

2025-2026 Joint Professional Development Fund Criteria

Part 1 – Criteria Review

These criteria will be reviewed by the Joint BTA/BSD Fund Committee (The Committee) at the April meeting each year and amended as required.

Part 2 - PD Fund Committee Members

- BTA President
- BTA Professional Development Chairperson(s)
- BTA CoSL representative or BTA CoSL designate
- BSD Superintendent / CEO or designate
- BSD Assistant Superintendent

The above-mentioned members will all have equal voting rights in regard to allocation of the PD funds.

Part 3 - Committee Chair

The Committee will be chaired by the Brandon Teachers' Association President.

Part 4 - Changes to the Criteria

Changes to this agreement will be by agreement of BSD Superintendent/CEO and BTA President (subject to the approval of the BTA Executive and the BSD Board).

Part 5 – Quorum

There must be a quorum of three members present. The majority of members must be BTA representatives and should also include one member from BSD.

Part 6 - Application Submission

- i. Applications will be submitted to: office@bta.mbteach.org.
- ii. Applications need to be submitted and approved prior to the PD event being held.
- iii. It is the applicant's responsibility to ensure that the application has been received prior to the deadline.
- iv. Deadline for submission of applications will be 4:00 pm one week prior to the next meeting of the Committee.

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Part 7 – Meetings

- i. The Committee will meet six times each year to review applications; the meetings for each funding period are scheduled as follows:
 - Third Week of September
 - First Week of November
 - Second Week of December
 - First Week of February
 - Second Week of April
 - Third Week of June
- ii. All Committee meeting dates will be advertised well in advance in order to allow teachers time to submit applications.
- iii. All Applications received by BTA Office will be shared with the Committee one week prior to a meeting.
- iv. Members of the Committee who apply for funding will be excluded from the decision-making process regarding their personal application.

Part 8 – Allocation of Fund

Annual Allocation:

The fund will be provided with \$150 000 each year from the Division:

i.	Administration Cost	\$10 000
	BTA Executive Assistant time	
	Committee release time	
ii.	Substitute Cost	\$25 000
iii.	Substitute Teachers Professional Development	\$5 000
iv.	BTA Member Professional Development	\$110 000

Reserve:

- i. All funds remaining at the conclusion of a budget year will remain in the fund as reserve.
- ii. The Reserve will be accessed to fund applications when the annual allocation has been completely expended.
- iii. Substitute teachers are not eligible to access funds from the Reserve.
- iv. In a year where the carry over of the fund exceeds \$200,000 the reserve fund will be drawn down to make up for the deficit in funding in the following year.

Part 9 - Procedure for Funding

- i. Applications must be approved in advance of attending PD in order to receive funding.
- ii. Applications received will be evaluated at the next meeting of the Committee. Should the PD event take place prior to the next meeting of the Committee the applicant will be ineligible.
- iii. When early bird pricing may apply, applicants should indicate the full registration cost.
- iv. Cost amounts on the application form must be in Canadian dollars; when fees and other costs are available only in a foreign currency, the applicant must convert those funds at the exchange rate applicable at the time of the application.
- v. Funds accessed from other sources must be clearly indicated on the application form.
- vi. Release days for PD events shall not exceed 5 release days (5 working days) inclusive of travel days.
- vii. Each **individual applicant** must complete the **Individual** Joint BTA/BSD PD Fund Application form. The form must include:
 - A cover letter;
 - The required registration form for the activity; with conference selections clearly indicated;
 - A copy of the program or conference brochure. (Website links will not be accepted).
- viii. If you are submitting a form as a group, please note there is a group form. The **group applicants** must complete the **Group** Joint BTA/BSD PD Fund Application form. The form must include:
 - A cover letter, signed by all applicants;
 - The required registration form for the activity; with conference selections clearly indicated;
 - A copy of the program or conference brochure. (Website links will not be accepted).
- ix. If you are submitting a form as a substitute, please note there is a substitute form. The **substitute applicants** must complete the **Substitute** Joint BTA/BSD PD Fund Application form. The form must include:
 - A cover letter;
 - The required registration form for the activity; with conference selections clearly indicated;
 - A copy of the program or conference brochure. (Website links will not be accepted).
- x. Applications with incomplete information or without appropriate documents will be returned with a request for resubmission.
- xi. Funding will be allocated at the maximum allowed in the category.
- xii. The Committee will review applications in the order in which they are received at the Brandon Teachers' Association office.
- xiii. Funds will not be dispersed until after the attendance at the PD event.
- xiv. Should the conference applied for be full, and the waiting list be full, applicants will need to withdraw their approved application and re-apply for a new conference. Funds are not transferable to a new conference.

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Part 10 – Post Approval Procedure

- i. The applicant must arrange for approval of any required leave of absence.
- ii. Once approved, the successful applicant must make their own registration, travel and accommodation arrangements. **All applicants must have cancellation insurance for travel and accommodation expenditures.** All costs of the PD event shall be carried by the applicant. Schools will not be reimbursed for PD costs.
- iii. Out of town allowance: (Travel to events that are beyond 75 kilometers)
 - a. Travel time may be permitted, pending the travel distance and/or flight availability, to a maximum of one (1) day immediately prior to, and one (1) day immediately after a conference.
 - b. No travel days will be approved exceeding these restrictions.
 - c. If additional hotel costs are incurred to accommodate flights, these costs must be included in the application.
 - d. In the event of inclement weather and/or rescheduling of original travel plans by the airline, the Committee will review expenditures on a case-by-case basis.
- iv. Travel will only be approved for continental Canadian or American destinations.
- v. Travel is to be planned for in a fiscally responsible and ethical manner. Members are responsible for notifying the BTA President if their finalized travel plans are not identical to those within their approved application.
- vi. Should an applicant who has received funding approval for a PD event be unable to attend the event due to emergent or extenuating circumstances, the applicant must inform the Committee as soon as possible.
- vii. Should the PD Event be cancelled:
 - Notify office@bta.mbteach.org of the cancellation
 - Cancel leave of absence
 - Cancel all Travel and Accommodation arrangements
 - Make every effort to recoup expenditures and limit out of pocket cost. (Note: Flight vouchers retained by the applicant will not be reimbursed by the Committee.)
 - Conference vouchers will not be reimbursed by the Committee and shall be used at the discretion of the applicant to attend a future PD approved by the Committee.
 - All non-refundable expenses will be considered by the Committee for reimbursement.

Part 11 – Evaluation of Applications

- i. Criteria for Funding

The following criteria will be used to review and make decisions on individual applications:

- Relevance to professional assignment
- Relevance to related activities as part of professional assignment
- Relevance to subject area professional development
- Relevance to individual growth plan outcomes

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- Relevance to personal professional development needs
- Relevance to student learning and professional development

ii. Funding Exceptions

The following will NOT be funded:

- PD events that occur as part of the MTS Professional Development Day in October;
- Payment for late fees; and/or interest charges on credit cards;
- Membership fees;
- Release time for presenting a workshop/session;
- Entertainment venues offered outside the scope of the conference;
- Childcare;
- PD events that involve the chaperoning of students;
- Release time for individual course work preparation; and/or payment of tuition for university or credit courses;
- Marking sessions for Provincial exams.

Part 12 - Level of Funding

Costs for required substitutes will be the responsibility of the fund in excess of the funding requested.

No member on leave or secondment will have access to the Joint PD fund.

Level 1 Funding

- Reimbursement will not exceed \$1000.00.
- Members are eligible to access Level 1 funding to attend one event each year.
- Members are ineligible for Level 1 funding the school year immediately following having accessed Level 2 funding.
- Substitute teachers are ineligible to access Level 1 Funding.

Level 2 Funding

- Reimbursement will not exceed \$3500.00.
- Members are eligible to access Level 2 funding to attend one event every three years.
- Members are ineligible if they have accessed Level 1 funding during the same school year.
- Members are ineligible for two school years following accessing Level 2 funding.
- Substitute teachers are ineligible to access Level 2 Funding.

Level 3 Funding (Substitute Teachers)

- Reimbursement will not exceed \$700.00.
- Only substitute teachers currently on the Brandon School Division Substitute list are eligible.
- Substitute teacher members are eligible to access Level 3 funding once each school year.
- Any member who is eligible for Level 1 or Level 2 funding is ineligible for Level 3 funding.

Part 13 - Special Consideration for Funding

In the case of multiple applications for the same activity:

- Schools with under fifteen teachers on staff: a maximum of two funded applicants.
- Schools with fifteen to thirty teachers on staff: a maximum of three funded applicants.
- Schools with over thirty teachers on staff: a maximum of four funded applicants.

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- Divisionally, only 12 teachers may access the PD event at the same time.

Application for exceptions to these aforementioned maximums will be at the Superintendent/CEO discretion.

Part 14 – Reimbursement

- i. Applicants must submit the BTA Joint PD Expense form to the BTA office for reimbursement within three months of the completion of the PD event.
- ii. In order to be reimbursed, applicants will be required to submit a detailed report on the PD event. If reports are limited in detail and information, applicants may be required to re-submit their report with more detail.
- iii. No funds will be reimbursed prior to the completion of the PD event.
- iv. Applicants will NOT be reimbursed for funds that exceed the maximum reimbursement in the funding category.
- v. Reimbursements will NOT be processed during the summer months.
- vi. Reimbursements that include expenses incurred in US funds must have a monthly credit card statement with the applicant's name, credit card number and exchange rate charges included in the reimbursement claim. Online banking statements will not be accepted. In the event that an applicant uses an American credit card and account, applicants will be reimbursed based upon the Bank of Canada exchange rate posted on the day of the charges. The applicant will be required to submit the rate with the reimbursement claim. The calculator to determine the rate can be found at the following link: <https://www.bankofcanada.ca/rates/exchange/daily-exchange-rates-lookup/>
- vii. All reimbursements must have receipts for all claimed expenses.
- viii. When a group application is submitted for reimbursement, all individuals in the group must submit their reimbursements before processing of the claim can begin.

Once proper documentation has been received by the BTA office, a cheque will be issued. Processing reimbursement may take up to two weeks.

The Committee reserves the right to request further details on a report.

Appendices

- Appendix A – Eligibility Scenarios Chart
- Appendix B – Individual Application
- Appendix C – Group Application
- Appendix D – Substitute Application

The Joint Professional Development Fund Criteria has been agreed upon by the Superintendent/CEO of the Brandon School Division and the Brandon Teachers' Association President. This document does not form part of the Collective Agreement between the Brandon Teachers' Association and the Brandon School Division.

Signed and agreed on behalf of

June 30, 2025

Signed and agreed on behalf of

2025-2026 Joint Professional Development Fund Criteria

THE BRANDON SCHOOL DIVISION

On behalf of the Division

M Gustafson

Mathew Gustafson, Superintendent/CEO

Sept 3, 2025

Date

L Ross

Dr. Linda Ross, Chairperson

Sept 3, 2025

Date

THE BRANDON TEACHERS' ASSOCIATION

On behalf of the Teachers' Association

Tammy Tutkaluk

Tammy Tutkaluk, BTA President

Sept 5/25.

Date

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Appendix A

	Budget Year 1	Budget Year 2	Budget Year 3	Budget Year 4
Scenario 1	Eligible For: Level 2 \$3500 or Level 1 (\$1000) Amount Used: \$3500	Eligible For: NO MONEY Amount Used: \$0	Eligible For: Level 1 (\$1000) Amount Used: \$0 or \$1000	Eligible For: Level 2 \$3500 or Level 1 (\$1000)
Scenario 2	Eligible For: Level 2 \$3500 or Level 1 (\$1000) Amount Used: \$0 or \$1000	Eligible For: Level 2 \$3500 or Level 1 (\$1000) Amount Used: \$3500	Eligible For: NO MONEY Amount Used: \$0	Eligible For: Level 1 (\$1000)
Scenario 3	Eligible For: Level 2 \$3500 or Level 1 (\$1000) Amount Used: \$0 or \$1000	Eligible For: Level 2 \$3500 or Level 1 (\$1000) Amount Used: \$0 or \$1000	Eligible For: Level 2 \$3500 or Level 1 (\$1000) Amount Used: \$3500	Eligible For: NO MONEY
Scenario 4	Eligible For: Level 2 \$3500 or Level 1 (\$1000) Amount Used: \$0 or \$1000	Eligible For: Level 2 \$3500 or Level 1 (\$1000) Amount Used: \$0 or \$1000	Eligible For: Level 2 \$3500 or Level 1 (\$1000) Amount Used: \$0 or \$1000	Eligible For: Level 2 \$3500 or Level 1 (\$1000)

Example: Teacher receives Level 2 funding November 2020; this would be the 2020-21 school year. Therefore, the teacher would ineligible for maximum funding 21-22 and 22-23. However, in 22-23 they would be eligible for Level 1 funding of \$1000. The teacher would be eligible for Level 2 funding starting July 1, 2023.


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Appendix B

 BTA/BSD Joint Professional Development Fund Form (INDIVIDUAL)		
Name of Applicant:		
School:		
Date of Application:		
Name of Professional Development Activity:		
Location of Professional Development Activity:		
Date of Professional Development Activity:		
Anticipated Costs (to be calculated in Canadian Funds)	Amount From Other Source	Requested from Joint Fund
Registration/Course Fees		
Travel by Car (\$0.70 per km)		
Airfare including all fees and taxes		
Miscellaneous (Original receipts must accompany claims) (bus, taxi, parking)		
Accommodations (including all fees and taxes) (\$68.00 per day if staying with friends/relatives)		
Meals Per Diem (Receipts not required) Breakfast \$15, Lunch \$20, Supper \$35		
Total Reimbursement for Applicant Level 1 funding not to exceed \$1,000.00 Level 2 funding not to exceed \$3,500.00		
	# of Sub Days	Sub Cost
PLEASE IDENTIFY IF SUBSTITUTE REQUIRED (Number of days)		To be completed by BTA Office.
<p>Please ensure that you have reviewed the Joint BSD/BTA PD Fund Criteria.</p> <p>This form is to be submitted to the BTA Office at minimum one week prior to the next scheduled meeting.</p> <p>This form must be submitted with the following documents:</p> <ul style="list-style-type: none"> Cover Letter (signed by all applicants) explaining the relevance of this PD to your professional assignment, related activities, growth plan outcomes, personal professional development needs and relevance to student learning and teaching practice. The required registration form for the activity. A copy of the program or conference brochure. <p>If you have any questions with regards to the above, please contact the Brandon Teachers Association Phone: 204-729-3141 Email: office@bta.mbteach.org</p>		
Contact Email Address		
Teacher Signature		
Principal/Supervisor Signature		
FOR BTA OFFICE USE ONLY: Funding Level 1 _____ Funding Level 2 _____ Sub Cost _____ Revised June 2025		

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Appendix C

 BTA/BSD Joint Professional Development Fund Form (GROUP)		
Name of Applicants:		
School(s)		
Date of Application:		
Name of Professional Development Activity:		
Location of Professional Development Activity:		
Date of Professional Development Activity:		
Anticipated Costs <i>(to be calculated in Canadian Funds)</i>	Amount From Other Source	Requested from Joint Fund
Registration/Course Fees		
Travel by Car (\$0.70 per km)		
Airfare including all fees and taxes		
Miscellaneous (Original receipts must accompany claims) (bus, taxi, parking)		
Accommodations (including all fees and taxes) (\$68.00 per day if staying with friends/relatives)		
Meals Per Diem (Receipts not required) Breakfast \$15, Lunch \$20, Supper \$35		
Total Reimbursement for Applicants Level 1 funding not to exceed \$1,000.00 Level 2 funding not to exceed \$3,500.00		
	# of Sub Days	Sub Cost
PLEASE IDENTIFY IF SUBSTITUTE REQUIRED (Number of days)		To be completed by BTA Office.
<p>Please ensure that you have reviewed the Joint BSD/BTA PD Fund Criteria. This form is to be submitted to the BTA Office at minimum one week prior to the next scheduled meeting. This form must be submitted with the following documents:</p> <ul style="list-style-type: none"> Cover Letter (signed by all applicants) explaining the relevance of this PD to your professional assignment, related activities, growth plan outcomes, personal professional development needs and relevance to student learning and teaching practice. The required registration form for the activity. A copy of the program or conference brochure. <p>If you have any questions with regards to the above, please contact the Brandon Teachers Association Phone: 204-729-3141 Email: office@bta.mbteach.org</p>		
Contact Email Address		
Teacher Signatures		
Principal/Supervisor Signature		
FOR BTA OFFICE USE ONLY: Funding Level 1 _____ Funding Level 2 _____ Sub Cost _____ <small>Revised June 2025</small>		

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Appendix D

BTA/BSD Joint Professional Development Fund Form (SUBSTITUTE)		
Name of Applicant:		
School:		
Date of Application:		
Name of Professional Development Activity:		
Location of Professional Development Activity:		
Date of Professional Development Activity:		
Anticipated Costs <i>(to be calculated in Canadian Funds)</i>	Amount From Other Source	Requested from Joint Fund
Registration/Course Fees		
Travel by Car (\$0.70 per km)		
Miscellaneous (Original receipts must accompany claims) (bus, taxi, parking)		
Accommodations (including all fees and taxes) (\$68.00 per day if staying with friends/relatives)		
Meals Per Diem (Receipts not required) Breakfast \$15, Lunch \$20, Supper \$35		
Total Reimbursement for Applicant <i>Level 3 funding not to exceed \$700.00</i>		
<p>Please ensure that you have reviewed the Joint BSD/BTA PD Fund Criteria. This form is to be submitted to the BTA Office at minimum one week prior to the next scheduled meeting. This form must be submitted with the following documents:</p> <ul style="list-style-type: none"> Cover Letter (signed by all applicants) explaining the relevance of this PD to your professional assignment, related activities, growth plan outcomes, personal professional development needs and relevance to student learning and teaching practice. The required registration form for the activity. A copy of the program or conference brochure. <p>If you have any questions with regards to the above, please contact the Brandon Teachers Association Phone: 204-729-3141 Email: office@bta.mbteach.org</p>		
Contact Email Address		
Substitute Teacher Signature		
<div style="display: flex; justify-content: space-between;"> FOR BTA OFFICE USE ONLY: Funding Level 3 (Substitute) _____ </div>		

