

**Garden Valley Teachers Association / Garden Valley School Division  
Joint Professional Development Committee  
Policy and Procedure Handbook (revised January 2017)**

**I. GOALS / MANDATE**

The Professional Development Committee will:

1. Promote ongoing professional learning for all teachers.
  - By fostering and supporting the exchange of ideas, practices and materials among teachers.
  - By staying abreast of research and current developments in education.
2. Plan and implement professional development events for GVSD teachers:
  - By assessing the needs and interests of teachers.
  - By taking into consideration the strategic planning initiatives outlined by the department of Education and the Garden Valley Division Strategic Plan.
  - By evaluating the effectiveness of in-services organized.
  - By providing follow-up opportunities.
  - By providing support to teacher initiated Collaborative Learning Groups (CLG's)

**II. FUNCTIONS OF THE COMMITTEE**

The functions of the Professional Development Committee are:

1. To appoint a recording secretary at the first meeting.
2. To establish regular meeting dates at the September meeting.
3. To oversee the planning and organization of an annual professional development plan for the division's teachers, which may include Professional Development programs division-wide in the following areas:
  - Curricular (new and revised curricular changes)
  - Professional growth (readings & courses related to teaching)
  - Personal growth & wellness

**III. JOINT COMMITTEE STRUCTURE & FUNCTIONS**

**A. Committee Members**

1. G.V.S.D. Committee Representation may include:
  - Superintendent
  - Assistant Superintendent or
  - Other division office representative as determined by the Superintendent

2. G.V.T.A. Representation may include:

Up to 1 representative for every 15 teachers from a school unit, over and above those serving in the positions of Chairperson, Vice or Co-Chairperson, and Principal Representative:

- 2 Garden Valley Collegiate teachers
- 2 Northlands Parkway Collegiate
- 2 Winkler Elementary School teachers
- 1 Plum Coulee/Ekfrid Administration Unit teacher
- 2 JR Walkof School teachers
- 1 Southwood/Hochfeld Administration Unit teacher
- 1 Parkland Elementary School teacher (because of PKLD's size, should there be 2?)
- 1 Border Valley/Blumenfeld Administration Unit teacher
- 1 Emerado Centennial School
- 1 Prairie Dale School
- 1 Principal Representative
- 1 Resource/Special Ed. Representative
- 1 Clinician Representative
- 1 G.V.T.A. President Ex-Officio

3. To provide continuity, the Chairperson and Vice or Co-Chairperson of the Joint PD Committee shall be filled by the same persons serving in those positions on the GVTA PD committee. It is recommended that the joint Professional Development Committee Chair and Vice or Co-Chair alternate between teachers from Gr. 9 – 12 and K-8.

4. It is recommended that the Committee members be selected by the June PD meeting.

## **B. Sources of Revenue**

The Professional Development Committee's budget is derived from the school division's allocation of funds received from the provincial government and possibly also from local levy. It may be subsidized by teachers through the GVTA.

### Professional Development Funding

Costs for divisional in-services for principals and teachers are covered by this budget, based on prior agreement, by the School Division and the Garden Valley Teachers' Association. Costs for divisional in-services for non-G.V.T.A. members will not be covered by this committee's budget.

Joint PD funds may be used to support the following professional development opportunities:

- a. GVSD divisional PD days
- b. School-based PD days
- c. Small group/book studies

- d. Collaborative Learning Groups
- e. Purchase of PD materials

Also, each school unit is allotted a prorated amount to be used for professional development by the Superintendent. This money is separate from the PD Committee's budget.

#### Other Funding Arrangements

- The Manitoba Teachers' Society funds the PD chairperson's expenses incurred at the summer seminars.
- GVTA may fund the PD co-chair's expenses through the joint committee budget.
- GVTA may fund the regional PD meeting expenses incurred by GVTA members through the joint committee budget.
- Other funds may be applied for from the division office as needed.
- The joint PD committee will support release time (up to a maximum of 2 days jointly, subject to article 9.01 in the collective agreement) for the Chair and Co-chair to carry out the duties of the position. This release time is subject to principal approval.

#### Honorariums

For a Non-Garden Valley School Division Resource Person:

- All expenses will be covered by the joint committee budget as agreed upon in advance. .

For Division Resource Persons:

- The joint committee will pay an honorarium of \$50.00 per quarter day, \$100 per half-day, and \$200 per full day session to each resource person(s) for conducting in-services to GVTA members. For shared presentations, each presenter is to be paid the full honorarium.

#### **C. Operation of the Joint GVTA/GVSD PD Budget**

The GVSD pays its entire promised allocation of the GVTA. The GVTA takes on the responsibility of paying the expenses incurred by the PD Committee in the work of carrying out the annual professional development plan.

The GVTA Treasurer/PD Chair at the start of the school year makes a request to the division for a lump sum payment equal to the amount they promised to contribute to the PD committee's budget for that school year. This money is to be deposited in the GVTA PD account and used only as outlined in this document. .

The PD committee controls and is responsible for all the monies received for its budget.

Bills go to the PD Chair or Co-chair to be recorded and to be confirmed. They are then forwarded to the GVTA treasurer for payment. If bills go to the GVTA Treasurer first, the PD Chair or Co-chair needs to see copies of these bills and approve them, making

sure they are PD expenses, before the GVTA Treasurer will pay them. Regular communication between the PD Chair or Co-chair and the GVTA Treasurer must be ongoing.

## **D. Roles & Responsibilities**

### **Duties of the PD Chairperson**

The duties of the Professional Development Chairperson are:

1. To prepare agendas and to chair meetings.
2. To oversee all PD committee activities.
3. To coordinate and delegate responsibilities for professional development sessions that are the responsibility of the joint committee.
4. To attend GVTA executive meetings, regional PD meetings, MTS PD meetings and to report back to the joint PD committee as appropriate.
5. To work together with the GVTA in drafting a budget for the operations of the PD Committee. The PD Chair will make a written request for monies from the division via the Secretary Treasurer.
6. To manage a balanced budget by working closely with the GVTA Treasurer.
7. The PD Chair will make an annual presentation to the GVSD/GVTA Liaison Committee.
8. To ensure that an accurate updated record of the PD committee's activities is kept and passed onto the incoming chairperson
9. To assist with the transition of responsibilities to the incoming chairperson.
10. To oversee the payment of the PD Committee's bills.
11. To manage a balanced budget by working closely with the GVTA Treasurer.
12. To ensure accurate and updated financial records of the PD Committee's activities are kept.
13. To report the budget expenditures & income at each meeting.
14. To act as a liaison with the division office staff and the GVTA Treasurer concerning the PD budget, as the need arises.

### **Duties of the PD Co-Chairperson**

1. To share in the responsibilities as outlined in the "Duties of the Chairperson."
2. To ensure minutes are recorded and distributed to committee members prior to the next meeting.
3. To ensure that an accurate record of minutes is kept and passed on to the incoming Co-chair.

**Duties of School PD Representatives**

1. To attend meetings regularly (or send an alternate) and report back to the school unit.
2. To keep an updated record of agendas, minutes, staff bulletins, and other pertinent material.
3. To be informed of upcoming conferences and share this information with the school unit.
4. To assist in planning and implementation of school-based and division-wide in-services.
5. To act as a liaison with the school based PD committee and the joint GVSD/GVTA PD committee.
6. To assist with the transition of responsibilities to the incoming representative.

**Duties of the GVSD Representatives**

1. To work together with the PD representatives from the teachers' association in the process of planning and organizing the annual professional development plan, consisting of both division-wide and school-based PD sessions.
2. To work together with the PD Chairperson and Co-chair to develop a joint committee budget via:
  - Dialogue with the committee about its proposed budget, advising it with regards to divisional directions
  - To take the PD committee's request for money to the board for their contribution to the PD Committee's budget

Attachments:

**Pre-In-Service Checklist**

Session Topic: \_\_\_\_\_

Date of session: \_\_\_\_\_

Location of session: \_\_\_\_\_

<b>Person responsible</b>	<b>Responsibility</b>
	Presenter/Speaker ____ Confirmation (complete speaker's contract)

	Travel and accommodation required? <input type="checkbox"/> Pick up from airport <input type="checkbox"/> Return to airport <input type="checkbox"/> Hotel <input type="checkbox"/> Pick up morning of the session
	Reserve location of session (appropriate to numbers expected to attend) <input type="checkbox"/> Permit <input type="checkbox"/> Set up of chairs and tables, etc. arranged with the custodians <input type="checkbox"/> Stage required?
	<input type="checkbox"/> Session program/agenda for the day
	Supplies and Equipment needed: <input type="checkbox"/> Overhead and screen <input type="checkbox"/> VCR & TV <input type="checkbox"/> Extension chords <input type="checkbox"/> Poster paper, markers, etc. <input type="checkbox"/> Handouts
	<input type="checkbox"/> Sound System (booked, and someone to set-up and operate)
	Refreshment breaks <input type="checkbox"/> Beverages & snacks (\$4.00/person for the full day) <input type="checkbox"/> Cups, serviettes, stir sticks, etc. <input type="checkbox"/> Coffee makers <input type="checkbox"/> Water bottle/jug & glass for speaker
	Public relations <input type="checkbox"/> Press release(s)/announcement <input type="checkbox"/> Invitations to board members & advisory councils <input type="checkbox"/> Posters for schools
	Lunch arrangements for presenter & committee rep(s) <input type="checkbox"/> Book a restaurant & consider pre-ordering ( <b>remember P.O.#579</b> )
	<input type="checkbox"/> Signage – within the school indicating room(s) & session(s)
	Session facilitator – Greeter/Host <input type="checkbox"/> To introduce speaker <input type="checkbox"/> To thank speaker/present them with a thank-you card incl. Fee
	<input type="checkbox"/> Evaluation form distributed and results compiled
	Other:



# GVTA/GVSD Mini-SAG Professional Development Evaluation Form

*Please complete this evaluation form if you participated in the full or half day self-directed PD option. If you participated in two different half day sessions, complete one evaluation for each.*

**Topic:** “Self-directed PD”

**Session:** (please describe what you worked on) \_\_\_\_\_  
\_\_\_\_\_

Please check your school:

W.E.S. \_\_\_\_\_ Parkland \_\_\_\_\_ G.V.C. \_\_\_\_\_ B.V. Unit \_\_\_\_\_  
P.C. \_\_\_\_\_ S.W. Unit \_\_\_\_\_ J.R. Walkof \_\_\_\_\_ E.C.S \_\_\_\_\_

**Usefulness of self-direct PD day:**

Excellent   Good   Fair   Poor      Comments: \_\_\_\_\_  
\_\_\_\_\_

**Please comment on the following questions:**

1.      How was this session beneficial for you?
  
  
  
  
  
  
  
  
  
  
2.      What kind of follow-up would you like to have about this session?
  
  
  
  
  
  
  
  
  
  
3.      Suggestions for future PD (possible speakers, formats etc.)



# GVSD/GVTA Professional Development Small Study Group Session

## Purpose for Small Study Group Funds

Funds for small study groups have been set aside in the PD budget for the up-coming school year. These funds are intended to support teachers' expressed needs for specific topic studies not appropriate to the in-services of the general teaching body, as these topics could be addressed through school-based or division-wide sessions. These funds are set aside to promote the research of and/or exchange of educational ideas that will result in improved teaching within the classroom as opposed to the administrative aspects of teaching.

## Review Process

- Applications should be submitted prior to the scheduled PD committee meeting. (Currently meetings are held on the second Tuesday of every school month).
- Applications will be considered on a first come, first serve basis, and should be submitted no later than one month prior to the session date, allowing the committee to review them.
- The committee's decision will be informed by the stated purpose of the small study group funds. (see above)
- A more informed decision can be rendered if all the costs involved in a particular session are listed, even though the committee may not be able to cover the entire amount.
- PD will photocopy each application and return the original to the Small Study Group representative/contact person with the committee's response.
- If request is approved by the PD committee, *and a substitute is needed*, RTP's must be submitted on yellow paper, clearly marked with PD # 636-00. Please ask your PD representative for the memo that must accompany your RTP.
- Once the session has taken place, please submit all bills to be covered, (according to the agreement), to the PD committee together with a written summary and an evaluation of the event. Reimbursement will then be forth coming.

## Procedure for Small Study Group PD Applications

### Purpose for Small Study Group Funds:

*Funds for small study groups have been set aside in the PD budget for the school year. These funds are intended to support teachers' expressed needs for specific topic studies. These funds are set aside to promote the research of and/or exchange of educational ideas and information that will result in improving teaching within the classroom as opposed to the administrative aspects of teaching.*

1. Select a Contact person to complete and submit the PD form titled: "Application for Small Study Group PD Funds". *Groups will not be reimbursed for expenses that were not specified on the application.*
2. The Contact person will distribute a copy of the application to participants at each school (where applicable).
3. Each person wanting to participate in the Small Study Group **must** get their principal's signature of consent prior to submitting the application to the PD Committee for consideration.
4. Submit the "Application for Small Study Group PD Funds" form to your PD Rep. for consideration at the next PD meeting. (PD meetings are held the second Tuesday of every month @ 7 a.m.)
5. The Contact person will be notified of the status of their application after the PD Committee's monthly meeting. They will ensure the following takes place:
6. After (and if) the PD Committee approves a Small Study Group Application, all participants must submit an RTP like you would for any other PD session. **Make sure** it is photocopied on yellow paper (it is the same form used to RTP for any other session, just on yellow paper to help secretaries see that it must be billed to the PD committee). Please write on the RTP that this is being charged to: **account # 636-00**. Each person must also attach the following memo to their yellow RTP so staff at the division office know the GVTA PD Committee is to be billed for any sub costs or other expenses.
7. After your session, please submit any receipts for snacks (limit of \$2 per person, per  $\frac{1}{2}$  day session), or other expenses that were approved with your application. Along with receipts, if there are any, submit a summary and evaluation of the PD session (only one is required on behalf of the group). Reimbursement will then be forth coming.

*If you have any further questions, please speak with your PD Representative.*

# MEMORANDUM

To: PD Committee Reps, School Administration, Administrative Assistants  
From: PD Chair and Co-Chair  
Subject: Substitute billing for GVTA/GVSD PD Committee Requests

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Please attach this memo to your RTP for any PD committee related substitute requests that are to be paid for by the joint GVTA/GVSD Professional Development Committee.

**The substitute being requested by the attached participant should be charged to:  
Account # 636-00, not the school's PD fund.**

By attaching this memo to your RTP form, you are helping a number of people ensure that the funds are being charged to the appropriate account. This helps us to make sure school PD funds are not being misused.

Thanks in advance for your cooperation.



**GARDEN VALLY TEACHER'S ASSOCIATION PD COMMITTEE  
REQUEST FOR FUNDS FORM**

PLEASE USE THIS FORM TO REQUEST FUNDS. ATTACH ALL ORIGINAL  
RECIPTS AND/OR INVOICES.

ALL REQUESTS FOR MONIES SHOULD BE FORWARDED TO **THE PD  
TREASURER.**

DATE: \_\_\_\_\_ REQUESTED BY: \_\_\_\_\_

EVENT: \_\_\_\_\_

MAKE CHEQUE(S) PAYABLE TO: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

REASON(S) FOR REQUEST:

AMOUNT:

_____	_____
_____	_____
_____	_____
_____	_____

TOTAL AMOUNT: \_\_\_\_\_

ADDITIONAL INFORMATION:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## **Responsibilities for PD. Fundraiser Nutrition Breaks**

**The amount paid to provide both the morning and afternoon breaks is \$4.00 per person**

1. Purchase supplies: including water, coffee, cream, sugar, juice, fruits and vegetables and baked goods. Be sure to specify where the delivery of goods is to be made and get permission from the teacher whose classroom you may be using for snack delivery and preparation.
2. Set up coffee and juice to be ready for 8:30 (coffee takes an hour to percolate).
3. Set up morning Nutrition Break to include: juices, water, coffee, fruit and baked goods.
4. Set up afternoon Nutrition Break to include veggies and/or fruit, remaining baked goods, coffee and water.
5. It is imperative that all breaks be cleaned up by the group responsible.
6. Submit bill(s) to your PD Rep.  
(PD Rep must fill out PD expense form, then submit the form, along with the bill(s), to the treasurer of the GVSD PD Committee)

## **Lunch Fundraiser Option**

### **Responsibilities for providing lunch:**

Request opportunity to provide lunch. This will be discussed and approved at our GVSD PD. Committee meeting.

Set menu and price for meal.

Menu with pricing and sign up must be sent to each school. Specify deadline for sign-up.

Look after getting the numbers of people signed up for lunch from a PD. rep at each school.

Arrange with the host school to use facilities needed.

Setup and serve lunch.

Clean up lunch.