



# Professional Development Committee Handbook



<https://www.portageteachers.com/professional-development>

# Table of Contents

<b>Table of Contents</b>	<b>2</b>
<b>Mission Statement</b>	<b>3</b>
<b>Duties</b>	<b>3</b>
<b>Professional Development Committee Structure</b>	<b>4</b>
<b>Membership</b>	<b>4</b>
<b>Committee Functions</b>	<b>4</b>
Professional Development Funding Sub-Committees	5
Professional Development Sub-Committees	5
Duties of Members	5
<b>Budget</b>	<b>7</b>
A. Revenue Sources	7
B. PD Revenue Supports	7
Selling Off Seats	7
C. Honoraria	8
D. Teacher-Led Teaching – Education Leadership Grant	8
E. PD Funds for Individuals	8
F. PD Funds for Small Groups (minimum 3 - maximum 20 members)	8
G. Residency Grant	8
H. Summer Professional Development	9
I. MTS PD Day	9
<b>General Information</b>	<b>9</b>

# Mission Statement

The Professional Development Committee of the Portage Teachers' Association will provide opportunities for PTA members to grow professionally and to improve their teaching skills.

Professional development activities ranked from most effective to least effective:

1. individual and collaborative research
2. qualification programs
3. informal dialogue
4. reading professional literature
5. courses and workshops
6. professional development network
7. mentoring and peer observation
8. observation visits to other schools
9. education conferences and seminars

Comparison of Impact of Professional Development Activities

OECD 2009 Creating Effective Teaching Environments

The PD Committee will seek to fund and support the most effective professional development activities related to the school division's priorities as set out in the School Division Plan.

## Duties

1. Follow the professional development mandate established by the Manitoba Teachers' Society.
2. Organize professional development activities.
3. Allow for input and participation from PTA Members and community stakeholders in professional development activities.
4. Evaluate the effectiveness of professional development activities.
5. Remain current in research around effective PD practices.
6. Allocate funds from the Professional Development Autonomous Fund, as stated in the Collective Agreement (2014-2018), in a fair and equitable manner, for as many members as possible.

# Professional Development Committee

## Structure

The committee operates under Roberts Rules of Order: ½ the voting committee membership, plus one member, meets quorum.

## Membership

The names of members of the Professional Development Committee of the Portage Teachers' Association (PTA) will be recorded in the Report to the AGM. The chair (or co-chair) is selected by the Portage la Prairie Teachers' Association on a bi-annual basis. Representatives are chosen by their respective schools. There are 14 – 16 committee members, including the co-chairpersons. Schools providing the co-chairs may also have a representative.

Representatives for the PD Committee are allotted in the following manner:

- Co-Chairs (included in total if not also reps for their schools) (2)
- Portage Collegiate Institute (1)
- Representatives from each of the city schools\* and Oakville (7)
- Hutterian schools (1)
- Principals' Council (1)
- Student Services (1)
- Strategic Initiatives Learning Coordinator (1)
- Superintendent's Department (non-voting) (1)
- PTA President (non-voting) (1)
- Collective Bargaining (1)

Total = 17

Each voting representative is entitled to vote provided he or she is a member of the Portage Teachers' Association (PTA) currently serving in the Portage la Prairie School Division.

\*City Schools - École Arthur Meighen, École Crescentview, Fort la Reine, La Verendrye, North Memorial, Yellowquill

## Committee Functions

The PD Committee:

- establishes meeting dates

- appoints a secretary and a treasurer
- supports summer professional development
- provides professional development programs for a minimum of one division-wide in-service per school year
- supports in-school professional development committees in planning in-school PD sessions, when requested by administrators
- circulates information regarding professional development opportunities
- will establish a yearly budget for allocation of professional development funds- promotes and publicizes professional development activities within the community as part of ongoing public relations

## **Professional Development Funding Sub-Committees**

Final approval or rejection of applications is made by the Chair on the advice of the sub-committee. If consensus on an application is not possible, the application will be put to a vote by the full PD Committee.

## **Professional Development Sub-Committees**

Sub-committees are established when needed. A sub-committee may include PTA members who are not serving on the PD Committee.

- the sub-committee must submit reports on its activities to the PD Committee
- the PD Committee will determine the duration of the sub-committee's existence

## **Duties of Members**

### **1. Chair / Co-Chairpersons**

- call meetings of the PD Committee and notify representatives by email
- prepare an agenda for each meeting and email that agenda to the representatives
- oversee all committee activities
- are members of the PTA Executive and attend PTA Executive meetings to report on the PD Committee's activities
- draft a budget in conjunction with the PD Committee treasurer and share the draft with the PTA Executive
- ensure PD Committee members are aware of PD opportunities for area schools
- attend MTS regional meetings or send a surrogate
- communicate project numbers, descriptions, and budgets to the PD treasurer
- submit a year-end report to the PTA Executive

- train the incoming chairperson(s) and hand over relevant documents
- communicate current PD trends to committee members

## 2. School Representatives

- support successful applicants in executing Individual and Small Group Grants ensuring they submit receipts and PD Reflections
- accept receipts for PTA-sponsored PD to be forwarded to the PD treasurer
- attend scheduled meetings (chronic absenteeism may result in the chair requesting that the representative resign)
- keep an up-to-date record of PTA PD grants from their school, minutes, and other information
- keep informed on upcoming professional development opportunities for staff and the school division
- report professional development opportunities to staff members
- assist in planning and implementing professional development sessions

## 3. Secretary

- records minutes and distributes a copy to all committee representatives by email
- minutes are distributed prior to the next meeting

## 4. Treasurer

- receives all receipts for PD related expenses and copies these to the PTA treasurer
- keeps a written record of all expenses and revenue for the PD Committee
- prepares a monthly statement prior to the regular PD meetings
- PD financial information will be communicated to the treasurer of the Portage la Prairie Teachers' Association on a monthly basis
- prepares necessary documentation as per the Collective Agreement

## 5. Superintendent's Department (permanent non-voting member)

- advises the PD Committee on board policies and initiatives
- in the event of a conflict in PD planning, final decisions on professional development activities will be made by the Superintendent of the Portage la Prairie School Division "in the best interests of the students, employees, and division." (Portage la Prairie School Division Manual of Policies and Procedures)

## 6. Student Services Representative

- advises the PD Committee on student services PD requirements

## 7. Strategic Initiatives Learning Coordinator

- advises the PD Committee of educational initiatives and programs
- advises the Committee on current research and trends in effective professional development
- coordinates with the PD Committee to ensure division initiatives are met

#### 8. Webmaster

- responsible for updating the PD webpage at the request of the chair

## Budget

### A. Revenue Sources

Funding for the Professional Development Autonomy Fund was established by a Letter of Understanding between the Portage la Prairie School Board and the Portage Teachers' Association.

### B. PD Revenue Supports

PD funds pay for:

- speakers
- honoraria - speaker fees and expenses
- teacher-led facilitator training
- individual and small group professional development
- materials for volunteer PD activities
- other items as outlined in the annual budget

### Selling Off Seats

If you are planning to host a PD Event and are planning to sell off seats, please note:

Any or all "details" to do with the event must be completed through the organizer or group that was given the grant. Registration forms, money collections, receipts to be issued, and any other incidentals must be handled by the organizer. The PTA Treasurer or PD Co-Chairs will not have any responsibility in the organization of the grant. Cheques that are written out to the PTA for registration fees will be collected by the organizer and forwarded to the PTA Treasurer. Details like project number, budget number must be included in all materials.

All incidentals involved in the implementation of the grant should be paid out-of-pocket and reimbursed from the PTA Treasurer. Any profit made by the sale of seats must be returned to the PD Committee through the PTA Treasurer unless it is specified in the grant application that the profit is to be used for supplies such as books and subscriptions related to the grant.

## **C. Honoraria**

The Professional Development Committee is empowered to pay honoraria. For staff members an honorarium will only be provided if the work contracted occurs outside regular employment duties. The maximum honorarium for any single service is \$100.00 for a half day and \$200 for a full day. This amount may be split among co-facilitators at the discretion of the PD Committee. We do not allow leaves for planning professional development.

## **D. Teacher-Led Teaching – *Education Leadership Grant***

The Education Leadership Grant is meant to be a unique opportunity for teachers who have demonstrated a strong commitment to teacher-led peer-to-peer professional development.

The PD Committee provides an annual sponsorship for a teacher to attend a major conference leading to the recipient serving as a facilitator or teacher-to-teacher educator. This sponsorship is for training unavailable on a local level. The PD committee will cover all costs incurred in attending a major conference, to a maximum of \$3000.00. This funding will cover substitute costs, transportation costs (cab, car rental), accommodation, meals, and registration fees. The funding does not cover gratuities, alcohol or any other personal expenses. If funds allow, more than one grant may be awarded.

### **1. Criteria for Selection**

Applicants for an Education Leadership Grant should consult with the PD Co-Chair to check eligibility and then use the appropriate Google form (see Education Leadership Grant form and rubric on the PTA website). Preference will be given to members with a strong record of professional and community leadership.

### **2. Deadline for Application**

November 15<sup>th</sup> and February 15<sup>th</sup>.

## **E. PD Funds for Individuals**

PD Funds are available for individuals seeking to improve teaching skills through professional learning. The maximum allowable yearly grant, per applicant, is \$400.00.

## **F. *PD Funds for Small Groups (minimum 3 - maximum 20 members)***

PD funds are available for groups of PTA members (grade groups, subject groups) who are pursuing specific professional development objectives. The maximum allowable grant for a group project for any year is \$5000.00. (see Individual and Small Group Grant PD form)

## **G. *Residency Grant***

The Residency Grant is available to teachers who wish to engage in longer stretches of in-class professional development with a mentor. The grant is awarded annually to a single school, to a maximum of \$20 000.00. The mentor cannot be a current employee of the Portage School Division or a



member of the Portage Teachers' Association. Applicants should be consult with PD Co-chairs to confirm eligibility and then submit the application through the appropriate Google Form on the PTA website.

## H. Summer Professional Development

The PD Committee provides funding for summer professional development. Applications are managed by the Superintendent's Department.

### Application Process for Individual and Small Group PD Funds

1. Visit the PTA website <https://www.portageteachers.com/professional-development>
2. Consult with the PD representative from the school where you work.
3. The PD representative will assess the application and offer guidance where needed. The application is submitted through a Google Form on the PTA website.
4. The Grant Committee will receive the request. The options for the committee are as follows:
  - a. reject the request
  - b. return the request to the applicant requiring corrections or further information
  - c. fund the request
5. All requests for reimbursement must be accompanied by the *PTA Reimbursement Form* available from the School PD representative.
6. A PD Reflection is required within one month of completion of the project.

Applications will only be accepted through Google Forms.

## I. MTS PD Day

The PD Committee may reimburse up to \$50 for MTS PD Day session registration fees. This amount is subject to change at the discretion of the PD Committee based on available funds.

## General Information

- All PTA members who have paid their membership fees are entitled to apply for PD funding.
- It is recognized that association members are required to use the most economical means to spend PD funds. As an example, if PD of a certain type is available locally it should be pursued before asking for funding to travel out of the South Central region.
- Recipients of PD funding are required to share information publicly.
- Rates for PD Committee approved dining (per person) is up to \$51.50/day (current 2018 MTS rates). Receipts must be provided.

Items Excluded from Funding Guidelines

Where there are any questions regarding PD funding, the decision rests with the PD Committee. This exclusion list should be considered as a general guideline. Exceptions are possible through a PD Committee vote.

- applications through a second party
- payment for late fees
- membership fees
- entertainment costs outside the scope of the PD activity
- child/dependent care
- mandatory training required by the division
- alcohol
- meal and travel costs
- cancellation costs
- university course work