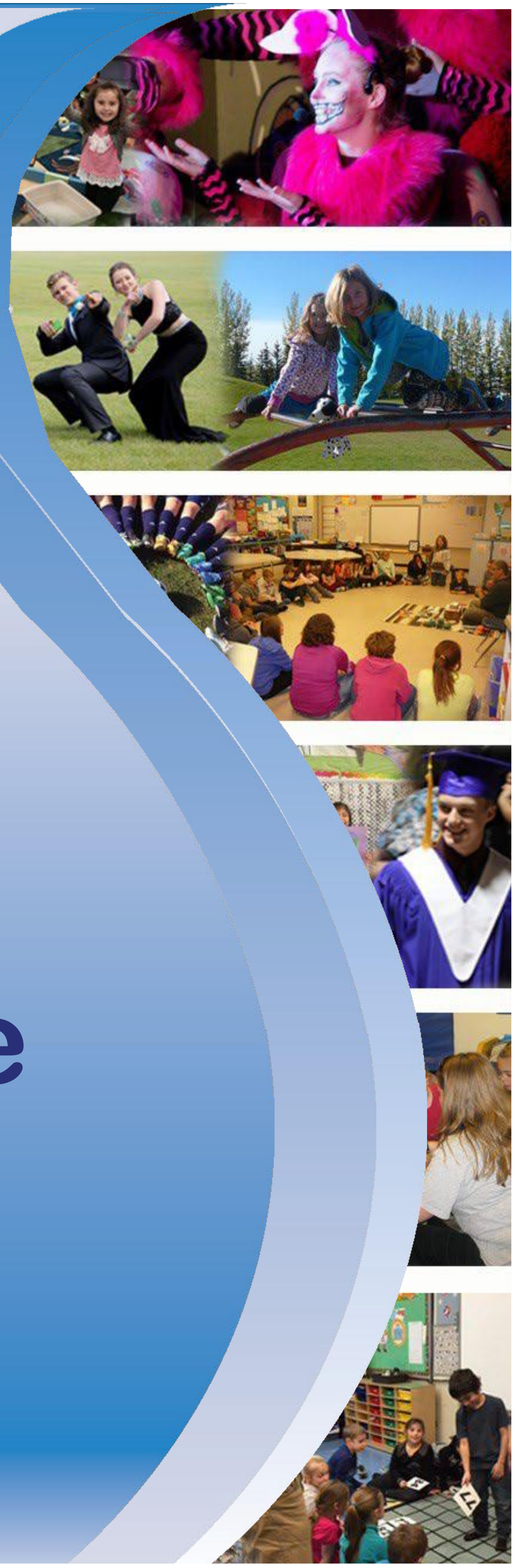
SWAN VALLEY SCHOOL DIVISION

SVSD PD Committee Manual



SVSD PD Committee Manual

Preamble

Swan Valley School Division believes that collaborative professional development planning is necessary to collectively accomplish divisional goals/priorities and to meet the professional needs of teachers and educational assistants. PD opportunities should relate to professional assignment, related activities as part of professional assignment, subject area professional development and/or personal Professional Growth Plans (PGP), which may include divisional, school or individual learning goals.

Lindstrom & Speck (2004) define professional development as,

"a lifelong, collaborative learning process that nourishes the growth of individuals, teams, and the school through the daily, job-embedded, learner-centered, focused approach. It emerges from and meets the learning needs of participants as well as clearly focuses on improving student learning."

Composition of PD Committee

The PD Committee will be comprised of a teacher representative of each SVSD school, the Superintendent, the Student Services Coordinator, a COSL representative, and Resource Teacher representative. The SVTA PD Chair will chair the committee.

A Quorum for voting at meetings shall be one half + one of current standing members. (10 members = 6 for quorum)

Duties of the PD Committee

- The PD committee is a decision-making body, operating with rules of order, agendas and minutes, financial reports. The draft minutes will be publicly shared with all SVTA members after the meeting.

- The Division or the SVTA executive may offer recommendations for improved programming or operation at any time. After receiving recommendations, the PD Committee will review.

- Annually review SVSD Professional Development Support and Claims Procedural Guidelines

-Develop and revise guidelines, which will guide the activities of the committee and align with the Strategic Plan. These guidelines will be made available for the School Board, administration, and staff members.

- Discuss and decide on annual formula for dispersing of PD Funds

Duties of the PD Chairperson

- Create monthly meeting agendas & chair meetings
- Coordinate and facilitate discussion between PD Committee & School Division, as necessary
- Obtain budget information as available from SVSD

Duties of the PD Committee Members

- Support annual and long-range planning of PD topic priorities
- Review PD calendar & support as requested
- Support planning and organization of divisional PD activities
- Plan and organize MTS PD Day for local options
- Attend monthly PD committee meetings as assigned; Communicate and report to and from assigned schools with any relevant PD information based on agenda minutes
- A PD rep designate will attend and report to SVTA at their monthly meetings
- Relevant information shared back to SVSD Board

School Budget Allocations

The SVSD PD committee has followed a formula for dispersing PD funds to schools. The formula is; Base + $500 per FTE teacher at the school. The base funding is $1,000. Management of school PD funds are the responsibility of the administrator and PD Committee representative.

Example: Sample School with 5 FTE Professional Staff

$1,000 + (5 x $500) = $3,500 School PD Budget

The current school division budget equation is based on the FRAME funding model

Manitoba Collective Bargaining Agreement

Refer to CBA – LINK HERE

SVSD Professional Development
Support and Claims Procedural Guidelines

Note: *Claim forms will only be processed at the conclusion of the PD Activity.*

The Superintendent or Designate approves the Divisional PD request and the Principal approves the school based PD requests, the amount of subsidy will be indicated.

You are responsible to issue payment for registration fees, accommodations, travel, meals, etc.

Out of province Professional Development, must be approved by the Superintendent who will inform the Board.

**Updates for expense costs to be reimbursed will be completed as per the Manitoba Government Masters Agreement each October*

In an effort to streamline the claims process, the following Procedural Guidelines have been outlined to assist you:

1. Registration Fees

a) Actual fees paid by receipt.

b) The actual receipt (not a photocopy) must be attached showing GST where applicable.

c) Photocopy of credit card statement in lieu of a receipt is **NOT** acceptable.

d) PD activity for which there is no registration fee please attach a copy of the notification regarding the activity. This is required to demonstrate to the respective regulatory authorities that SVSD has internal controls in place for reimbursement of travel expense claims. Additional information, such as the agenda outline or a copy of feedback form would also be helpful.

2. Accommodation Expenses

a) Actual room charges and applicable taxes are reimbursed up to the approved maximums as outlined, which is currently $150 for single and $180 if two people stay together.

b) Actual itemized hotel invoice/receipt (not a photocopy) showing payment was made.

c) Incidental costs such as but not limited to, local or long distance telephone calls, etc., are not claimable.

d) When sharing accommodations, the names of all occupants are required to support the payment of up to $180. It is helpful to note on the claim who paid for the room if you shared accommodations. That way we know you haven't overlooked claiming for a hotel room.

e) Photocopy of credit card statement in lieu of an invoice/receipt is **NOT** acceptable.

f) Electronic receipts which do not itemize GST and other details are **NOT** acceptable. In order for SVSD to claim a GST rebate, The Canada Revenue Agency, is specific on GST requirements. They are also problematic for internal controls, i.e. Hotels.com, Expedia.com, etc.

g) An employee who stays with friends, etc. may claim up to the maximum of $30.

h) Accommodations are not to be booked through third-party websites

i) Hotels with Preferred Rates (up to date as of May 2025) - direct billing available

i. Clarion Hotel & Suites – Rate: $120/night
- 3130 Victoria Avenue, Brandon
- 204-728-5775; 431-815-9486
- Website

ii. Birchwood Inn [formerly: Holiday Inn Airport West] (Winnipeg) - Rate: $127/night
- 2520 Portage Avenue, Winnipeg
- 204-885-4478
- Website

3. Transportation

a) Division Van

i. Administrative Procedure 703 outlines the usage of a Division van for staff attending Professional Development opportunities, specifically when 2 or more people are attending, a Division van, if available, may be used.

ii. If you fuel the van using your funds, submit the actual receipt with your SVSD Travel Expense Claim form. Photocopy of credit card statement and/or receipt is **NOT** acceptable.

b) Mileage

i. When a personal vehicle is used, the kilometer rate shall be the prevailing rate as approved by the Board of Trustees. The vehicle rate will be paid on the basis of one car for up to four occupants when more than one person is going to the same seminar or destination at the same time. Please indicate on the SVSD Travel Expense Claim form whom you travelled with if you did not use your own vehicle.

ii. For out of province PD event locations, the lessor of air travel or Division kilometer rate shall prevail. This is on the same terms that the Board of Trustees operates. Method of travel and reimbursement amounts shall be defined as part of the PD application/approval process, not after the fact.

c) Air/Bus Travel

i. Actual receipt (not a photocopy) must be attached showing GST where applicable.

ii. Actual receipt for taxi or shuttle/bus service between airport and hotel in Professional Development location. The same for transportation between hotel if applicable and departure airport i.e. Winnipeg or Regina.

iii. Photocopy of credit card statement is **NOT** acceptable.

iv. Electronic receipts which do not itemize GST and other details are **NOT** acceptable. *(i.e. Expedia.ca, Hotels.com, etc.)*

4. Meals

A per diem payment will be made for attendance at a Professional Development activity using the Provincial Government rates approved by the Board of Trustees. Receipts are not required. Meal(s) included with your accommodations and/or the PD event is deemed to have been reimbursed; accordingly, not reimbursable through this per diem allowance.

Professional Development in Canada, outside Manitoba and Outside Canada

A per diem payment will be made for attendance at a professional development activity in Canada, outside Manitoba and outside Canada equal to $50 per day (countries currency) beginning with the day prior to the FIRST day of the professional development activity and ending on the day after the LAST day of the professional development activity to a maximum of 5 days. The intent of this per diem is to cover the cost of meals, parking, telephone calls, entertainment, and any other expenses not expressly reimbursed. No receipts are required for submission.

5. Amendments/Cancellation Procedure

Any **amendments/<u>cancellations</u>** of a Professional Development activity, for which support has been previously approved, must be submitted, **<u>in writing</u>**, (preferably via email) to the attention of your Principal and Superintendent or Designate. The Teacher is responsible for cancelling the substitute teacher if one was already booked.

6. SVSD PD Locally Hosted Sessions

- On school directed PD days, if food and/or drink are provided, funds shall come from school allocated funds
- On MTS PD Day, the PD Committee may provide food and/or drink from the fees & dues from the locally offered sessions
- On full staff days (eg. Treaty Training, Responsive Classrooms, etc), funds for food and/or drink, if provided, shall come from the SVSD budgetAnnual guidelines for per-person cost will be provided.

7. Tuition Bursary Application

The SVSD PD Committee supports the pursuit of life-long learning. Therefore, we welcome applications for a tuition bursary. SVTA Members and SVSD Educational Assistants are encouraged to submit applications reflecting coursework completed from an accredited post-secondary institution. The following must be provided:

1. Proof of payment.
2. Record of completion or letter from an accredited institution confirming successful completion of the coursework.
3. A brief description of the correlation to your professional practice.
4. Submit paperwork to pdlist@svsd.ca to the attention of the PD Chair(s).

Depending on funds and number of applicants, the bursary will vary to a maximum of $499.99. Coursework will only be considered from the <u>current</u> academic year (e.g., July 2024-June 2025).

Applications must be received by the first Monday in June of the current academic year, with a limit of one submission per person per year. Successful applicants will be notified by the PD Chair(s).

Email notification of the opening of the application window for the Tuition Bursary will be sent out in May each year.

An email will be sent out following reconciliation of funds to keep members up to date on the process and any disbursement of funds.

Support and Claims Procedural Guidelines

Reference Guide for Location Distances

Benito	77	
Bowsman	39	
Birch River	87	
Minitonas	36	
Dauphin	354	
The Pas	460	
Thompson	1242	
Flin Flon	850	
Brandon	708	Via Dauphin: 670
Neepawa	627	
Portage la Prairie	810	
Winnipeg	1062	
Yorkton, SK	360	
Saskatoon, SK	900	
Sapotaweyak	221	
Cormorant	611	
Roblin	246	
Clear Lake	508	
Regina, SK	732	
Mafeking	142	
Cowan	97	

SWAN VALLEY SCHOOL DIVISION
PROFESSIONAL DEVELOPMENT REQUEST

SCHOOL ____ DATE _________________________

NAME ____ Substitute required: ____Yes ___No

P.D. Event ____ P.D. Location ______________________

P.D. Date(s) ____ AM _______PM _______

INVOICE SUBSTITUTE COSTS: (***Provide contact with complete billing address***) ____________________

____

(Attach receipts for Reg. Fee and Hotel to your Expense Account Form)

OUT OF DIVISION EXPENSES ***(Must be completed in full)*** ***(Check the following if applicable)***

Reg. Fee ___________ Hotel Acc. ____________ Meals ___________

Transportation: ***(check one)***

1) Taking car _______ Travelling with ______________________
2) Busfare _________ Division Van _________
3) Airfare ________ (Please review Policy on back re transportation)

BENEFITS: (State educational relevance for your Professional Development - for your students; for your peers.)

____

____

Principal: ____ Approved ______

Superintendent/Designate ____________________________ Approved ______Not Approved ______

PAYROLL INFORMATION

____SCPD ~ School Professional Development Budget

____PD ~ Divisional Professional Development

____SSM ~ Student Services Meeting

____WSH ~ Workplace Safety & Health

____SPEC ~ Special Education

____ADMIN ~ Administration Meeting

____DEPT ~ Manitoba Education

____Other ____________________________

Copy returned to school ____________________________ Recorded ______________________________

Revised December 2023 (Grey)

PROFESSIONAL STAFF VISITATION AND CONFERENCES

Attendance of staff members at conferences is with the approval of the Superintendent if within the Province of Manitoba and Saskatchewan. Board notification is necessary for all other out-of-province/country staff development requests.

The individual staff member shall complete a Professional Development request form, which must be approved by the Principal of the school, if the expenses are to be charged to the School PD Fund. If the PD expenses are to be charged to the Divisional PD Fund, approval must come from the Superintendent or designate. If approved, reimbursement for the event may be partial or in accordance with the following:

a) Accommodation: Rate of up to $150.00 per day for single occupant, and up to $180.00 if two occupants. Receipts required. An employee, who stays with friends, etc., may claim $30.00 per day, without a receipt.

b) Meals: Daily meal allowance is as per Provincial Government rates. No receipts necessary. Breakfast $8.64, Lunch $10.84 and Dinner $18.37.

c) Transportation:

1) **$0.47/kilometer rate** when a car is used. The car rate will be paid on the basis of one car for up to four occupants when more than one person is going to the same seminar or destination at the same time.

2) Equivalent of bus fare, if preferable, when only one person is travelling.

3) Excursion airfare to Winnipeg return with no overnight accommodation recognized when the session is one day or less. If the session is more than one day, accommodation will be recognized for the evening(s) within the conference/seminar.

At the time the Superintendent approves the request, the amount of subsidy will be indicated.

"Professional Development is a lifelong, collaborative learning process that nourishes the growth of individuals, teams, and the school through the daily, job-embedded, learner-centered, focused approach. It emerges from and meets the learning needs of participants as well as clearly focuses on improving student learning." Lindstrom & Speck 2004

SWAN VALLEY SCHOOL DIVISION
TRAVEL EXPENSE CLAIM

NAME ____________________________________ SCHOOL_____________________________

DATE(S) __________________________________

PURPOSE _________________________________ PLACE_______________________________

∆ NO FEE ***(attach proof of registration, example email confirmation)***
Or
∆ REGISTRATION FEE ***(attach receipt)*** $ ________________

HOTEL ACCOMMODATION ***(attach receipt)*** $ ________________
(Defined on back of page)

∆ Shared with _____________________________
Or
∆ PRIVATE ACCOMMODATION $ ________________

TRANSPORTATION_________ km @ .47 $ ________________

Bus Fare $ ________________

Airfare $ ________________

Meals	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date							
Breakfast							
Lunch							
Dinner							

Meals (Breakfast $8.64, Lunch $10.84 and Dinner $18.37) $ ________________

TOTAL EXPENSES $ __________

Employee Signature ____

∆ School PD Budget
∆ Divisional PD

Mailing Address ____

Approved by ____ Date _________________________
Superintendent or Designate

PROFESSIONAL STAFF VISITATION AND CONFERENCES

Attendance of staff members at conferences is with the approval of the Superintendent if within the Province of Manitoba and Saskatchewan, where the distance from Swan Valley School Division is less than it is to Winnipeg. Approval of the Board of Trustees is necessary for all other out-of-province staff development requests.

The individual staff member shall complete a Professional Development request form to be approved by the Principal of the school and, subsequently, sent to the Superintendent for final approval.

If approved, reimbursement for the event may be partial or in accordance with the following:

a) Accommodation: Rate of up to $150.00 per day. (If two or more stay together, the lessor of or actual $180.00 room rate.) Original receipts required.

An employee who stays with friends, etc., may claim $30.00 per day, without a receipt.

b) Meals: Daily meal allowance is as per Provincial Government rates. No receipts necessary. Breakfast $8.64, Lunch $10.84 and Dinner $18.37.

c) Transportation:

1) $0.47/kilometer rate when a car is used. The car rate will be paid on the basis of one car for up to four occupants when more than one person is going to the same seminar or destination at the same time.

2) Equivalent of bus fare, if preferable, when only one person is travelling.

3) Excursion airfare to Winnipeg return with no overnight accommodation recognized when the session is one day or less. If the session is more than one day, accommodation will be recognized for the evening(s) within the conference/seminar. Up to $20.00 taxi costs will be reimbursed, with original receipts.

At the time the Superintendent approves the request, the amount of subsidy will be indicated.

Professional Development is viewed as an essential activity for professional staff. Responsibility for this is shared by the individual teacher, the Division and the Swan Valley Teachers' Association. Costs, too, must be shared.