



SWAN VALLEY SCHOOL DIVISION

SVSD PD Committee Policy Manual



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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 support staff. PD opportunities should relate to professional assignment, related activities as part of professional assignment, subject area professional development and/or personal Professional Development Plans (PPDP), 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.

Duties of the PD Committee

- The PD committee is a decision-making body, operating with agendas and minutes, financial reports, and rules of order. It is understood that either the Division or the SVTA executive may offer recommendations for improved programming or operation at any time.
- 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 Committee Members

- Complete annual and long-range planning of PD topic priorities
- Designate usage of approved calendar PD days
- Plan and organize divisional PD activities
- Attend monthly PD committee meetings as assigned
- Communicate and report to assigned schools with any relevant PD information based on agenda minutes

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

$$\$1,000 + (5 \times \$500) = \$3,500 \text{ School PD Budget}$$

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.

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 \$130 for single and \$150 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 \$150. 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. The office of the Auditor General – Manitoba, is of the opinion that employee's should provide receipts showing what was purchased for the host i.e. food, gift, etc.

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, which is currently \$0.41 per kilometer. 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 lesser 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. Effective November 1, 2014 – breakfast \$7.85, lunch \$9.85 and dinner \$16.70. 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 (country's 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/cancellations** of a Professional Development activity, for which support has been previously approved, must be submitted, **in writing**, (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.

SVSD Professional Development

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	
Sapoteyak	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

___ SPEC ~ Special Education

___ PD ~ Divisional Professional Development

___ ADMIN ~ Administration Meeting

___ SSM ~ Student Services Meeting

___ DEPT ~ Manitoba Education

___ WSH ~ Workplace Safety & Health

___ Other _____

Copy returned to school _____ Recorded _____

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 \$130.00 per day for single occupant, and up to \$150.00 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 \$7.85, Lunch \$9.85 and Dinner \$16.70.
- c) Transportation:
 - 1) **\$0.41/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.

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**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 @ .41 \$ _____

Bus Fare \$ _____

Airfare \$ _____

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

Meals (Breakfast \$7.85, Lunch \$9.85 and Dinner \$16.70) \$ _____

TOTAL EXPENSES \$ _____

Employee Signature _____

Mailing Address _____

☐ School PD Budget Approved by _____ Date _____
School Principal

☐ Divisional PD Budget Approved by _____ Date _____
Superintendent or Designate

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