



**RIVER EAST TRANSCONA SCHOOL DIVISION  
RIVER EAST TRANSCONA TEACHERS' ASSOCIATION  
GUIDELINES FOR  
COLLABORATIVE PROFESSIONAL LEARNING PROJECTS  
July 1, 2019 - JUNE 30, 2020**

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The River East Transcona Teachers' Association and the River East Transcona School Division are committed to supporting Collaborative Professional Learning Projects (CPLP) through the use of the Personal Professional Development Fund (PPDF). This funding is to support teacher-initiated professional learning that focuses on problems of practice to improve instruction and ultimately student learning. These projects will take the form of **action research and/or study groups** and may be funded up to \$1,000.00 per project.

**Project Requirements**

1. The proposed project is a collaboration among a group of **four or more** members of The River East Transcona Teachers' Association. One person in the group is designated as the Project Leader.
2. Clear learning focus, rationale, and plan are outlined.
3. The group is committed to pursuing a project that brings teachers together to study and implement promising practices in one of the following areas:
  - a. Classroom instruction and/or management approaches,
  - b. Curriculum planning and assessment,
  - c. Classroom culture, climate and inclusive education,
  - d. Indigenous education,
  - e. Equity, social justice, and diversity, or
  - f. Collaborative learning and teaming.
4. Project activities and purposes are consistent with school and division policies (Each group is responsible for obtaining the required permission prior to the initiation of the project).
5. Proposal includes a draft meeting schedule and projected expenditures.

**Please note:** The type of inquiry project, number of teachers involved, and impact on teacher practice and agency are some factors that will be considered during the approval process

## **Funding Parameters**

1. Funds may be used to cover the costs of:
  - release time (substitute teachers),
  - professional learning books or study materials needed to further the work of the group (to a maximum of 20% of total project funding, exclusive of substitute costs).
2. Project ideas may grow out of involvement in other committees or university courses, but funds **may not** be used to:
  - support research activities that are to be used for academic credit as part of a university course or the equivalent,
  - conduct programs or research sponsored by other bodies,
  - purchase “packaged” materials or programs for instructional purposes,
  - purchase electronic devices, or
  - purchase equipment and/or instructional supplies for the classroom, school or community.

## **Reporting Requirements**

1. A final report of the CPLP must be submitted by **May 1<sup>st</sup>, 2020** at the latest. A template will be provided.
2. Projects **must include** plans for sharing results with teaching colleagues through, but not limited to, presentation at conferences and/or meetings, and/or publication of reports in newsletters or RETTA website.

## **Timelines**

**\*\*Timelines must be adhered to in order to receive the CPLP funding\*\***

October 1, 2019

Application deadline, including all Member Intent Forms

November, 2019

Notification of project approvals

May 1, 2020

Final report and financial overview (expenses, receipts, etc.) due

## **Contact**

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