

Kelsey School Division Box 4700 The Pas, MB R9A 1R4 Phone: 623-6421	Code: GCLA
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GUIDELINES FOR THE APPLICATION OF PROFESSIONAL DEVELOPMENT

Preamble:

Professional staff will, from time to time, want to attend conferences, seminars, and workshops related to their professional development which occur in locations outside of The Pas and for which there are travel and accommodation costs involved. These guidelines indicate how and to whom these teachers can apply for financial assistance.

1. Professional Development Funds are available from two sources:
 1. Division P.D. Budget (funds administered by the Superintendent's Department)
 2. Divisional Professional Development Committee of the Kelsey Teachers' Association (funds administered by that committee).

2. Professional staff **MUST** apply for funds in the following order (if funding is to be requested from either or both of the sources). Application forms for all Professional Development activities should be submitted to the Superintendent at least two weeks prior to the date of the activity. Otherwise, they cannot be processed properly.
 1. Divisional P.D. Budget - Superintendent's Department.
 2. Division Association P.D. Committee Budget - Chairperson, P.D. Committee.

3. Where applicable, professional staff should list all of the appropriate costs for the seminar, workshop, conference, etc. event they wish to attend, ie.
 1. travel costs
 2. accommodation (commercial or private) and meals
 3. registration costs
 4. cab fares, ground transportation
 5. substitutes

Should a teacher make private arrangements for overnight accommodation with friends or relatives, the total cost to the school Division - ie. travel to the residence, gifts, or any other form of payment in compensation for or as a "thank you" for the hospitality, shall not exceed 80% of the

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costs that would otherwise have been incurred in lodging (including meals where necessary) at a commercial establishment that would likely have been used at that locality.

All necessary advertising, brochures, and information which clearly specifies the length of the conference, themes, speakers, etc. must accompany the application. Late requests or requests with insufficient information will be tabled for future meetings.

Level of Support Available From The Division:

- (a) Superintendent's Department - Division P.D. Budget
1. Where the Division requests that a teacher or teachers attend a particular P.D. event, the Division is prepared to pay all expenses identified in (3) above.
 2. Where a teacher or teachers request permission, with funding assistance, to attend a P.D. event, the Division is prepared to support expenses up to a maximum of approved expenses.
 3. Where a teacher or teachers request permission, without funding assistance, to attend a P.D. event, the Division is prepared to assume the substitute costs necessary to cover the teacher(s) absence, if attendance is approved.

Application for this funding assistance is made through the Inservice/Conference Request Form. These forms are to be sent to the Superintendent at Kelsey School Division office. The administration in the school should be made aware by the teachers of these applications by members of his or her staff. The administration is responsible for signing these forms indicating they have discussed the request with the teacher and approves the attendance in accordance with the attached list of criteria.

The Superintendent's department will reply to the teacher(s) indicating one of the following:

- (a) supports the application and indicates the funding provided.
- (b) supports the application but no funding assistance to be provided.
- (c) does not support the application.

Should a teacher wish to apply to the Teachers' Association for assistance, a copy of the application form will be available to Kelsey Teachers' Association P.D. Committee chairperson. The decisions are final and not subject to appeal so all information must accompany the application and definite plans made. The

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teacher then indicates acceptance of the funding assistance and/or permission to attend. At an appropriate time after the event, the teacher shall submit an expense reimbursement form to the Division. The reimbursement will be checked against the approval form, and a cheque for the monies owing will be sent to the teacher. No monies will be reimbursed unless approved by the Superintendent from the Inservice/Conference Request Form. All registration fees and other reimburseable fees will be reimbursed to the applicant upon the receipt of a report as indicated below and a copy of the registration receipt. It is expected that professional staff who attend a conference, seminar, or workshop will share the information received with others in the Division both formally and informally. The formal requests may come from the Division, the Association P.D. Committee, the staff of another school, or schools or combinations of these possibilities. In any event, an inservice report must be filed with a copy to the Division office, the principal, and a copy to the KTA P.D. Committee Chair. It is expected that local P.D. activities will result from the applicant's attendance at inservices and P.D. opportunities.

(b) Kelsey Teachers' Association Professional Development Committee

When applying to the Teachers' Association P.D. Committee, the teacher must indicate what support, if any, has been obtained from all other sources to attend the P.D. event in question.

The Chair of the P.D. Committee will then notify the teacher of the level of support provided (if any), and the teacher indicates to the Chair acceptance of that support level. Reimbursement of funds shall be made after the event has taken place.

Summary

Teachers have two sources of funding to assist them to attend P.D. events. They are, in the order in which they should be applied to for assistance:

1. The Superintendent's Department P.D. Budget - by Inservice/Conference Request Form.
2. Kelsey Teachers' Association P.D. Committee Budget (Chair of P.D. Committee).

Level of Support Provided by Each Level:

It is felt that as P.D. sessions and conferences benefit the teacher as well as the school Division, teachers should contribute to opportunities which benefit them in the profession; thus the funding will be as follows:

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- Superintendent's Department - maximum of 75% of approved costs, 100% of the approved costs, if the teacher attends under 3(a) (1)
- As determined by KTA P.D. Committee

The per diem allowance for out of town activities, based on the KSD rate, and all registration fees will be reimbursed upon receipt of a report and a copy of the registration receipt.

A teacher may apply to either or both of these sources.

Teachers attending P.D. events have a responsibility to share their findings with other staff both formally and informally.

Departmental Committee Sub Costs

Teachers will be responsible for the initial costs of registration, travel, meals, and accommodation as well as making their own travel plans. The reimbursement will be made after all terms of this policy have been adhered to.

Any teacher who is absent from school to serve on a Departmental, Provincial, or Local Division Committee must fill in the leave form. The school Division will recover from the particular organization the cost of the substitute for the period of their absence whether a substitute was required or not.

The same is true when a teacher gives an inservice for another school Division or agency.

A card file will be established at the Division office which will indicate for each teacher the P.D. event attended, level of funding, etc. These files will be made available to the P.D. Committee upon request.

N.B. ALL REQUESTS SHOULD BE MADE IN SUFFICIENT TIME TO ALLOW FOR THE ABOVE STEPS TO TAKE PLACE AND MEET THE APPLICATION DEADLINES FOR THE PARTICULAR P.D. EVENT IN QUESTION BUT MUST BE MINIMUM TWO WEEKS PRIOR TO EVENT.

Guidelines For Principals' Recommendations for Teachers to Attend Inservices/Conferences

Principals should look at the following guidelines while making their decisions as to recommendations for attendance.

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1. Assess the potential benefit to the students in the school, class, or Division.
2. Assess the benefit to the Division as a whole.
3. Assess the applicability of the conference topics to the actual subject area handled by the teacher.
4. Assess the sharing that has been or will be provided to the remaining staff.
5. Take into account the number of inservices this person has applied for and/or has attended in the past.
6. Assess the teacher's personal needs becoming more effective in the classroom.
7. Assess the economic factor (ie. number of \$ versus benefit derived).
8. Assess whether the applicant's request to attend is based only on a personal desire. Is it for a personal benefit only and/or is it a concept in which the individual is personally interested?
9. Assess the need for the Division to have someone trained in this area.
10. Assess the need for the applicant to go based on the applicant's previous reluctance to attend sessions.