

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

A. Applications

For professional staff wishing to attend conferences, seminars, and workshops related to their professional development which occur in locations outside of the Kelsey School Division and for which there are travel and accommodation costs involve, these guidelines indicate how and to whom they may apply for financial assistance.

1. Professional Development funding may be available from the following sources:
 - a) Kelsey School Division Professional Development budget (funds administered by the School Division Superintendent)
 - b) Professional Development Committee of the Kelsey School Division (funds administered by that committee).
 - c) Special grants provided by organizations or agencies to meet their specific needs.

2. Professional staff must apply for funds in the following order (if funding is to be requested from either or all of the sources). Application forms for all Professional Development activities shall be submitted to the Superintendent at least one month prior to the date of the activity so that they may be processed in sufficient time.
 - a) Special grant, when applicable, via the organization or agency involved.
 - b) School Division Professional Development budget via the Superintendent.

3. The Kelsey School Division Professional Development Committee will review applications forwarded by the Superintendent.

4. Applications for financial support submitted by professional staff shall list all of the appropriate costs for the particular seminar, workshop, conference, or event including:
 - a) travel costs
 - b) accommodation (hotel or private) and meals
 - c) registration costs
 - d) taxi, ground transportation
 - e) substitute costs

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5. For a teacher making private arrangements for overnight accommodation with friends or relatives, the cost to the School Division shall be as per policy BHD (Compensation & Expenses).
6. All necessary advertising, brochures, and information which clearly specify 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.

B. Principal Recommendations for Teacher Attendance at Inservice or Conferences

Principals will utilize the following guidelines in making recommendations for attendance at an inservice or conference by a member of the school professional staff:

1. Assess the potential benefit to students in the school, class, or school division as a whole
2. Assess the applicability of the conference topics to the teaching responsibilities of the teacher.
3. Assess the sharing that has been or will be provided to the professional staff.
4. Take into account the number of inservices this teacher has applied for and/or has attended to date.
5. Assess the teacher's personal needs to becoming more effective.
6. Assess the economic factor (ie. costs versus the benefit derived).
7. Assess whether the applicant's request to attend is only a personal benefit and/or is a concept in which the school is involved.
8. Assess the need for the school division to have a resource person in this area.
9. Assess the educational requirement for the applicant to attend.

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Support for Professional Development Regulations

A. Level of Support Available

1. School Division Professional Development Budget

- a) Where the School Division requests that a teacher or teachers attend a particular professional development event, the School Division may pay all expenses identified in (A. 3) above.
- b) Where a teacher requests permission, with funding assistance, to attend a professional development event, the School Division may support expenses to a maximum of approved expenses.
- c) Where a teacher requests permission, without funding assistance, to attend a professional development event, the Division may assume the costs of a substitute necessary to cover the teacher(s) absence, if attendance is approved.
- d) Application for funding assistance is made through an Inservice/Conference Request Form sent to the Superintendent at the Kelsey School Division office via the principal in the school. The school administration is responsible for signing this form, indicating that the request has been discussed with the teacher and approval for the teacher's attendance has been given in accordance with the established criteria (see E below).
- e) The Superintendent will reply to the teacher indicating one of the following:
 - (i) support for the application is granted and indicating the funding to be provided.
 - (ii) support for the application with no funding assistance to be provided.
 - (iii) support for the application is not granted.
 When appropriate, the Superintendent may provide modified support for travel and/or accommodation when more than one teacher is attending the same inservice event.
- f) The decision is final and not subject to appeal, so all information must accompany the application and definite plans made.

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- g) The teacher will indicate acceptance of the funding assistance and/or permission to attend. Within one week after returning, the teacher shall submit an expense reimbursement form to the School 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 reimbursable fees will be reimbursed to the applicant upon the receipt of a report as indicated below and a copy of the registration receipt.
- h) Professional staff who attend a conference, seminar, or workshop will share the information received with others in the School Division, both formally and informally. The formal requests may come from the School Division, the Teachers' Association Professional Development Committee, the staff of another Kelsey Division school. An inservice report must be filed with a copy to the School Division office, the principal, and a copy forwarded to the K.T.A. Professional Development Committee Chair.

B. Level of Support Provided

1. Where attendance at a professional development event and/or conference is solely for the personal benefit of a teacher, attendance funding (if granted) will be limited to a maximum of 75% of the approved costs.
2. Where the School Division requires teacher attendance at an inservice or conference, 100% of the approved costs will be authorized.
3. Support for costs by the Kelsey Teachers' Association is determined by K.T.A. Professional Development Committee.
4. The travel, accommodation, and per diem allowance for out of town activities based on the Kelsey School Division rates and regulations, and registration fees, will be reimbursed upon receipt of a report and receipts for expenses incurred.

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C. Manitoba Department of Education Committee Requests

1. A teacher who is required to be absent from school to serve on a Department of Education, provincial, or Kelsey School Division committee or to give an in-service for another school division or agency, must fill in the "Leave Request Form". Such requests shall be made in sufficient time for an accommodation for the teacher's absence to be made, and at least two weeks prior to the event.
2. The School Division will recover from the particular organization the cost of the substitute for the period of the teacher's absence, whether a substitute was required or not.
3. The teacher will be responsible for the initial cost of registration, travel, meals, and accommodation as well as making travel arrangements. Reimbursement will be made after all terms of this policy have been adhered to.
4. A record maintained at the School Division office will indicate for each teacher the professional development event attended, level of funding, etc. This file will be made available to the K.T.A. Professional Development Committee upon request.