staff a maximum of four (4) funded applicants
    - Each of the Board Office/Kildare/E.R.C./SSSU/SSCU is considered to be a school site.

2. In the case of a national conference held in Winnipeg funding will support up to ten (10) participants.

3. In the case of multiple applications to the same out-of-Winnipeg activity, funding will support up to eight (8) participants.

4. Members of the Personal Professional Development Committee or the Personal Professional Development Fund Committee applying for funding will be excluded from the decision-making process regarding their personal application.

VI. General Rules for Request

1. For funding purposes, the P.P.D.F. will be divided into four funding periods. (Please note that these amounts have been identified by examining past funding request data.)

July-September	$ 30 000
October-December	$ 90 000
January-March	$ 90 000
April-June	$ 40 000
Total	$250 000

2. At any point during the budget year, (July-June) one may apply for funds. However, funding by period will be allocated on a first come, first served basis. Please note that requests for July and August will be considered on the first school day in June.

3. The PPDF Committee acknowledges the importance of the beginning of the school year (or semester) for both students and educational staff as it is the time when routines, expectations and relationships are established. The PPDF Committee recognizes the stresses and complexities of the end of the school year for educational staff and students. As a result, the PPDF Committee may require further investigation prior to its decision to support an application occurring during this time.

4. Any surplus funds from one period will be carried over to any of the remaining periods.

VIII. Appeals

An appeal of a Personal Professional Development Fund Committee decision should be made in writing within twenty (20) teaching days to the Personal Professional Development Fund Appeal Committee. Decisions taken by the Professional Development Fund Appeal Committee will be final.

Funding for a successful appeal from the Personal Professional Development Fund Committee will be taken from the total allotment of the next Personal Professional Development Fund Committee meeting.

The Appeal Committee will be constituted annually and will consist of one member of River East Transcona School Division (Central Office) and two members of River East Transcona Teachers' Association.

IX. Database/Budget Allotment Statement

1. A database report indicating all funding to teachers, as well as a budget allotment statement will be available for each Personal Professional Development Fund Committee meeting for reference.

2. The database will be updated by the secretary assigned to the Personal Professional Development Fund following each meeting.

Note: These Guidelines will be reviewed annually.