



**RIVER EAST TRANSCONA SCHOOL DIVISION
 RIVER EAST TRANSCONA TEACHERS' ASSOCIATION
 FINAL REPORT for
 COLLABORATIVE PROFESSIONAL LEARNING PROJECTS
 July 1, 2022 - JUNE 30, 2023**

2022-2023 Collaborative Professional Learning Projects

Final Reporting Form

This final report is not due until May 1st but can serve as a guide throughout the year as the group meets and plans.

Due: May 1, 2023

Name of Project Leader:

School:

Telephone:

Email:

Please list names of all participants

Name	School

Detailed Breakdown of Expenditures – Show all expenditures related to the project. Supporting invoices and receipts **must** be attached. Attach additional sheet if needed.

Items	Actual Cost
<i>Facilitator or Presenter Expenses</i>	
<i>CPLP Materials (not to exceed 20% of total grant)</i>	
<i>Actual Release Time (Do not list cost, just number of meeting dates)</i>	
<i>Total Expenditures</i>	\$

Report Summary

Focus of Project: Describe how your project changed or affected your practice. What evidence do you have to support this?

Schedule and activities: List key dates and outcomes of meetings.

Sharing of work: Describe the means by which results of the project have been shared.

Facilitation process: How did the facilitated process enhance the work of your team?

What else would have been beneficial in the facilitation process?

Sustainability: How will the work of the group continue into the next year?

PLEASE **KEEP A COPY** OF YOUR FINAL REPORT.

Please **Email** this form to **RETTA** (treasurer@retta.mbteach.org)