River East Transcona Teachers' Association
River East Transcona School Division
Guidelines for
Personal Professional Development Fund
July 1, 2026 – June 30, 2027

The **Personal Professional Development Fund (PPDF)** 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 (RETTA).

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
- Collaborative Professional Learning Projects (CPLP) to support teacher-initiated professional learning that focus on problems of practice to improve instruction and ultimately student learning. These projects will take the form of action research and/or study groups. An explanation with an itinerary shall be submitted.

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 PPDF Committee shall have the responsibility to ensure that the 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**.** A link to information clearly indicating the date, time, location, cost and topic/sessions of the conference must be provided at the time of registration (ex. official conference website).

A completed *Authorization for Substitute* form (3-part form) must be submitted with the *Request for Support* form. The Principal's signature is required. *Authorization for Substitute* forms should be sent to the Administration Offices with attention to Ryan Francis, the Authorizing Department and Name section should read: *PPDF-Ryan Francis.* All applications must be clearly legible.

In the case of a Collaborative Professional Learning Project, an explanation with an itinerary shall be submitted via the appropriate application forms.

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 after 6:30 a.m. on 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. **Late Submissions: *Request for Support* forms received at the RETTA Office less than two (2) weeks prior to the start of the activity WILL NOT BE CONSIDERED.**

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

6. The applicant must make their own registration, travel and accommodation arrangements. The use of discount travel agencies (ex. Expedia, Kayak, Travelocity etc.) is strongly discouraged due to problematic refund policies.

7. The applicant must arrange on their own approval for any required leave of absence.

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

9. 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 inquiry growth plan outcomes
- relevance to student learning and teaching practice

In some cases, the committee may request further clarification around how an application meets these criteria.

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, CPLPs, 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 PPDF 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.

   Substitute teacher costs are funded in addition to this amount, and will be allocated for the dates stipulated on the member's **conference registration**, plus a travel day on either side of these dates.
   In instances where a conference ends prior to 1pm on the final day, every reasonable effort should be made by the member to return home that same day.

   In the event of domestic travel delays that are beyond the member's control, members can apply for substitute costs for **one additional day** provided the following are met:

   a) A domestic flight delay causes the member to miss their connecting flight, resulting in an additional day of travel.
   b) A domestic flight is cancelled by the airline with no option to reschedule for the same day, resulting in an additional day of travel.

   In the above scenarios, the member can apply for **one additional day** of paid leave if a workday is missed. To be considered, members must provide copies of their **original travel itinerary**, **documentation regarding the delay or cancellation** and their **revised travel itinerary**.

   NOTE: When a conference begins on a Sunday, travel to the conference is expected to take place on Saturday. When a conference ends on Saturday, travel home is expected to be completed on the weekend.

   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 ($135.00 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 $3000.00 maximum allowance in a lump sum for an outof-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. Teachers in a second year of a term contract may only apply for out of province funds to the October meeting. Priority for this funding shall be given to teachers on permanent contracts.

5. If out-of-Winnipeg funding is received for up to the $3000.00 maximum, a teacher will be ineligible for any funding the following year.

6. Collaborative Professional Development activities will be funded as follows;
    a) To a maximum of $1,000 per project. **Substitute teacher costs are funded in addition to this amount.**
    b) Four or more (4+) CPLP participants may access a total of two (2) full days or four (4) half days of release time each.

7. Funding will be allocated by the Personal Professional Development Fund Committee based on the following expenditures and allowance: (see page 5)

Reimbursement of PPDF Funds

To qualify for the maximum $3000.00 a teacher must:

a) Be eligible for maximum funding in the current school year. The member may apply for funding up to a maximum of **$3000.00** 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, or within Canada.

d) **Reimbursement paperwork requirements are as follows**:
- A completed expense form and conference report, submitted within twenty (20) teaching days following the PD.
- Itemized vendor receipts for Flight, Transport (if applicable), Hotel, and Conference Fees.
- A copy of the member's credit card statement indicating the lines for each vendor receipt, **or** screenshots of this information from the member's banking app.
- For US travel, exchange rate must be visible on vendor receipt and/or credit card statement **and** indicated in the expense form.

e) In the event expenses of flight or accommodation are shared between 2 members claimants must each claim 50% of the cost.
- Both members are required to claim their 50% portion on the PPDF reimbursement expense form, indicating their travel partner's name and their claimed portion.
- A separate expense form is required from both members.

Please note, in accordance with Divisional accounting regulations, expenses must be split equally to qualify for reimbursement.

f) In the event of flight changes and their associated charges, member must also provide a brief written rationale when claiming the expense. Final approval for the reimbursement of these charges falls under the purview of RETSD's CFO.

g) Additional information may be requested from the division to verify the validity of a claim. The information provided may affect reimbursement eligibility.

h) Reimbursement expense claim forms may be adjusted by RETTA or RETSD based on the supporting documentation submitted by the member.

Expense Eligibility

Eligible Expenses	Ineligible Expenses
Conference/Workshop Registration:	
➢ Actual registration fee ➢ Separate membership fee ➢ Registration fee including membership fee if the ➢ the Non-➢ Materials/resources cost if over and member registration fee registration fee, except in	to the organization Late fees combined total is equal to or less than above the case of CPLP, but not to exceed 20% of the total project funding (exclusive of the substitute costs).
Travel	
➢ Return trip by Automobile: For events outside of greater Winnipeg/capitol region, mileage at the divisionally stipulated rate and parking (if applicable) ➢ Airplane: Economy class return airfare ➢ Flight cancellation insurance ➢ Baggage fees (1 piece of checked luggage) ➢ Baggage fee receipts and e-ticket or boarding pass **are required**	➢ No expenses covered (mileage, taxi, uber/ride share, parking) for events taking place within greater Winnipeg/capitol region ➢ Personal travel health insurance ➢ Baggage fees associated to additional items/overweight items ➢ 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 (**an itemized hotel receipt** and **credit card statement** showing corresponding accommodation charges are required)	➢ Room service charges ➢ Hotel room telephone, internet or Wi-Fi expenses ➢ Any additional charges for services included on the hotel bill
Per Diem	
➢ $135.00 per day (for all dates stipulated on the member's conference registration 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 $15.00** **Lunch $20.00** **Dinner $35.00**	➢ Receipt/claim for ground transportation to and from the Winnipeg airport (mileage, parking, taxi, uber/rides share) ➢ 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:

The use of discount travel agencies (ex. Expedia, Kayak, Travelocity etc.) is strongly discouraged as refunds can potentially be denied.

The PPDF <u>will not</u> absorb a member's personal financial loss if booking was done through such a service.

8. The following **will not be funded**:
    a) MTS PD Day or E.F.M. fall conference registration fees
    b) any conference that falls on MTS PD 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 (except in the case of CPLP, but not to exceed 20% of the total project funding (exclusive of the substitute costs).
    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 their retirement to the Division
    l) Teachers in their first year of a term contract.
    m) Teachers who are known to not be returning to RETSD the following year.

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

10. 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.** Final approval of leaves falls under the purview of RETSD Assistant Superintendent – Human Resources.

11. Applicants must submit a report on the activity to the RETTA 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
    - SSUP, SSUK, ERC, McLeod are considered school sites.

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 PPDF will be divided into **two** funding periods. (Please note that these amounts have been identified by examining past funding request data.)

July - January	$ 130,000
February - June	$ 145,000
Total	**$ 275,000**

2. **Funding for Professional Development in the first funding period will be accepted starting 6:30 a.m. on the first school day in June. Funding for the second funding period shall be accepted starting 6:30 a.m. on the first school day in October. Following the opening date, applications may be submitted for the period in question at any point within that period.** Funding by period will be allocated on a first come, first served basis.

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 period.

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.