

<b>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</b>	<b>Code: GDMC</b>
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**SUPPORT STAFF INSERVICE FUNDING**

The Kelsey School Division may provide some encouragement via financial assistance to support staff for attendance at special workshops and training sessions in order to enhance their knowledge and skills in their specific area of work.

**A. Objective**

Support staff educational development is understood to respond to three levels of need:

1. Development activities determined to be important in the support of the role of the support staff personnel.
2. Development activities critical to the school’s operation as identified in the annual school plan.
3. Development activities critical to the School Division operations and identified in the annual School Division program and curriculum plan.

**B. Funding for Training**

Funding of educational development for support staff may be available via a dedicated category in the School Division’s annual budget. Approved mandatory training directly related to the current job of an employee will be funded fully as per guidelines in Policy BDH. Elective workshops and seminars for personal growth recommended by the employee’s immediate supervisor will be considered for support by the Superintendent.

**C. Educational Development Committee**

1. Membership: The Educational Development Committee will consist of:
  - a) a representative appointed from each of the following categories:
    - Educational Assistants
    - Secretarial Assistants and Librarians
    - Maintenance and Bus Drivers
  - b) two representatives of the School Division central administration
  - c) a school principal appointed by the School Division.

A quorum will be four members, with at least two members from (a) and from (b+c).

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2. Duties of the Committee

- a) The Educational Development Committee will meet at least once a term to review suggestions for divisional educational development inservice.
- b) Divisional inservice sessions shall be in keeping with the educational priorities and/or goals of the Kelsey School Division.
- c) The Educational Development Committee will consider the relative benefits that employees may derive from the provision of various inservice topics and make recommendations to administration.