

MEMORANDUM

DATE: February 2, 2012

TO: Local Association PD Chairpersons
PD Regional Facilitators
PD Standing Committee
Local Association Presidents

FROM: Mary Chalmers, Chair, PD Standing Committee
Lia Baksina, Staff Officer

RE: **PD Chairs' Winter Seminar**

The Winter PD Seminar for Local Association PD Chairpersons is scheduled to take place on **Friday, February 24, and Saturday, February 25, 2012 – 9:00 a.m. to 3:30 p.m. on both days**, at **McMaster House** (191 Harcourt St.,) Winnipeg.

The Seminar is designed to be interactive and therefore depends on all delegates arriving prepared to participate on both days. Please bring a laptop (or other device) for this seminar. *Ensure an alternate from your Association is present if you are unable to attend.*

The agenda will include revisiting the Standards of Professional Learning through an interactive and facilitated discussion by Joni Romano. Joni is respected for her work in developing professional learning communities as foundations for school cultures focussed on raising student achievement.

Saturday morning, we will be joined by representatives from the National Film Board. This interactive workshop will focus on the use of technology in creating customized and unique lessons and presentations which can be used in a variety of ways.

Saturday afternoon, PD chairs will be asked to share how they used the presentations based on the Standards of Professional Learning in their schools, divisions or local associations. These presentations were prepared at the PD Fall seminars last October. We will end the day with regional meetings.

Each session will have opportunities for discussion and we look forward to your sharing of local association stories, experiences, and successes.

[Click here to register](#) by Thursday, February 17th, 2012 so that we may order the appropriate number of meals. Also please indicate your dietary restrictions and/or allergies when you register as we will need to forward this information to the caterer.

Arrangements are as follows:

- 1) The Society will cover the expenses of one PD Chair of each Local Association.

- 2) **Accommodation:** Delegates requiring hotel accommodation are requested to **book their own rooms**, as soon as possible. The closest hotel to McMaster House is the **Holiday Inn Airport West (885-4478)** or **(1-800-665-0352)**. Please present your MTS Membership Card upon check-in.

Delegates choosing to stay with friends or relatives may claim **up to \$60.39 per day** in lieu of hotel costs.

Please Note:

Accommodation and meals are paid in accordance with MTS guidelines. If you expect to arrive after 6:00 pm or are unable to attend because of unforeseen circumstances, please notify the hotel as soon as possible.

Delegates are expected to pay your own hotel bills, claim the amount on your expense voucher, and be reimbursed the cost of accommodation along with your other expenses.

- 3) Associations may send the PD Co-chair or incoming PD Chair, **at local association cost.**
- 4) Advance registrations will only be accepted. Delegates **must register by February 17th, 2011.** **If you register and are unable to attend, please cancel prior to February 22, 2012, otherwise expenses for meals will be charged to your Local Association.**
- 5) Lunch will be provided at the Seminar.
- 6) Seminar kits may be picked up at the registration table located in the foyer of the Auditorium.
- 7) Re. Dependent Care, where out-of-pocket costs are incurred for evenings and the weekend, claim actual expenses up to \$9.00 per hour to a maximum of \$72.00 per 24-hour day.
- 8) It is possible for members to be reimbursed electronically for your expenses. Please bring a voided cheque with you if you have not already done so at a previous meeting.

We have organized the workshop to end at 3:30 p.m. on Saturday to respect the need for travel and personal time.

The success of the workshop depends on your participation.

Please register online at www.mbteach.org
by: **Friday, February 17, 2012**

If you need any further information, please contact
Gwen Hewitt by fax: **831-0877** or **1-800-665-0584**

LB/gh

cc: Provincial Executive