

## **PD Fund Management Committee**

### **PTTA**

Gerry Sankar, President, PTTA  
Cathy O'Donnell, Vice-President - PD, PTTA  
Arlyn Filewich, Vice-President - CB, PTTA  
Cathy Sims, Pacific Junction School

### **PTSD**

Lawrence Lussier, Superintendent  
Ted Fransen, Assistant Superintendent  
Graham Bruce, Assistant Superintendent  
Craig Stahlke, Secretary Treasurer

### **Proposed Management Committee Meeting Dates**

October 7, 2008	1:30 pm - 3:30 pm
November 18, 2008	1:30 pm - 3:30 pm
January 19, 2009	1:30 pm - 3:30 pm
March 9, 2009	1:30 pm - 3:30 pm
May 12, 2009	1:30 pm - 3:30 pm
June 16, 2009	1:30 pm - 3:30 pm

### **Application Deadlines**

*September 29, 2008*

*November 10, 2008*

*January 12, 2009*

*March 2, 2009*

*May 4, 2009*

*June 8, 2009*

Current application forms are available online at both the following websites.

PTSD website: [www.pembinatrails.ca](http://www.pembinatrails.ca)

PTTA website: [www.ptta.ca](http://www.ptta.ca)



# **PROFESSIONAL DEVELOPMENT FUND 2008 - 09**

PEMBINA TRAILS SCHOOL DIVISION  
PEMBINA TRAILS TEACHER'S ASSOCIATION

In the interest of enhancing professional growth, the Division and the Association have established an annual fund of \$405,000 to be made available to Association members for the purposes of Professional Development. The fund will be administered by a joint committee, called the Management Committee, with equal representation from the Association and the Division.

All PTTA members have the right to apply to the Joint PD Fund for financial support once every year (July 1 – June 30) with the exception of Category 3 which can only be applied for once every two years. An application to Category 5 (additional University Coursework funding) can be made only after an approved funding in Category 2.

PD opportunities should relate to professional assignment, related activities as part of professional assignment, subject area professional development, and/or personal Professional Growth Model (PGM) plans which may include Divisional, School or Individual learning goals.

The PD Fund Management Committee will convene at least six times each year to review applications.

Applicants must apply **BEFORE** the activity takes place.

Applicants must supply original receipts for costs incurred along with the claim form. Credit card statements will not be accepted.

**A completed application form, with Principal/Supervisor's signature must be submitted to Ted Fransen, Assistant Superintendent.** A copy of the program and/or registration form must accompany the application. Current application forms are available online at both the following websites.

PTSD website: [www.pembinatrails.ca](http://www.pembinatrails.ca)

PTTA website: [www.ptta.ca](http://www.ptta.ca)

Any changes in previously approved support including cancellations must be submitted to the Chair of the joint Management Committee (Ted Fransen) as soon as possible for Management Committee approval.

Confirmation of funding with an approval number will be sent out immediately after the PD Fund meetings.

*All final decisions rest with the Management Committee.*

### **Category 1 - Local PD Opportunities**

*Up to \$400 plus the cost of up to two substitute days for a maximum of two local PD opportunities per school year.*

Criteria:

- within 75 km of the Perimeter Highway of the City of Winnipeg.
- workshops
- clinics
- conferences (This includes national or international conferences held in Winnipeg or within 75 km of Winnipeg.)
- allowable expenses for this category can include related materials required for the conference, workshop, etc. as well as reasonable meal costs, parking and mileage to the maximum of the \$400 allowed for this category.

- mileage for a PD event within 75 km of the city will be calculated as the lesser of:
  - ♦ distance between home and the PD event (return km)
  - ♦ distance between work and the PD event (return km)If attending from work, mileage is to be calculated from work and the PD event (return km).

### **Category 2 - University Coursework**

*Up to \$900*

Reimbursement for University, College or Continuing Education coursework as follows:

**University Coursework:** up to \$300 for 3 credit hours, \$600 for 6 credit hours, \$900 for 9 credit hours.

**Masters program:** up to \$900 per year for the first two years of a Masters program. Continuation fees or other course fees are not an allowable expense after the first 2 years of funding in this category for individuals in a Masters program.

Required textbooks and required related course materials are an allowable expense to the maximum of the stated amounts for the various course loads taken in this category. No mileage or meal expenses are allowed in this category.

### **Category 3 - Non-Local PD Opportunities**

*Up to \$1000 plus the cost of up to three substitute days.*

Criteria:

- PD opportunity must be at least two days in duration excluding travel time.
- PD opportunity must be greater than 75 km from the Perimeter Highway of the City of Winnipeg.
- Applicants will be eligible to apply to this category **once every 2 years.**
- Preferred eligible PD opportunities include:
  - ♦ major approved national or international conferences
  - ♦ workshops
  - ♦ clinics

### **Category 4 - Additional Opportunity Team Project Considerations (School-wide PD Activities are ineligible)**

*Up to \$1500 per team (2 or more individuals) including the cost of substitute days.*

In addition to an annual request for each member, consideration will be given to proposals of special topics or programs. Proposals need to be collaborative and teacher-initiated. Applications for this Team Project consideration must include a Team Project Consideration Form.

### **Category 5 - Additional Opportunity for University Coursework**

*Up to \$300*

In addition to the annual request allowed for each member in Category 2, this year an additional request for reimbursement may be made, to the maximum of \$300 for coursework towards obtaining qualifications for resource, counselling, school administration, English as an Additional Language, Exposure French and Teacher Librarian. Required textbooks and required related course materials are an allowable expense to the maximum of the \$300 allowed for this category. To be eligible for this category, individuals in a Graduate program would need to complete an additional 3 credit hours (after 9 credit hours are completed for Category 2). Individuals in a Masters program would be eligible if pursuing the qualifications listed above.