**STA Contractual PD Guidelines**

**SUNRISE TEACHERS' ASSOCIATION CONTRACTUAL PROFESSIONAL DEVELOPMENT FUND**

**POLICY AND GUIDELINES for 2023-2024**

**Overview**

The Contractual Professional Development Fund (article 28 of the Collective Agreement) was created as a result of the Sunrise School Division and Sunrise Teachers’ Association collective bargaining in the 2011-2012 school year. For the purposes of Professional Development, all professional staff is considered to be teachers as per the Collective Agreement.

The Contractual Professional Development Fund (CPDF) is intended to stimulate individual professional growth and provide financial assistance for as many teachers as possible. All teachers, except those on leave, have access to funds regardless of contract time.

This assistance will be used to fund attendance at conferences, seminars, webinars, workshops, professional programs, and professional development resources organized by outside agencies. It may also be used to fund attendance for collaborative, teacher-initiated professional development activities as per the guidelines.

The fund is intended to assist teachers in their professional development. It is recognized that this development will be of the kind that is beneficial to the division. An example of these benefits includes the sharing of information with other staff members and the development of expertise in areas deemed to be priorities in the division.

**Although the fund is intended to assist teachers in their professional development, it is recognized that this development will be of a kind that is also beneficial to the Division.**

1. **Contractual Professional Development Fund Committee**

 **1.01 – Membership**

 The Contractual Professional Development Fund Committee shall consist of up to five (5) members:

* 1. The Association President
	2. Professional Development Chairperson
	3. Up to three (3) members-at-large

 The members-at-large shall be appointed by the committee chair and approved by council.

 **1.02 – Duties and Responsibilities**

 The Contractual Professional Development Fund Committee shall have the responsibility to:

* 1. Ensure that the CPDF functions as outlined by the Collective Agreement
	2. Review and make decisions on individual CPDF applications
	3. Review reports on the activity of the CPDF on a regular basis
	4. Provide information to the Sunrise School Division and the Sunrise Teachers’ Association on the experience of the CPDF

 **1.03 – Chairperson**

 The chairperson shall be the STA Professional Development Chair or STA President in the absence of the STA Professional Development Chair.

**2. Application Procedures**

 **2.01 – Funding Period-**

* 1. The funding year for the CPDF is from July 1-June 30. These dates are used to calculate the funding allocation maximum for any member. These calculations are based on the actual date of the activity, not the date of approval.
	2. Applications for the subsequent school year will be accepted in the current school year, but will not be reviewed until March 1 of the current school year.

 **2.02 – Application Process-**

* + 1. Applicants must complete the **2023-24** CPDF “Application Form”. The Application Form must include a copy of the program or conference brochure as well as the required registration form for the activity. In the event that a registration form is not available at time of application to the CPDF, suitable documentation confirming the approximate cost, date and location will suffice until current information and registration becomes available.
		2. All Application forms must have the principal and/or supervisor signature authorizing the leave. Principals, Clinicians and Program Leaders require the signature of the Superintendent or designate.
		3. Applications with incomplete information or without appropriate documentation will be returned with a request for resubmission.
		4. Please allow up to 10 days to process PD applications. Applications must be received by the committee prior to the start of the activity. Application forms received while the activity is in progress or after its completion WILL NOT BE CONSIDERED. **Applications are not considered approved until confirmation of approval has been received.**
		5. Applications must be scanned (PDF) and Emailed to:pd@sunriseteachers.ca. Hard copies will not be accepted.

**3. Funding**

 **3.01 – Criteria-**

At least one of the following criteria will be used to review and make decisions on individual applications:

1. Divisional Goals
2. School Goals
3. “Teacher Professional Learning Plan” Growth Plans/Goals
4. Teaching Assignment

 **3.02 – Funding Amounts-**

* + 1. Activities within Manitoba may be funded to a maximum of Six Hundred fifty ($650.00). In the event that a substitute teacher is required, members will be funded to a maximum of Nine hundred dollars ($900.00) in a given school year per member) in Canadian funds.
		2. Activities outside of Manitoba may be funded to a maximum of One thousand six hundred fifty ($1650.00) plus up to three (3) days of Sub costs if required - see Section 4
		3. Out of Province PD activities and Conferences must be a minimum of two days in duration.
		4. Members are permitted to *convert* a previously accessed In-Province PD to an Out of Province PD, subject to the following:

1. The PD Out of Province (2nd funding term) deadline of November 1st has passed.

2. There are remaining spots and funds available.

3. The Member qualifies for Out of Province funding.

4. The maximum funding amount will be based on the current Out of Province maximum for which the Member qualifies, less the previously received In-Province amount.

 **3.03 – Funding order-**

 Funding will be allocated by the Professional Development Fund Committee based on the following types of expenditures and allowance in rank order:

1. Substitute Teacher costs
2. Registration fees
3. Travel: actual expense (economy class)
4. Automobile reimbursement at current MTS rates. To be reviewed annually.
5. Ground transportation: from destination airport to hotel and back using the most economical method possible.
6. Meals / accommodations
7. Dependent care outside of regular working hours
8. Parking

**3.04** – Funding will be allocated only for those amounts specified on the application form. The member will receive notification stating all approved expenses from the STA President.

 **3.05** – The applicant must make his/her own registration, travel and accommodation arrangements.

 **3.06** – The applicant must arrange approval for any required leave of absence and substitute forms.

 **3.07** – It is expected that STA members will make every effort to manage contractual professional development funds in the most logical, reasonable and economical manner.

 **3.08** – Professional development activities of at least two consecutive days’ duration within the province, which are further than 1 hour from the applicant’s home or school address (whichever is closer), will have travel expenses, accommodation allowance and registration fees reimbursed.

1. Meals (excluding alcohol) will be reimbursed at current MTS rate. Original **itemized** receipts are required.
2. For all PD activities, lunch (where not provided at the PD) will be reimbursed at current MTS rates. Original **itemized** receipts are required.

**3.09** - Mileage will be paid on the additional kilometers incurred beyond the applicant’s regular daily commute to / from work. Mileage will be paid at current MTS rates.

 **3.10 -** Funding will not be allocated when the activity occurs while the applicant is on leave.

1. The President will access Executive PD funds prior to contractual PD.

 **3.11 – Reimbursement-**

* 1. Original **itemized** receipts for reimbursement are to be submitted **to the Sunrise Education Centre.** Please submit using the Contractual PD Reimbursement Form (Be sure to keep copies of your receipts).
	2. Applicants who have been funded for an activity and who are unable to attend must inform the STA President by e-mail at stapres@mbteach.org, the first working day after the activity’s scheduled date, or sooner.
	3. Members may receive reimbursement in advance of the PD event with proof of payment. In the event that the applicant does not attend, 100% of any money paid in advance must be reimbursed to the STA PD fund. In the case of circumstances beyond the control of the applicant, funding will be reviewed on an individual basis.
	4. Any monies not claimed within thirty (30) teaching days of the completion of the activity, will be returned to the fund.
	5. Claims not submitted by June 30th of the current school year will not be eligible for reimbursement.

**4. Out of Province Funding-**

 **4.01** – A **permanent** teacher may apply to receive up to $1650 and up to 3 days of Sub costs for an out-of-province professional development, once **every three school years**, or **every year**, provided there are spots remaining **after the application deadline of November 1st**.

**4.02** – Teachers approved for out-of-province funding are not eligible for other funding covered by the CPDF.

 **4.03** – The applicant will make every effort, when applying for out-of-province professional development, to consider events closest to Manitoba.

 **4.04 – Terms-**

1. Out of Province funds shall be allocated over two terms during the CPDF funding year.

Term One: July 1st - December 31st (10 applications funded).

Term Two: January 1st - June 30th (10 applications funded).

1. The deadline for Term One applications for the upcoming funding year is April 1st of the current school year. In the event more than 10 applications are received for Term One, a lottery will be held at the next official STA Executive or Council meeting (April meeting).
2. The deadline for Term Two applications is November 1st of the current school / funding year. In the event more than 10 applications are received for Term Two, a lottery will be held at the next official STA Executive or Council meeting (November meeting).
3. Applicants for out-of-province funding will be informed of their funding status after the application deadline date, or after the lottery draw date (if necessary).
4. Applicants who are approved for out-of-province funding wishing to withdraw their application must inform the PD Committee of their intent to do so before deadline of the next term (November 1st for Term One or April 1st for Term Two).
5. In the event that an application is withdrawn, funds will be offered to the next applicant on the lottery waitlist. If no lottery was held, funds will remain available until the end of the term on a first come, first served basis providing the applicant meets the out of town funding requirements. (see section 4.01)
6. If registration or conference/activity information is not available prior to the term deadline date, applicants are asked to list the conferences / activities they are interested in attending, or the subject area in which they wish to receive professional development, on the application form. Applicants are asked to submit registration and a completed application form as soon as information becomes available for final approval.

**4.05** – For out of province activities, meal expenses will be covered at current MTS rates. Original **itemized** receipts are required.

 **4.06** – Reimbursement of non-Canadian currency will be based on the current daily exchange rate of that currency, as documented on a credit card statement or from an approved financial institution.

 **4.07** – Out-of-Province funds not allocated will be carried forward from Term 1 to Term 2.

**5**. **Manitoba Teachers’ Society Professional Development Day-**

 **5.01 –** Registration fees will be covered up to a maximum of one-hundred dollars $100.

 **5.02** – This $100 does not impact any other CPDF funding maximums.

 **5.03**– Members’ reimbursement amounts will be based on the lesser of: Registration costs *without* membership or registration costs *with* Membership.

 **5.04** – In order to be reimbursed, the correct reimbursement form and registration receipts must be submitted to the STA Office by the deadline date stated on the Application form.

 **5.05** – SAGE Presenters may apply for reimbursement for travel costs to / from the PD at current MTS rates up to a Maximum of $100.00 – in the absence of any costs covered or honorarium received. Contact the PD Committee for special application and expense claim forms.

**6. University Courses-**

**6.01** –University credit courses may have tuition costs covered to a maximum of Six hundred fifty dollars ($650.00)

**6.02** – Costs unrelated to tuition, including, but not limited to, travel, mileage, accommodation, will not be covered by the CPDF.

**6.03**- Substitute costs for Field-led courses or practicums will be permitted, to the funding maximum for University Courses.

**6.04** – Reimbursement for university tuition will occur once proof of successful completion and documentation (see section 3.11) is submitted to the Sunrise Education Center.

**6.05**– All applications must include a brief course description and a detailed cost summary, including all mandatory fees.

**7. Special Considerations-**

**7.01** – In the case of multiple applications to the same out of province activity, funding will not usually exceed a total of eleven thousand ($11,000.00) divisionally or 5 applicants. In the case of multiple applications to the same out of province activity from one school, funding from the out of province portion of the fund will not usually exceed six thousand six hundred dollars ($6,600.00) or 3 applicants.

**7.02** – In the case of a collaborative professional development activity (i.e. in-school or between schools) an explanation with an itinerary shall be submitted for consideration by the PD Committee.

**7.03** – Members of the Contractual Professional Development Committee or the Contractual Professional

Development Fund Committee applying for funding will be excluded from the decision-making process

 regarding their personal application.

**7.04 –** Professional Printed Resource Fund up to a maximum of $100 per year to be deducted from the member’s PD Fund yearly allotment.

 **a. Criteria-**

At least one of the following criteria must be used to review and make decisions on individual applications:

* + 1. Divisional Goals
		2. School Goals
		3. “Teacher Professional Learning Plan” Growth Plans/Goals
		4. Teaching Assignment

 **b. Application Process-**

Application Form must include a summary of the resource, how it will be used, as well as a cost. Please use a PD Application form and follow the regular application steps.

**8. Exceptions to Funding-**

 **8.01** – The following will not be funded by the CPDF

**a.** Membership fees- unless included in the cost of registration, mandatory, or beneficial to the fund.

**b.** Supervision for student conferences or activities, including those conferences that include professional development sessions but where the supervisory role supersedes professional development.

**c.** Where the sole purpose of attendance at the conference session is to fulfill the duties or the office you hold within an external organization

**d.** Where the sole purpose of attendance at the conference is to act as a facilitator / presenter and where there is remuneration for services provided.

 **e.** Private lessons / tutoring

**8.02** – Teachers who have provided written notification of their retirement to the Division, or who are on leave are not eligible for funding.

**9. Reporting-**

**9.01** – Successful applicants for Out of Province funding are required to submit a report upon conclusion of the activity. The report shall be sent to the PD Committee at pd@sunriseteachers.ca, outlining:

* + 1. STA member’s name
		2. STA members school/grade level/subject area
		3. Date of PD activity
		4. Summary of PD activity (one paragraph)
		5. What is your one big takeaway from this PD?

 **9.01 – a.** These reports will be hosted on the STA Website and / or Newsletter

**10. Appeals-**

**10.01** – An appeal of a Contractual Professional Development Fund Committee decision should be made in writing within twenty (20) teaching days to the STA President. The appeal will be reviewed by the STA Executive at an official meeting.

**11. Database/Budget Allotment Statement-**

 **11.01** – A database report indicating all funding to teachers, as well as a budget allotment statement will be available for each Contractual Professional Development Fund Committee meeting for reference.

 **11.02** – The database will be updated by the STA PD Committee.

 **11.03** – The database will be available for viewing by all STA Members at the STA Office.

**12. Guideline Amendment Process-**

 **12.01** The above CPDF guidelines can be amended according to the following process.

**a.** Requests for change must be received by the PD Chairperson no later than January 1 of the current school year.

 **b.** Amended guidelines will be presented to council at the January Council meeting.

 **c**. Debate and approval of the amended guidelines will take place at the March Council meeting.

**d**. The guidelines passed at the March Council meeting will take effect July 1 and apply to all applications for that funding year received after the March Council meeting.