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|  | <b>Lloydminster Catholic School Division – Administrative Procedures</b>                       |                         |
|   | <b>AP 411 – Professional Learning</b>  |                         |
| Related LCSDF AP's  |  |                         |
| Form(s)   | F 411 – Professional Learning Form<br>F 450.8 – Request for Leave from Duties – Teaching Staff |                         |
| References:   | <i>The Education Act, 1995</i> sections 85, 87, 175, 231                                       |                         |
| Received by the Board:<br>August, 2022  |  | Update:<br>August, 2022 |

## Background

The Division views all staff as valued members of the organization. The Division provides opportunity for teachers to acquire and/or refine skills and knowledge required to successfully complete his/her job description through professional learning. Registration fees and expenses are paid by the employee and reimbursement received upon completion and submission of all appropriate forms with all appropriate signatures. All forms listed below will accompany the Request for Leave Form (Form 450.8).

## Procedures

1. Procedures for School-Based Teacher Professional Learning.
  - 1.1 An annual school-based professional learning budget allocation will be provided for teacher's professional learning.
  - 1.2 Teachers wishing to apply for professional learning activities will be required to complete and submit a School-Based Professional Learning form (Form 411) to the chair of the professional learning committee and include anticipated expenses, along with a schedule and complete description of the professional learning activity. The committee chair will call a meeting to review all applications. The teacher will be informed of the acceptance or rejection of the proposal in an expeditious manner.
  - 1.3 Upon acceptance of the proposal, the proposal will be forwarded to the Principal for approval and the arrangement of coverage (if necessary). These forms will stay at the school and submitted with month-end reports. The original document will be maintained by the applicant to claim expenses once the activity is completed.
  - 1.4 In the case where a purchase order is approved by the Principal for the payment of the registration fee the following must occur:
    - 1.4.1 The purchase order and registration is prepared at the school with all payment information: Details of attendee's date of conference and payment due date.
    - 1.4.2 A copy of registration form will be attached for this information with notes on the purchase order indicating payment details. For example:
      - 1.4.2.1 Cheque to be mailed prior to conference
      - 1.4.2.2 Cheque to be delivered with attendees.

- 1.4.3 In the case where a registrant does not attend the conference that has been prepaid on their behalf, the refund arrangements must be made at the school level with refunds being issued to the Division Office. Notice must be given to the Accounts Payable Manager that this process has been completed so refunds can be posted correctly.
  - 1.5 Upon completion of the professional learning activity, the teacher will complete the actual expenses column and ensure all necessary receipts and signatures are collected. The chair of the professional learning committee, who completes the proposal with his/her signature, will forward the completed package to Division Office within one month of the completed professional learning opportunity.
  - 1.6 All teacher questions regarding reimbursement should be directed to the chair of the professional learning committee, who submitted the forms on behalf of the teacher.
2. Procedures for School-Based and Teacher Learning Team Professional Learning
  - 2.1 An annual school-based professional learning budget allocation will be provided for learning team. The Division will assume substitute teacher costs where the Principal is providing time for teachers to work together in their learning teams to set goals based on student achievement data, create common assessments and/or analyze data from common assessments.
  - 2.2 The Professional Learning Form (Form 411) shall be completed and the Professional Learning Team (PLT) budget allocation line shall be checked. On the month-end personnel report, the substitute teacher information shall include the notation PD – PLT shall include PLT in the box beside Professional Learning.
  - 2.3 The Superintendent of Learning must approve all requests for PLT Professional Learning. Principals shall code to Central Professional Learning.
3. Procedures for Receiving Professional Learning including
  - 3.1 An Instructional Design Team Supervisor or the Superintendent of Learning will initiate all contact with staff regarding centrally funded professional learning opportunities, based on the annual goals and budget that is set prior to each school year. All such activities require submission of the original Professional Learning Form (Form 411) and approval by the Superintendent of Learning.