LSSD/LSTA Joint PD Fund

The Division/Association Professional Development Fund is for the purpose of professional development of LSTA members.

The Division shall provide $70,000 for registration and substitute costs for approved professional development requests occurring between July 1, 2026 and June 30, 2027.

Funds will be allocated in two phases:

- **Phase 1** funding of $50,000 will be allocated to requests received from fund opening to January 3, 2024 (or until expended).
- **Phase 2** funding of $20,000 will be allocated to requests received after February 1, 2027.

The fund is administered by a committee consisting of equal representation from the Lord Selkirk School Division and the Lord Selkirk Teachers' Association.

The following expectations shall apply:

1. Requests are to be aligned and referenced to at least one of the following four qualifying criteria/areas:

    - Divisional Goals
    - School Goals
    - Teacher Professional Learning Plan
    - Teaching Assignment

2. Release time for the teacher must be approved **in advance** by the Administrator and Superintendent or designate. Such release time is subject to a substitute being available (if required).

3. If a substitute is required, requests must include substitute costs.

4. Registration cost up to a maximum of CAD $500 may be requested.

5. Complete requests will be considered in the order they are received. A complete request must include a detailed rationale for attending the PD opportunity as well as an attached document or tested valid website link with a description of the content, location and registration cost.

6. LSTA members will apply to these funds through Employee Connect.

At the end of each school year, the committee will present a detailed report to the Division and Association on the use of the funds. Funds requested will be tracked on an annual basis.

LSSD/LSTA JOINT PD FUND GUIDELINES

Applying for LSSD/LSTA PD Leave:

1. Discuss your leave request with your School Administrator to obtain verbal approval.

2. Enter your Leave Request into Employee Connect. You must include a detailed rationale referencing how attending this conference/workshop aligns with at least one of the four qualifying criteria (see below) and attach information about the conference/workshop including the cost of registration and location. Registration costs and requirement for substitute replacement must be entered, if applicable. **Ensure you enter the US Exchange Estimate if registration is in US Funds.**

3. Requests will be screened to ensure all required information has been submitted.

4. Complete requests will be reviewed by LSSD/LSTA Joint PD Fund Committee.

5. You will receive an email notification for leave approvals. If not approved, your Administrator will notify you.

6. Once you have received approval from the LSSD/LSTA Joint PD Fund Committee you can proceed with registering and paying for the conference.

7. All applicants requesting to attend a conference outside Manitoba must also submit a completed Out of Province Travel/Professional Development Request. The form is available in the "Documents" section of the @All-Teachers group on the LSSD SharePoint site in Office 365 and includes detailed instructions.

Qualifying Criteria:

Your detailed rationale must clearly explain how attending this PD opportunity will support you in fulfilling at least one of the following four qualifying criteria/areas:

- Divisional Goals
- School Goals
- Teacher Professional Learning Plan
- Teaching Assignment

What is Covered:

The Fund may provide support for:

- Registration costs: up to **CAD $500** toward registration costs (including GST).
- Substitute costs: $261 per full day / $130.50 per half day

What is Not Covered:

The decision not to cover any expense is at the discretion of the Committee (please note that this list is not exhaustive):

- Manitoba Teachers' Society Professional Development Day
- Field-led courses that are offered by MTS, COSL, MASS, MSBA
- Courses for credit (any course that could be used for credit or certification, regardless of whether the applicant is currently enrolled in a program)
- Release time for: course work prep, supervisory duties, presenting workshops/sessions
- Expenses other than registration
- Late fees
- Membership fees
- Course/workshop materials
- Entertainment
- Childcare
- Mileage
- Parking
- Marking sessions
- Private lessons/tutoring

REIMBURSEMENT FOR PROFESSIONAL DEVELOPMENT REGISTRATION FEES

Receipts must be submitted as soon as possible after the leave or by June 30 of the school year in which the leave takes place. Requests received after this date will not be reimbursed.

Individual Registrations:

- PD request is approved by LSSD/LSTA Joint PD Fund Committee.
- Teacher registers and pays the registration fee and obtains registration receipt.
- Teacher submits registration receipt along with leave approval number attention to Lisa Poponick at the Board Office.
  - Electronic receipts may be emailed to lpoponick@lssd.ca
  - Paper receipts may be sent in Divisional internal mail or dropped off at the Board Office.
  - Leave approval number must be indicated in email or written on paper receipt.
- Teacher will be reimbursed the registration fee by direct deposit into their bank account.

Group Registrations:

Available ONLY when group registration results in a discounted registration fee.

IMPORTANT: This process must be started a minimum of four weeks prior to the date that payment is due for the PD.

- Each member of the group must enter a leave request **a minimum of four weeks prior to the payment due date**.
- Administrator must submit a written request (email to lpoponick@lssd.ca) to process the registrations as a group. Request must include the names of all members of the group.
- Registration forms must be completed and attached to each group member's leave request in Employee Connect, or scanned and emailed to lpoponick@lssd.ca
- If the group registration is approved, payment will be made directly to the vendor by the Division.

NOTE: Accounts Payable requires a minimum of three weeks processing time prior to the payment due date. To also allow time for the PD Fund Committee to review leave requests it is imperative that completed leaves are received for review a minimum of four weeks prior to the payment due date.