



The Board recognizes the importance of providing on-going opportunities for learning and improvement in order that staff may provide a quality educational program for all students being served by PRSD.

Allocation of Professional Development Funds

An annual professional development budget will be developed to provide financial support for professional development activities. The budget will identify designated amounts that will normally be dispersed in the following ways:

For individual professional development – The Superintendent/CEO will allocate funds to school budgets in an equitable manner for the individual professional development of teachers. Teachers shall apply to their administrator for access to this financial support. Expenditure will be subject to the approval of the school administrator.

For professional development related to school plans – The Superintendent/CEO will allocate funds to school budgets in an equitable manner for school improvement. Expenditure will be subject to approval by the school administrator.

For divisional initiatives – The Superintendent/CEO will allocate funds to a divisional budget to address divisional priorities and initiatives.

Procedures

The following procedures have been developed for administering in-service training for teachers and clinicians.

- The dates for Division in-service days for each school year will be set by the Board with consideration to the recommendations of the school administrators and the Superintendent/CEO. These will be incorporated in the school administration calendar and circulated to each school.
- In-service programs for specialty areas may be a part of an annual divisional professional development plan. Planning will be carried out with the authorization of the Superintendent/CEO.
- All other in-services within the Division will be organized under the authorization of the Superintendent/CEO with the assistance of the administrators and staff concerned.
- Requests for individual attendance at professional development sessions are to be initiated by the teacher or clinician concerned. School administrators may also recommend or direct teachers to attend a professional development session. Authorization for attendance must be obtained from the Superintendent/CEO on the prescribed Request for Professional Development/Meeting Leave form.
- The registration fee for in-service sessions may be reimbursed within budgetary limits to teachers and clinicians authorized to attend. Other expenses will be borne by the individual attending.
- Guidelines for attendance at out of province conferences are outlined in **policy DKC and DKC-R.**
- Exceptions to **(e) and (f)** above may be made at the discretion of the Superintendent/CEO in consultation with the personnel concerned.



Divisional Professional Development Committee

The Board supports the establishment of a divisional professional development committee. The Board believes that professional development is best served through the collaboration of administrators, teachers, clinicians and support staff.

Purpose:

- Assist the Division in its pursuit of its educational goals and the goals of Manitoba Education and Advanced Learning.
- Make recommendations to the Superintendent/CEO on the planning and delivery of professional development activities for teachers and clinicians.
- Plan, organize and promote professional development activities that strengthen the skills and expertise of teachers, clinician and support staff as appropriate.
- Foster and support the exchange of ideas, practices and materials among staff members.

Structure:

The structure of the committee may change from time to time based on divisional needs. Changes will be made with the authorization of the Superintendent/CEO. Typically the committee will consist of:

- Teacher representatives from each school. It may be arranged that a teacher represent more than one school.
- Representation from the administrative council that reflects the configuration of the Division's schools (for example Early, Middle and Senior Years)
- The Superintendent/CEO and/or a designate assigned responsibility for program development in the Division.

The member should be prepared to serve at least one year to support longer term planning.

The committee members and senior administration will determine the committee chair and secretary at the first meeting of the school year. Options for chairing the committee include a single chair or a co-chairing arrangement.

The committee meeting agendas are to be determined by the committee chair(s) in collaboration with the Superintendent/CEO or designate.

Duties:

The duties of the committee members include:

- Regular attendance at committee meetings;
- Regular reporting of the committee's work to the school staff at staff meetings;
- Sharing informed about upcoming conferences and events related to staff professional development needs;
- Maintenance of up to date records of pertinent material to be displayed in a location accessible to all staff;
- Providing assistance in planning local and divisional professional development opportunities;



- Informing in-coming professional development representatives of their responsibilities.

Other Divisional Leadership Committees

In addition to the divisional professional development committee the Board supports the formation of divisional committees that promote quality educational programming in specific areas. These committees will be established, continued and discontinued with the authorization of the Superintendent/CEO based on the needs of the division. In making the decision the Superintendent/CEO will consider information he/she receives from the following:

- The Professional Development Committee
- The members of existing divisional committees
- The Administrative Council
- The Department of Education

The Division expects there will be communication and coordination among these committees.

Preparation Allowances

Preparation time or honoraria may be provided to staff members who provide professional development sessions at the Division or school levels.

The decision to provide an honorarium will rest with the Superintendent/CEO who, in consultation with the pertinent divisional committee, will consider the following guidelines.

- A session must have received prior approval by the Superintendent/CEO or designate.
- A presentation must be at least one half day in length.
- Preparation time granted will be a maximum of a half day for a half day session and a full day for sessions of one day or more.
- An honorarium may be paid in lieu of preparation time and will be the equivalent of half the substitute rate for a half-day and the full substitute rate for a full day at the rate in place at that time.
- The preparation time allowance may be used in preparation for the session or for classes.
- Preparation time must be taken prior to the date of the professional development session.
- The staff member is expected to be at school during the preparation time. If preparation for the session requires the staff member to be away from the school, arrangements must be made with the approval of the school administrator.