



**POLICY**  
**SUBJECT:**  
**APPROVAL DATE:**  
**REVISION DATE:**  
**PAGE:**

**GCL**  
**PROFESSIONAL DEVELOPMENT**  
December 8, 1987  
February 20, 2006, September 8, 2008  
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## **1. PROFESSIONAL DEVELOPMENT**

### **General**

The Division recognizes the importance of professional and technical development of its employees and shall make every effort to make an appropriate level of professional development funds available.

## **2. LEAVE FOR EDUCATION PURPOSES**

- 2.1 Employees required by the Division to undertake a program of study in order to perform duties or responsibilities more effectively may be granted a leave for this purpose.
- 2.2 Employees desiring to undertake additional courses to perform duties or responsibilities more effectively may at the discretion of the Division be granted a leave for educational purposes.
- 2.3 The leaves referred to in 2.1 and 2.2 above may or may not be funded in full or in part at the discretion or recommendation of the Chief Superintendent.
- 2.4 Teaching and Clinical staff requesting leave for educational purposes shall have completed one (1) year of service with the Division.

## **3. SABBATICAL LEAVE**

The Division may grant sabbatical leave for teaching and clinical staff in accordance with the regulations for sabbatical leave, as set out in the Collective Agreement between the Division and the Winnipeg Teachers' Association.

## **4. BURSARIES FOR ATTENDANCE AT SUMMER SCHOOL**

Provision may be made in the School Division Budget for bursaries for principals and teachers for summer study outside Manitoba in specialized areas of study. The purpose of these bursaries is to assist teachers to take courses in subjects in which there is an identified need in the Division.

## **5. IN-SERVICE DAYS**

- 5.1 In each school year the number of days for teacher in-service, parent-teacher conferences, administration, and pupil evaluation in Kindergarten through Grade 12, shall not exceed the number of days as declared by the Minister.
- 5.2 The days identified in Section 5.1 shall be approved by the principal.

## **6. REPORTS ON CONFERENCES AND CONVENTIONS**

A report from a member of the staff who receives funding to attend any meeting or conference outside the Province shall be submitted in writing to the Division in accordance with the guidelines included with the approval of funding.

## **7. APPROVAL OF EXPENSES**

The Chief Superintendent shall be authorized to approve travel, accommodation and/or incidental expenses on behalf of an employee attending a conference or participating in a visitation.

## **8. APPROVAL OF CONSULTANT EXPENSES**

The Chief Superintendent shall be authorized to approve all expenses relating to the engagement of consultants or other individuals who will be providing professional development and/or training for staff of the Division.

## **9. EMPLOYEES COVERED BY COLLECTIVE AGREEMENTS**

Where provisions regarding professional development exist within collective agreements, they shall apply.



Regulations governing procedures and operations for professional development of staff as determined by the Chief Superintendent.

## **1. RETRAINING AND UPGRADING**

### **1.1 Objective**

To provide the opportunity for personnel employed by The Winnipeg School Division to participate in retraining or upgrading programs, the Division may make funds available for programs necessary to facilitate the development of skills that are consistent with specific needs identified by the Division.

### **1.2 Eligibility**

All employees of The Winnipeg School Division other than those employed on a temporary basis shall be eligible to apply for retraining and upgrading funds.

### **1.3 Procedure**

Application for funds may be submitted as follows:

- (a) by central office personnel on behalf of those individuals declared redundant in present positions and requiring retraining to fulfil new positions within the Division;
- (b) by supervisors requesting assistance for members of their staff in obtaining retraining due to technological changes affecting their present position;
- (c) by supervisors who, through the evaluation process, identify individuals who require upgrading to obtain necessary skills to perform their present position adequately.

### **1.4 At the discretion of the Division, requests (related to identified divisional needs) will be considered for the following:**

- (a) short-term leaves
- (b) summer or evening programs (including those for which credit is granted)
- (c) upgrading programs in business or industry
- (d) programs designed and developed by the Division.

### **1.5 Selection**

All applications will be reviewed by the appropriate Superintendent or Department Director.

### **1.6 Recommendations will be forwarded to the Chief Superintendent for final approval.**

### **1.7 At the discretion of the Chief Superintendent, funds for the purpose of career and/or relocation counselling may be made available to staff whose positions and/or contracts of employment are being terminated by the Division.**

## **2. PERSONNEL DEVELOPMENT PROGRAM**

2.1 In recognition that The Winnipeg School Division has a responsibility to provide opportunities for the instructional staff to develop their leadership skills, a personnel development program has been implemented under the supervision of the Human Resources Department.

2.2 The program, under the auspices of the Division and the Winnipeg Teachers' Association, is available to all teaching and clinical staff except principals, vice-principals, consultants and coordinators.



**2.3 Purpose of the Program**

The purpose of the program is for instructional staff to develop leadership skills and increase their awareness of the operation of The Winnipeg School Division.

**2.4 Length of the Program**

The program will operate during an eight (8) month period running from October to May.

**2.5 Number of Participants**

Twenty (20) teachers per year will be selected for the program.

**2.6 Content**

The program will include the following components:

- (a) Leadership styles
- (b) Interpersonal Communication
- (c) Decision-Making
- (d) Conflict Resolution
- (e) Operation of The Winnipeg School Division

Additional topics may be included as required.

**2.7 Criteria for Eligibility**

The following criteria will be used for the selection of participants:

- 1. All teaching staff of the Division except principals, vice-principals, consultants and coordinators.
- 2. Demonstrated leadership ability.
- 3. Minimum teaching experience of five (5) years prior to application for the program.
- 4. Minimum of two (2) references, at least one (1) of which will be from someone in a recognized leadership position (i.e., principal, superintendent, etc.).

**2.8 Application Process**

Application forms are available from schools, W.T.A. Office, and Superintendent's Department. The deadline for applications is January 31. Applications to be sent to Assistant Director of Human Resources.

**2.9 Selection Process**

2.9.1 Applications are reviewed by the Selection Committee (members include representatives of the Human Resources Department and the W.T.A.).

2.9.2 The list of recommended candidates will be forwarded to the Superintendent's Department for approval.

2.9.3 Applicants will be informed of the Committee's decision by April 30 by the Human Resources Department.

2.9.4 Individuals who may be recommended for the program, but who are excluded because of the limited available spaces, will be placed on a waiting list for the following year and will be so advised.

**2.10 Evaluation of the Program**

The program will be evaluated on a yearly basis by representatives of the Superintendent's Department and the W.T.A. The participants of the program will be involved in the evaluation.

**2.11 Program Coordinator**

The organization, coordination and monitoring of the program is under the general direction of the Chief Superintendent.



### **3. CUSTODIAL DEVELOPMENT PROGRAM**

3.1 In recognition that The Winnipeg School Division has a responsibility to provide opportunities for the custodial staff to develop their skills, a custodial development program has been implemented under the supervision of the Human Resources Department.

3.2 The program, under the auspices of the Division, is available to all custodians.

#### **3.3 Purpose of the Program**

The purpose of the program is for custodial staff to develop their skills in a variety of areas and increase their awareness of the operation of The Winnipeg School Division.

#### **3.4 Length of the Program**

The program will operate for two year period from October to May each year.

#### **3.5 Number of Participants**

Twenty (20) custodians per year will be selected for each two year program.

#### **3.6 Content**

The program will include the following components:

- (a) Communication Skills
- (b) Team Building
- (c) Dealing with Conflict
- (d) Workers Compensation, Personal Health and Welfare & Safety Awareness
- (e) Human Rights
- (f) Introduction to Computers

The program also includes an evaluation component which involves a work related project.

#### **3.7 Criteria for Eligibility**

The following criteria will be used for the selection of participants:

- 1. All custodians.
- 2. Applicant's qualifications, leadership ability, employment record and seniority.

#### **3.8 Application Process**

Application forms are available from schools and the Coordinator of Custodial Support Services. The deadline for applications is the second Friday of September of each year. Applications to be sent to the Coordinator of Custodial Support Services.



#### **4. PROFESSIONAL DEVELOPMENT**

##### **4.1 Administrative Group 11-20**

- 4.1.1 Employees of the administrative 11-20 group shall request authority from the Chief Superintendent to attend professional development activities both within and outside the Province of Manitoba.
- 4.1.2 Requests shall be made in writing and shall include an outline of the professional development activity or conference, a detailed cost breakdown of funds required and an explanation of how the activity or conference will be of benefit to the employee and the Division.

##### **4.2 Professional/Technical/Specialized Group**

- 4.2.1 Employees of the professional/technical/specialized group wishing to request funds to attend local professional development activities or conferences shall submit their requests in writing on the form prescribed by the Division and shall include a description of the activity or conference, a detailed breakdown of costs and an explanation of how the activity or conference will be of benefit to the employee and the Division.
- 4.2.2 The employee shall forward the request to the appropriate District Superintendent or Department Director, who will review the request and forward it to the Director of Human Resources with a recommendation for approval or not.
- 4.2.3 The Director of Human Resources, the Director of Buildings, the Director of Research, Planning & Systems Management and the Secretary-Treasurer will inform the employee of the decision and level of support.

##### **4.3 Educational Assistant/Clerks**

- 4.3.1 Educational Assistant and clerical employees wishing to request funds to attend professional development activities shall submit their requests in writing on the form prescribed by the Division and shall include a description of the activity, a detailed breakdown of costs and an explanation of how the activity will be of benefit to the employee and the Division.
- 4.3.2 The employee shall forward the request to the principal or Department Director who will review the request and forward it to the Human Resources Department with a recommendation for approval or not.
- 4.3.3 The request will be considered by the support staff professional development committee.
- 4.3.4 The employee will be notified of the committee's decision and level of support.
- 4.3.5 Requests for authority to attend professional development activities from union exempt clerical staff will be reviewed by the Director of Human Resources.



#### **4.4 Custodial and Trades/Utility Staff**

- 4.4.1 Custodial and Trades/Utility employees wishing to request funds to attend professional development activities shall submit their requests in writing and shall include a description of the activity, a detailed breakdown of the costs and an explanation of how the activity will benefit the employee and the Division.
- 4.4.2 Custodial staff will forward their request to the principal of the school or building manager who will review the request and forward it to the Director of Human Resources with a recommendation for approval or not.
- 4.4.3 Trades/Utility staff will forward their request to the appropriate Maintenance Manager who will review the request and forward it to the Director of Buildings with a recommendation for approval or not.
- 4.4.4 The Director of Human Resources/Director of Buildings will review the request, discuss the request with the principal, or Maintenance Manager as appropriate and inform the employee of the decision and level of support.

#### **4.5 Technical and Other Staff**

- 4.5.1 Technical or other staff wishing to request funds to attend professional development activities shall submit their requests in writing and shall include a description of the activity, a detailed breakdown of costs and an explanation of how the activity will be of benefit to the employee and the Division.
- 4.5.2 The employee shall forward the request to their principal, Department Manager, or Department Director who will review the request and forward it to the Director of Human Resources with a recommendation for approval or not.
- 4.5.3 The Director of Human Resources will review the request, discuss the request with the appropriate District Superintendent or Department Director and inform the employee of the decision and level of support.

#### **4.6 Principals and Vice-Principals**

- 4.6.1 Principals and vice-principals wishing to request funds to attend professional development activities shall submit their request on the form prescribed by the Division and shall include a description of the activity, a detailed breakdown of costs and an explanation of how the activity will be of benefit to the employee and the Division.
- 4.6.2 The principal/vice-principal shall forward the request to the appropriate District Administrators' Professional Development Committee for review and approval.
- 4.6.3 The principal/vice-principal will be notified of the Committee's decision and level of support.

#### **4.7 Teachers**

- 4.7.1 Each school will establish a professional development committee comprised of representatives from the teaching staff and a member of the school administrative team in order to:
  - a) establish school guidelines for the allocation of funds;
  - b) develop an annual professional development plan for the school including identification of relationship to school goals;
  - c) allocate the available funds.



- 4.7.2 The funds allocated to the school are to be used for the professional development of the teaching staff only.
- 4.7.3 The professional development funds allocated to schools for the teaching staff may be used for registration fees, substitute costs, rental of facilities, fee for service and/or professional materials. Travel, accommodations, or incidental expenses for teachers attending a conference outside of Manitoba, cannot be charged to the school professional development account.
- 4.7.4 Teachers wishing to request funds to attend professional development activities outside the Province of Manitoba shall submit their request in writing on the form prescribed by the Division and shall include a description of the activity, a detailed breakdown of costs and an explanation of how the activity will be of benefit to the employee and the Division. The teacher shall forward the request to the principal who will review the request and forward it to the Superintendent's Department with a recommendation for approval or not.

**4.8 Clinicians**

- 4.8.1 Clinicians wishing to request funds to attend professional development activities shall submit their requests in writing on the form prescribed by the Division and shall include a description of the activity, a detailed breakdown of costs and an explanation of how the activity will be of benefit to the employee, the Child Guidance Clinic, and the Division.
- 4.8.2 The clinician shall forward their request to the Child Guidance Clinic discipline specific Professional Development Committee for consideration.
- 4.8.3 The clinician will be notified of the Committee's decision and level of support.

**4.9 Professional Services Support Personnel**

- 4.9.1 Consultants and support teachers wishing to attend professional development activities shall submit their request on the form prescribed by the Division and shall include a description of the activity, a detailed breakdown of costs and an explanation of how the activity will be of benefit to the employee and the Division.
- 4.9.2 The consultant or support teachers shall forward the request to the appropriate Professional Development Committee for review and approval.
- 4.9.3 The consultant or support teachers will be notified of the Committee's decision and level of support.

**4.10 Area Service Directors – Child Guidance Clinic**

- 4.10.1 Area Service Directors wishing to request funds to attend professional development activities shall submit their requests in writing on the form prescribed by the Division and shall include a description of the activity, a detailed breakdown of costs and an explanation of how the activity will be of benefit to the employee, the Child Guidance Clinic, and the Division.
- 4.10.2 The Area Service Director shall forward their request to the Director of the Child Guidance Clinic for consideration.
- 4.10.3 The Area Service Director will be notified of the Director's decision and the level of support.



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**Winnipeg School Division**  
**Application for Sabbatical Leave Form**

**Section I - To be completed by applicant**

Date \_\_\_\_\_

Name (please print)

\_\_\_\_\_  
Surname

\_\_\_\_\_  
Given Name

Address: \_\_\_\_\_

School: \_\_\_\_\_

Present Assignment (grade, subject area, etc.) \_\_\_\_\_

I hereby request sabbatical leave from \_\_\_\_\_ to \_\_\_\_\_  
(date) (date)

N.B. Please read the regulations re Sabbatical Leave on the reverse side of this form.

Proposed Study Program: Please provide as much detail as possible related to courses, location and duration, along with an indication of the value of the proposed program to the applicant and the Division. Attach additional sheet, if required.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Section II - To be completed by principal**

I am aware of this application:

Comments (if any):

\_\_\_\_\_  
Signature of Principal

**Section III - For Division office use only**

Application reviewed by \_\_\_\_\_ (date)

☐ Recommended to Board

☐ Not Recommended

Board approval \_\_\_\_\_ (date) Applicant notified \_\_\_\_\_ (date)

Report No. \_\_\_\_\_

**The Winnipeg School Division**





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**GCL-E(2)**  
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**Winnipeg School Division  
Staff Development Funds  
Application Form**

**SECTION I - To be completed by supervisor.**

This application is submitted on behalf of: (Please Print)

Name: \_\_\_\_\_  
Surname Given Names

Address: \_\_\_\_\_  
No. Street City Postal Code

School (if applicable): \_\_\_\_\_

Present Position: \_\_\_\_\_

Period for which funds are requested: From: \_\_\_\_\_ to: \_\_\_\_\_  
Date Date

Amount Requested: Registration \$ \_\_\_\_\_  
Number of days substitute required \_\_\_\_\_  
Other (Please specify) \_\_\_\_\_

Proposed Study Program: Please provide as much detail as possible related to courses, location, and duration along with an indication of the value of the proposed program to the applicant and the Division.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
Supervisor

**SECTION II - To be completed by the person named.**  
**The person named must be aware of the application submitted on his/her behalf.**

Comments: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
Person Named

**SECTION III - For Division Office use only.**

Application reviewed by: \_\_\_\_\_

Recommended ☐ Not Recommended ☐ \_\_\_\_\_, 20\_\_\_\_  
Date

Amount approved \$ \_\_\_\_\_

**The Winnipeg School Division**



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**GCL-E(2)**  
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**Winnipeg School Division**  
**Staff Development Funds - Retraining and Upgrading**  
**Guidelines**

**Objective**

To provide the opportunity for personnel employed by The Winnipeg School Division to participate in staff development programs, the Division may make funds available for programs necessary to facilitate the development of skills consistent with needs identified by the Division. It is the Division's responsibility to identify the needs and communicate the information to the staff.

**Eligibility**

All employees of The Winnipeg School Division other than those employed on a temporary basis shall be eligible to apply for retraining and upgrading funds.

**Procedure**

**A. Application**

Application for funds may be submitted as follows:

1. By central office personnel on behalf of those individuals declared redundant in present positions and requiring retraining to fulfil new positions within the Division.
2. By supervisors requesting assistance for members of their staff in obtaining retraining to acquire necessary skills to perform their assigned positions adequately and/or retraining required due to technological changes.
3. By supervisors who, through the evaluation process, identify individuals who require upgrading to obtain necessary skills to perform present position adequately.

At the discretion of the Division, requests (related to identified needs) will be considered for the following:

- a) short term leaves
- b) summer or evening program (including those for which credit is granted)
- c) upgrading programs in business or industry
- d) programs designed and developed by the Division.

**B. Selection**

All applications will be reviewed by the appropriate Superintendent or Department Director.

Recommendations will be forwarded to the Chief Superintendent for final approval.

Individuals who receive funding for retraining must make a commitment to continue employment in the Division for a previously agreed upon period of time.



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**Winnipeg School Division  
Personnel Development Program  
Application Form**

**Section I (to be completed by Applicant)**

Name \_\_\_\_\_

School \_\_\_\_\_

Position (indicate grade level, subject or specialty area) \_\_\_\_\_

Number of years of teaching experience with The Winnipeg School Division \_\_\_\_\_

**BACKGROUND INFORMATION:** (Please outline in detail any past leadership experience and/or training):

a) Within teaching profession: \_\_\_\_\_  
\_\_\_\_\_

b) Volunteer or other work experience: \_\_\_\_\_  
\_\_\_\_\_

Rationale for applying: \_\_\_\_\_  
\_\_\_\_\_

Signature of Teacher: \_\_\_\_\_

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**SECTION II (to be completed by Principal)**

I am aware of this application.

Signature of Principal: \_\_\_\_\_

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**SECTION III (to be completed by Applicant)**

REFERENCES (Please include the name of a Principal):

Name \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Position \_\_\_\_\_

School \_\_\_\_\_

School \_\_\_\_\_

If you require any further information, please contact the Assistant Director of Human Resources (789-0473), or the Winnipeg Teachers' Association office (831-7104)

**TO BE RETURNED TO:     Assistant Director of Human Resources  
   NO LATER THAN JANUARY 31**



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### **Personnel Development Program Guidelines**

In recognition that The Winnipeg School Division has a responsibility to provide opportunities for the instructional staff to develop their leadership skills, a personnel development program was implemented in 1982 under the supervision of the Human Resources Department.

The program is under the auspices of the Division and the Winnipeg Teachers' Association and is available to all instructional staff except principals, vice-principals and consultants.

**PURPOSE OF THE PROGRAM**      The purpose is for instructional staff to develop leadership skills and increase their awareness of the operation of The Winnipeg School Division. The program is not intended to be a training program for potential Division administrators.

**LENGTH OF THE PROGRAM:**      The program runs from October to May.

**NUMBER OF PARTICIPANTS:**      20 Teachers.

**CONTENT:**      The content of the program is introductory in nature and includes the following topics:

1. Leadership Styles	4. Conflict Resolution
2. Interpersonal Communication	5. Operation of The Winnipeg School Division
3. Decision Making	

Additional topics may be included as required.

**CRITERIA FOR ELIGIBILITY:**

1. All instructional staff of the School Division except principals, vice-principals and consultants.
2. Demonstrated leadership ability.
3. Minimum teaching experience of five (5) years prior to application for the program.
4. Minimum of two (2) references - at least one of which will be from someone in a recognized leadership position (e.g. a principal, vice-principal, etc.)
5. No previous leadership training or formal course work.

**APPLICATION PROCESS:**

1. Application forms are available from schools, the Winnipeg Teachers' Association office and the Human Resources Department. The deadline for application is \_\_\_\_\_. Applications to be sent to the Assistant Director of Human Resources.
2. Applicants will be informed in due course by the Human Resources Department of the Committee's decision.

**SELECTION PROCESS:**

1. Applications will be reviewed by the Selection Committee (members to include a representative of the Human Resources Department and the Winnipeg Teachers' Association).
2. References may be consulted.
3. Individuals who may be recommended for the program, but who are excluded because of the limited number of participants, may be placed on a waiting list as alternates should any successful candidate be unable to attend. They will be advised of this.
4. In January, 1993, the Board of Trustees of The Winnipeg School Division adopted a policy on Employment Equity in keeping with this policy; women, aboriginal peoples disabled persons, and minorities are encouraged to apply.

**EVALUATION OF THE PROGRAM:**

1. The program will be reviewed on a yearly basis by representatives of the Human Resources Department and the Winnipeg Teachers' Association.
2. The participants in the program will be involved in the review.

**ESTIMATED TIME REQUIRED:** To a maximum of 10 days; 5 school days; 5 personal days



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**Winnipeg School Division**  
**Administrative 11-20 Group Professional Development**  
**Application Form**

**Local/Travel Professional Development**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Conference Name: \_\_\_\_\_

Rationale for Attendance:

Please attach any relevant information about the conference.

Location: \_\_\_\_\_ Date(s): \_\_\_\_\_

<u>Amount Requested:</u>	Registration:	\$ _____
	Transportation:	\$ _____
	Accommodation:	\$ _____
	Incidental Expenses:	\$ _____
	Total:	\$ _____
<b>Request for Funds:</b>		\$ _____

Please list conference(s) for which you received funding during the last school year:

<u>Date</u>	<u>Conference/Event</u>	<u>Amount Received</u>
_____	_____	_____
_____	_____	_____

**Forward request to: Chief Superintendent**  
**Administration Building No. 1**

For Office Use:

Approved \_\_\_\_\_ Funds Allocated \$ \_\_\_\_\_ Account # \_\_\_\_\_

Not Approved \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Chief Superintendent



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**Winnipeg School Division**  
**Administrative 11-20 Group Professional Development**  
**Guidelines for Funding**

1. Applications are to be sent to the Chief Superintendent including the information related to the conference.
2. A maximum amount per person will be funded from the Local Professional Development funds in any one year.
3. A maximum amount (this includes registration fees) will be established on all requests by individuals for travel. All funding is in Canadian funds. Requests for holiday time immediately before or after the conference may be approved providing that there is no additional cost to the Division for accommodation, meals and incidental expenses.
4. Under normal circumstances, only one person will be funded for the same out-of-town conference.
5. Requests of less than \$35.00 will not be considered unless for an inservice sponsored by The Winnipeg School Division.
6. All funds will be allocated on a first come/first served basis, for any activities in that school year, based on the criteria listed here.
7. Funded applicants may be requested to share their conference learning in some fashion.
8. As with all Division accounts the funds are allocated July 1st to June 30th.



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Winnipeg School Division  
Administrative 1-10 Group Professional Development  
Application Form

\_\_\_\_\_ 20\_\_\_\_  
Date of Application

To: Director of Human Resources

Application is hereby made for authority for:

\_\_\_\_\_, \_\_\_\_\_ to attend  
Name in Full Position

\_\_\_\_\_ as described in the attached literature,

and to be held at \_\_\_\_\_ from \_\_\_\_\_, 20\_\_\_\_ to

\_\_\_\_\_, 20\_\_\_\_ and for the following costs to be paid by the Division:

Registration Fee \$ \_\_\_\_\_  
Travel \$ \_\_\_\_\_  
Accommodation \$ \_\_\_\_\_  
Miscellaneous \$ \_\_\_\_\_  
  
Total Cost \$ \_\_\_\_\_

It is considered important for the above-named to attend because of the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

Prepared by \_\_\_\_\_

Signature of person recommending \_\_\_\_\_

FOR OFFICE USE

To: Superintendent's Department

The above application is hereby approved and payment of \$ \_\_\_\_\_ is hereby authorized to be paid to:

\_\_\_\_\_  
\_\_\_\_\_

Director of Human Resources

Entered on Payroll Absence Record by \_\_\_\_\_  
Account Number \_\_\_\_\_

The Winnipeg School Division



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**Winnipeg School Division  
Administrative 1-10 Group Professional Development  
Guidelines for Funding**

1. A maximum amount per person will be funded from the Professional Development fund in any one year.
2. A maximum amount, (this includes registration fees) will be established on all requests by individuals for travel. Normally, a maximum of one full grant will be funded for any single major out-of-town conference. All funding is in Canadian funds.
3. Priority in travel funding will be given to candidates not funded in the previous three calendar year period.
4. Local professional development activities which involve a group of administrative 1-10 staff will receive consideration for funding.
5. All funds will be allocated on a first come/first serve basis, for any activities in a fiscal year, based on the criteria listed here.
6. Applications will be completed by the individuals and approved by the Superintendent/Department Director.
7. Applications will be sent by the Superintendent/Department Director to the Director of Human Resources.
8. Applicants will be notified in writing regarding approval or rejection of requests.
9. Funded applicants may be requested by the committee to share their conference learning in some fashion.
10. Applications will be reviewed by the Administrative 1-10 PD Committee comprised of the Secretary-Treasurer, Director of Human Resources, Director of Buildings, and the Director of Research Planning and Systems Management.





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PROFESSIONAL DEVELOPMENT  
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Winnipeg School Division  
Clerical/Teacher Assistants Professional Development  
Application Form

*This form must be completed in its entirety. Forms with incomplete information will be returned.*

TO: Clerical/Teacher Assistant Professional Development Committee \_\_\_\_\_ 20\_\_\_\_\_  
c/o Human Resources Department

Application is hereby made for authority for \_\_\_\_\_  
Name in Full Position  
to attend \_\_\_\_\_ as described in the attached

Name of Conference or Seminar  
literature, and to be held at \_\_\_\_\_ from \_\_\_\_\_ 20\_\_\_\_\_  
to \_\_\_\_\_, 20\_\_\_\_ and for the following costs to be paid by the School Division:

Registration Fee:	\$ _____
GST - if applicable	\$ _____
PST - if applicable	\$ _____
TOTAL	\$ _____

Please describe how this activity will meet Division/School/Team/Individual goals:  
(To be completed by Applicant)

Have you pre-registered for this Conference/Inservice? ☐ Yes ☐ No

Please clearly indicate choice - check one

Payment to be made to: 1. School ☐ 2. Individual ☐ 3. Direct to Conference/Inservice ☐

If requesting payment direct to Conference/Inservice, please print address below

If reimbursement to individual, receipt will be requested by Superintendent's Department.

Have you received funding previously? ☐ Yes ☐ No If so, when? \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
School

\_\_\_\_\_  
Principal's Signature

APPROVED by PD Committee \_\_\_\_\_ Date: \_\_\_\_\_

DENIED \_\_\_\_\_ REASON \_\_\_\_\_

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**Winnipeg School Division  
Clerks/Teacher Assistants Professional Development  
Guidelines for Funding**

1. Requests from Clerks/Teacher Assistants must have the appropriate portion of the application form completed by the principal indicating the relevance to the person's position and professional development goal plan and the value to the person's school and/or program. Application must be accompanied by specific information (e.g. brochure).
2. Minimum amount for registration to be considered is \$20.00 each. A Maximum amount will be established for individual registration costs. Amounts in excess of the maximum would be considered on a cost-sharing basis.
3. Funding for only one conference per year will be considered.
4. Funding for Credit Courses will not be funded.
5. Funding for substitutes may be provided dependent upon availability of funds or if the workshop is required due to job responsibilities.
6. Applications will be sent to the Clerical/Teacher Assistant Professional Development Committee, c/o Human Resources Department.
7. Applicants will be notified in writing of the decision of the Committee.
8. The Professional Development Committee meets regularly. Requests for funding should be, where reasonably possible, submitted to the Committee four (4) weeks prior to the activity. The committee will not consider requests that are "after the fact".
9. In order to ensure fair distribution of funds:
  - a) Accounts will be monitored to ensure equitable distribution of funds.
  - b) Priority will be given to applicants not funded in the previous year.
10. Funding is not provided for food, lodging and/or travel.  
Funding is provided for registration fee/presenter cost only.
11. An evaluation form must be completed by each participant at the completion of the approved workshop. Failure to comply may result in further funding requests being denied.

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Winnipeg School Division  
Custodial and Trades Professional Development  
Application Form

\_\_\_\_\_, 20\_\_\_\_  
Date of Application

To: Director of Human Resources

Application is hereby made for authority for \_\_\_\_\_  
Name in Full

\_\_\_\_\_ to attend \_\_\_\_\_  
Position Name of Conference or Seminar  
as described in the attached literature, and to be held at \_\_\_\_\_  
\_\_\_\_\_ from \_\_\_\_\_, 20\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_

and for the following costs to be paid by the School Division:

Registration Fee: \$ \_\_\_\_\_  
Travel: \$ \_\_\_\_\_  
Accommodation: \$ \_\_\_\_\_  
Miscellaneous: \$ \_\_\_\_\_  
Total Cost: \$ \_\_\_\_\_

It is considered important for the above-named to attend because of the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

Prepared by \_\_\_\_\_

Signature of Person Recommending \_\_\_\_\_

FOR OFFICE USE

To: The Administrative Assistant Chief Superintendent:

The above application is hereby approved and payment of \$ \_\_\_\_\_ is hereby authorized to be paid to:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Director of Human Resources

Entered on Payroll Absence Record by: \_\_\_\_\_

Account Number: \_\_\_\_\_

The Winnipeg School Division



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Winnipeg School Division  
School Administrators' Professional Development  
Application for Funding

This form must be completed in its entirety. Forms with insufficient information will be returned.

Name: \_\_\_\_\_ School: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Conference Description: \_\_\_\_\_

Location: \_\_\_\_\_ Date(s): \_\_\_\_\_

Current Funds Requested:

Registration:	\$ _____
Transportation:	_____
Accommodation:	_____
Food:	_____
Total:	\$ _____

Funds granted should be expended as indicated on this request. Any variance should be cleared with the Committee.

Should your request for Travel funding not be approved due to lack of funding, do you wish the Committee to consider funding your requests for registration costs only from the Local Professional Development Account?

Yes \_\_\_\_\_ No \_\_\_\_\_

When and for what did you last receive funding from:

Travel Acct: Year \_\_\_\_\_ Conference \_\_\_\_\_

Local P.D. Account: Year/Month \_\_\_\_\_ Event \_\_\_\_\_

Forward request to:

ADMINISTRATORS' PROFESSIONAL DEVELOPMENT COMMITTEE  
ATTENTION: Superintendent's Department

**For Office Use:**

Approved \_\_\_\_\_ Funds Allocated \$ \_\_\_\_\_ Account # \_\_\_\_\_

Not Approved \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Chair's Signature

Revised December 2003



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**Winnipeg School Division  
School Administrators' Professional Development  
Guidelines for Funding**

1. A maximum amount per person will be funded from the Local Professional Development fund in any one year.
2. A maximum amount, (this includes registration fees) will be established on all requests by individuals for travel. Normally, a maximum of two full grants will be funded for any single major out-of-town conference. All funding is in Canadian funds.
3. Priority in travel funding will be given to candidates not funded in the previous three calendar year period.
4. Requests of less than \$35.00 will not be considered unless for an inservice sponsored by The Winnipeg School Division.
5. Local professional development activities which involved groups of administrators will receive consideration for funding. District Councils may allocate up to \$2,000.00 annually for their groups' professional development needs.
6. All funds will be allocated on a first come/first served basis, for any activities in that school year, based on the criteria listed here.
7. The local S.A.G. conferences and the COSOL conference(s) will not normally be funded.
8. Applications will be sent to the Superintendent's Department.
9. Applicants will be notified in writing regarding approval or rejection of requests.
10. Funded applicants may be requested by the Committee to share their conference learning in some fashion.
11. A summary of current monthly balances will be presented to the District Councils and an annual summary of disbursements will be presented in May.
12. Under normal circumstances, in any one given year, an administrator may receive funds from one fund only, either Local professional development OR Travel.



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### **REQUEST FOR FINANCIAL SUPPORT FOR TRAVEL**

*(This form must be completed in its entirety. Forms with insufficient information will be returned.)*

TO: **Mr. R.N. Chartrand, Superintendent of Schools – South**

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

Teaching responsibility (e.g. grade taught) \_\_\_\_\_ Date of Application \_\_\_\_\_

Have you received Division funding for travel in the previous three calendar years? Yes ☐ No ☐

If yes, Conference attended \_\_\_\_\_ Date \_\_\_\_\_ Amt Rec'd \_\_\_\_\_

#### **REQUEST:**

Title of conference, workshop, seminar, etc. \_\_\_\_\_

Location \_\_\_\_\_ Date(s) \_\_\_\_\_

Please attach a one-page rationale outlining how this conference corresponds with Division priorities, school goals, professional development outcome, etc.

#### **FUNDS REQUESTED:**

Transportation	
Registration	
Food	
Lodging	
Other (specify)	
<b>TOTAL REQUESTED</b>	<b>\$ _____</b>

I will submit a report outlining information, ideas and materials gained at this conference and act as a resource person in the Division.

**Applicant's Signature** \_\_\_\_\_

#### **This section to be completed by the Principal**

Substitute required? Yes \_\_\_\_\_ No \_\_\_\_\_ Number of Days \_\_\_\_\_

**Note:** Principals should not ask for substitutes if there is any acceptable way of covering the classes by some other arrangement.

Reason for substitute: \_\_\_\_\_

Additional comments: \_\_\_\_\_

**Principal's Signature** \_\_\_\_\_

#### **For Office Use Only**

Amount requested \$ \_\_\_\_\_ Funds Allocated \$ \_\_\_\_\_ Not approved ☐

***Superintendent's Signature***

**Forward request to: Sharon Nerbas, Superintendent's Department**



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**PROFESSIONAL DEVELOPMENT**  
**GUIDELINES FOR ALLOCATION OF FUNDS**

**Travel Allocation Guidelines**

1. Requests from the teacher travel fund must be accompanied by a written rationale in support of the request indicating relevance to the Division's priorities for professional development.
2. In general, funds will not be made available for out-of-province professional development activities which are available locally.
3. **A maximum of \$1,000.00** Canadian funds (plus substitute costs) will be established on all requests by individuals for funds. Preference will be given to funding of Canadian conferences. In most cases, only one person will be funded for any given conference. Requests for shared funding by a group of teachers will be considered to the maximum amount.
4. Only in special circumstances will a person receive funds from the teacher travel fund if he or she has received similar funding from the School Division in the previous three calendar years.
5. Requests for funding should be submitted to the committee **EIGHT WEEKS** prior to the conference. **Late applications will not be considered.**
6. To help ensure consistent distribution of funds, monies will be distributed in a ratio of approximately 60% January to June and 40% July to December.
7. A teacher who receives funding for an out-of-province conference, will be required to submit a written report to the Board of Trustees. A copy of the report is to be forward to the principal and to the coordinator/consultant who is responsible for the area related to the conference. Those who receive financial support will become resource person for the Division and will be expected to provide information from the conference or to share materials obtained with other teachers at organized workshops, staff meetings, or other regularly scheduled meetings.

Coordination of organized workshops will be the responsibility of the appropriate coordinator/consultant.

Principals will be responsible for ensuring that teachers who are funded are given the opportunity to share the information and/or materials at a staff meeting or a meeting called for this purpose.



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**Winnipeg School Division**  
**Child Guidance Clinic Professional Development**  
**Application Form**

Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Conference/Workshop Name: \_\_\_\_\_

Location: \_\_\_\_\_ Date(s): \_\_\_\_\_

Rationale for Attendance: \_\_\_\_\_

Amount Requested:	Registration:	\$ _____
(indicate in U.S. funds	Transportation:	_____
if applicable)	Accommodation:	_____
	Incidental Expenses:	_____
	Total:	\$ _____

**Forward request to: Discipline P.D. Chair/CGC Director**

For Office Use:

Approved \_\_\_\_\_

Funds Allocated \$ \_\_\_\_\_

Not Approved \_\_\_\_\_

Date \_\_\_\_\_

Account # \_\_\_\_\_

\_\_\_\_\_  
CGC/Discipline Director





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**Winnipeg School Division  
Child Guidance Clinic Professional Development  
Guidelines for Funding**

**Procedure for Applying for Funding**

1. Applications for funding should be submitted as early as possible and at least four weeks prior to the conference/workshops you plan to attend.
2. Receipts for registration (plus travel, accommodations, and meals for out-of-town conferences) must be received no later than two weeks after the conference/workshop.
3. Requests for funding submitted after the conference/workshop has been attended will not be considered.

**Criteria for Receiving Funding**

1. A maximum of five clinicians applying for the same conference will be funded. In general, the first five applications for any given conference will receive funding.
2. Priority will be given to those clinicians who have not received funding within the previous or current year.
3. University courses to be used toward a degree and the clinician's course required by the Department of Education will not be funded.

**Funds Available**

1. A maximum amount will be established on all requests by individuals for out-of town conferences/workshops for registrations, travel, accommodations, and meals. These clinicians will be expected to share information with their colleagues.
2. A maximum amount will be established for funding for in-town conferences/workshops to be used toward registration. These conferences will not include any sponsored by the specific discipline. Clinicians who receive funding will be expected to share information with their colleagues.
3. The P.D. Committee may maintain some funds for group P.D. activities.



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**REQUEST FOR FINANCIAL ASSISTANCE  
FOR PROFESSIONAL DEVELOPMENT ACTIVITIES  
CONSULTANTS & SUPPORT TEACHERS**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Name of Conference: \_\_\_\_\_

Rationale for Attendance: \_\_\_\_\_  
(Please attach conference information)

Location: \_\_\_\_\_ Date(s): \_\_\_\_\_

**TRAVEL**

Registration: \$ \_\_\_\_\_

Travel Cost: \_\_\_\_\_

Accommodation/Food: \_\_\_\_\_

Total: \$ \_\_\_\_\_

**Amount Requested:** \$ \_\_\_\_\_  
**(Max. \$1,000.00)**

**REGISTRATION ONLY**  
(Local/Out of Town)

Registration Fee: \$ \_\_\_\_\_

Please list conference(s) for which you received funding during the last school year:

<u>Date</u>	<u>Conference/Event</u>	<u>Amount Received</u>
_____	_____	_____
_____	_____	_____

**Applicant's Signature:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_

**Forward completed request form to: Val Georges**  
**Director of Aboriginal Education**  
**Prince Charles ERC**

For Office Use:

Date: \_\_\_\_\_ Approved by: \_\_\_\_\_ Account # \_\_\_\_\_

Total Funds Allocated: \$ \_\_\_\_\_



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**PROFESSIONAL DEVELOPMENT  
GUIDELINES FOR ALLOCATION OF FUNDS  
CONSULTANTS & SUPPORT TEACHERS**

1. These funds can be expended in the following professional development areas:
  - a) group sessions
  - b) registration fee for individual local or out-of-town conferences
  - c) individual major travel and conference
2.
  - a) Requests for registration fees for local and out-of-town individual professional development must be submitted to the supervisor prior to the workshop date.
  - b) Request for travel funds must also be submitted prior to the conference date.
3. The person to whom the consultant/support teacher report must authorize any request for funding.
4.
  - a) Request for travel funding should be accompanied by a rationale indicating relevance to Division priorities for professional development or relevance to individual professional responsibilities.
  - b) A person may not be eligible to receive funding for travel if he/she received similar funding from the Division in the previous calendar years.
  - c) A maximum amount will be established on all requests by consultants and support teachers for travel funds. Request for shared funding will be considered.
5. Funding will be in Canadian Funds.
6. Professional Support Services Personnel receiving funding for travel are required to submit a written report to the Board of Trustees.