



**NORTH BRANCH**  
**AREA PUBLIC SCHOOLS**  
**Inspire Dreams, Build Integrity, Instill Hope**

District Staff Development Calendars,  
Guidelines and Procedures  
2015-2016

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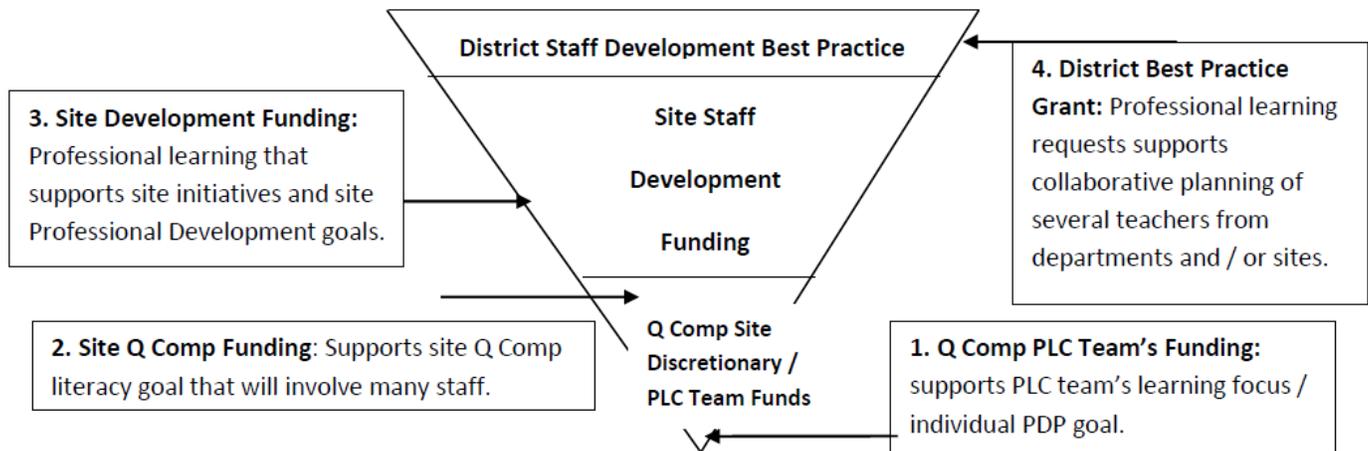
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## SUMMARY BREAKDOWN OF PROFESSIONAL DEVELOPMENT FUNDING: Q Comp, Site Staff Development or District Best Practice Grant

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There are three budgets available that provide funding to support professional development opportunities for staff. The visual below may be helpful to clarify when you should access the following funding sources for professional development requests:

1. Q Comp PLC Team
2. Q Comp Site Discretionary
3. Site Staff Development
4. District Best Practice Grant funding



## DISTRICT BEST PRACTICE GRANTS

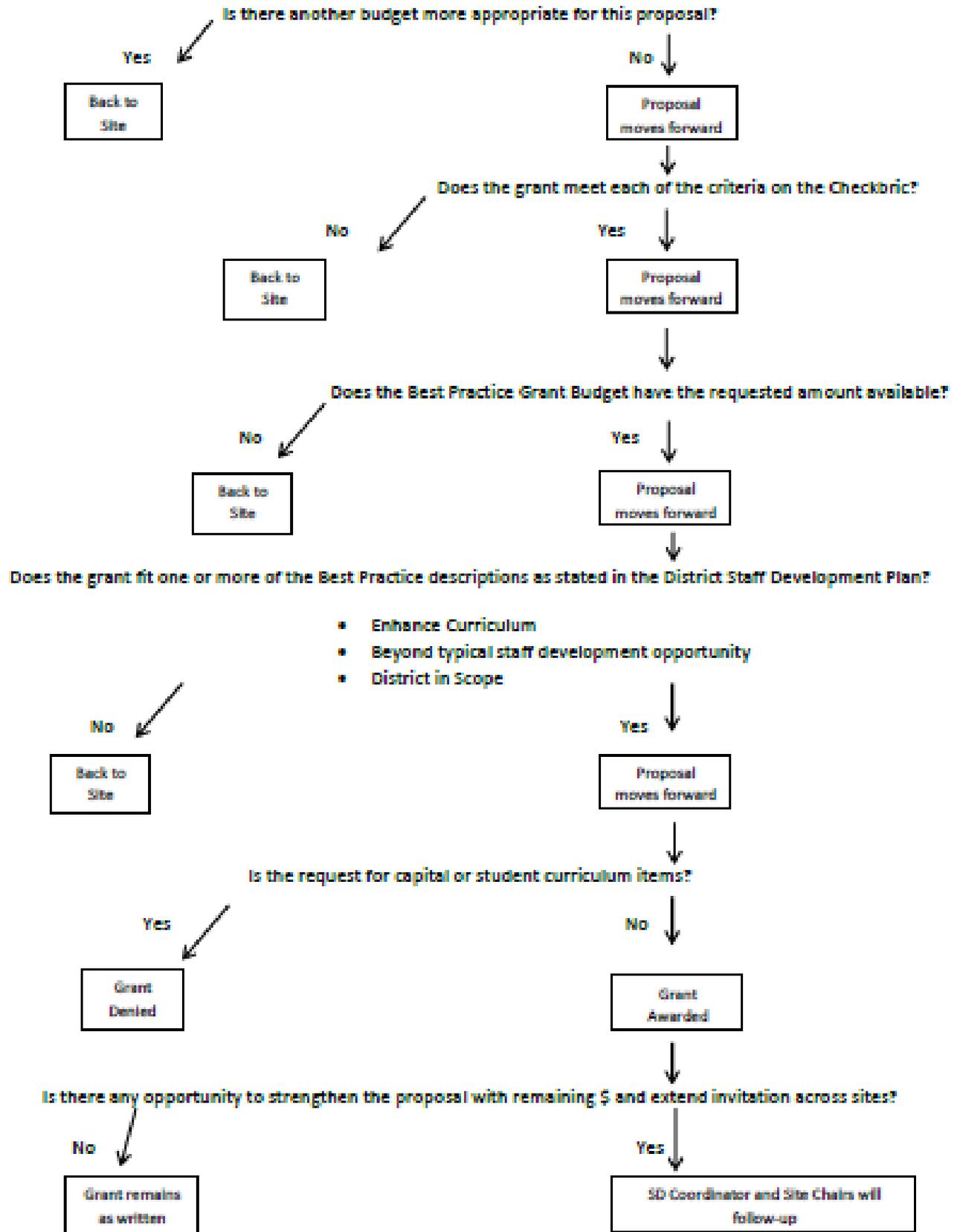
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Funds will be awarded by the District Staff Development Committee in the form of grants. In order to be eligible to receive a Best Practice grant, an application form must be submitted to the site chairperson who will bring it to the District Staff Development Committee for consideration. Best Practice funds are available for experiences that will enhance the curriculum, are beyond the typical staff development opportunity, or are district in scope not focused on an individual building.

The process for application is as follows:

1. A proposal (application form) is submitted to the Site Staff Development Chairperson or District Staff Development Committee member.
2. Application will be reviewed by site staff development chairperson and site administrator.
3. Once reviewed, the plan will be brought to the site building committee and signed off by site administrator if approved.
4. Once approved by the sites, the proposal is sent to the District Staff Development Chairperson.
5. The District Staff Development Committee reviews the request at its regular monthly meeting. The Grant Proposal Review form will be used to evaluate the proposal and a decision will be made based on a simple majority of the members present at the meeting.
6. Requests for Best Practice grants will be accepted at any time and it is recommended that requests be submitted early in the year in order to have the best chance of being approved for a grant. If or when grant monies are exhausted for the year, no more grants will be awarded until the following year.
7. Approved Best Practice grants will be submitted to the Director of Curriculum and Instruction for review and district office personnel will be notified of approved disbursement of funds.
8. The District Staff Development Chairperson will notify the staff member(s) who submitted the Best Practice Grant if their proposal was approved.
9. The District Staff Development Chairperson will notify the staff member(s) who are not approved. The grant will be returned to the person submitting the proposal with rationale for its denial.

**District Advisory Best Practice Grant Approval Flowchart**



# **SITE PROCEDURES**

## **CONFERENCE GUIDELINES**

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### **Workshop/Conference/Course Guidelines**

1. Workshop/conference must be aligned with District and Building initiatives and goals.
2. The workshop/conference should have an emphasis on continuous improvement in instruction.
3. Workshop/conference should be focused on student achievement needs.
4. Unless required by administration, salary for weekends and summer conferences, classes, and meetings will not be paid.
5. College credit can not be requested for workshops/conferences paid for out of Staff Development funds.
6. College courses can not be paid for out of Staff Development funds.
7. Meals may be purchased and reimbursed for training sessions that take place away from North Branch when there is a request in advance for meal reimbursement. Meal costs should not exceed the following: breakfast, \$10, lunch \$15 and dinner \$25. (See meal guidelines on pg. 9.)
8. Current building lead administrator must be in attendance if workshop/conference is out of state.

### **Curriculum writing/research**

1. Maximum of up to 30 hours per teacher may be granted for development of a new course or if part of the continuous curriculum improvement process.
2. Maximum of up to 20 hours per teacher may be granted if revising an existing course
3. Requests in excess of above limits will be processed on a case by case basis
4. If insufficient funds remain to grant all writing requests, priority will be given as follows:
  - a. Amount of money previously allocated to an individual
  - b. New courses
  - c. Alignment with continuous curriculum improvement process
  - d. Revision of existing curriculum
5. In the absence of funds, no curriculum writing/research will be funded.

### **Expectations for Sharing Knowledge and Curriculum**

1. Following a staff development experience, the staff member will participate in one of the following:
  - a. Notify other staff members in similar assignments, of the experience and share information gained.
  - b. Be willing to present information at a future staff development workshop.
  - c. Other method of sharing approved by building committee.
2. Curriculum that is developed will be shared with other members of the staff who are assigned to the same course.

## Procedures for Accessing Funds

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All requests for building staff development funds will be made using the current staff development form.

### PROFESSIONAL DEVELOPMENT FORM

#### Individual Requests

- a. All costs related to the event (including registration, sub fees, mileage, lodging, meals) need to be included and entered on the form.
- b. The absence should be entered into Aesop and confirmation numbers placed on the professional development form. (The absence will be approved once paperwork has been processed by site and district office staff.)
- c. The staff development request form will be submitted to the site staff development chair or site administrator **6-8 weeks prior** to the absence. (Requests must allow time for the building committee to approve and for paperwork to move through the proper channels prior to the event.)
  - HS: First and third Wednesday of the month
  - MS: Third Wednesday of the Month
  - SR: Once a month, usually the third Thursday
- d. Approval can be obtained without going to committee with the signatures of the building administrator and the site chair for requests under \$200.
- e. Priority will be given to requests that closely align with building initiatives.
- f. Multiple dates for the same event can be placed on one form.

All requests for district staff development funds will be made using the current professional development form.

- The professional development form will be submitted to the District Staff Development Coordinator or the Director of Curriculum and Instruction. Approval can be obtained without going to the Core Committee with the signatures of the District Staff Development Coordinator and the Director of Curriculum and Instruction for requests under \$1000. Funding for projects greater than this amount will be brought to the Core committee for approval. The District Wide Staff Development committee will be informed at a future meeting.

Teachers who participate in Peer Coaching, Learning Communities, or Coaching Communities may participate for 2 years and then rotate off for 1 year.

All requests for building or district staff development funds are pending upon substitute availability, if needed.

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## NATIONAL CONFERENCE GUIDELINES

## NATIONAL CONFERENCE:

The following guidelines will be used district wide when Site Staff Development Committees are approving requests to attend any National Conference within the contiguous United States.

### Criteria for Approval:

- 1.) Teachers must have tenure in the school district or requested to attend by an administrator. Classified staff will be eligible to attend after three years of employment or requested to attend by an administrator.
- 2.) It is recommended by the District Staff Development Advisory Committee that eligible staff can apply to attend a national conference every five years. However, site staff development committees and principals can grant approval to staff members where conditions warrant attendance at a national conference.
- 3.) Unless required by administration, salary for weekend and summer conference sessions will not be paid.
- 4.) National conference requests must be germane to the needs of the school district and aligned with a staff's current position / district responsibilities.
- 5.) Current building lead administrator must be in attendance if national conference is out of state.
- 6.) A school vehicle will be used for travel to a national conference within 300 miles. Air fare will be approved for national conferences over 300 miles. Travel and hotel arrangements will be made to find cost effective means. (It is expected that staff will use economical ground transportation during the conference whenever possible, i.e. taxi instead of limousine service, etc.)
- 7.) National conferences held within a distance less than 300 miles may be exempt from national conference criteria, due to the proximity and nature of the conference. (Ex: Yearly conferences held in the same location that supports a specific curricular area or a national conference that is scheduled to be held in the area.)
- 8.) Meals will be reimbursed up to \$50.00 a day for each overnight stay (\$10.00/breakfast, \$15.00/lunch, \$25.00/dinner-these are all **maximum** amounts). Staff with individual meal reimbursements that exceed a reasonable amount may be contacted by the District Office. Amounts may be adjusted due to conference location. Itemized receipts must be attached to all reimbursement requests.
- 9.) A report will be submitted to the Site Staff Development Committee within 30 days of attending the conference. The report will give an overview of the conference experience and identify a plan for how the information will be shared with other interested staff in the district.

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## QUICK COST/FEE REFERENCE GUIDE

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Meal Allowance	Breakfast: \$10 Lunch: \$15 Dinner: \$25  *no alcoholic beverages **need itemized receipt ***meal has to be near the conference ****allowance may not be used for groceries
Sub Cost	Full day teacher sub \$155.00. Half day teacher sub \$77.50
Mileage	personal vehicle: reimbursement of *\$.575 per mile school vehicle: 40¢ per mile  If a staff member is driving from home, they must claim the shorter of the following distances: from home to the location or from school to the location.  <i>Beginning in 2014-2015, procedures will be changing regarding the use of school vehicles by adults to reduce stress on the fleet. Employees may use personal vehicles to travel to workshops or meetings without checking first for the availability of a school vehicle. Staff members may submit a mileage reimbursement form to recover their expenses based on the IRS rate. School vehicles may still be reserved for use if available.</i>

## MEAL REIMBURSEMENT GUIDELINES

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1. You must turn in an itemized receipt to your building secretary. The receipt must have a list of what menu items were ordered. A receipt with only a total will not be accepted by our state auditor. (Yes, they look at every receipt.)
2. Alcoholic beverages will never be accepted for reimbursement. I recommend having them placed on a separate tab/check. If you ask your server, they will do this for you.
3. The maximum meal reimbursement amounts are as follows: breakfast-\$10, lunch-\$15, supper-\$25. Abusing these amounts may result in denial of reimbursement or only partial reimbursement. (for example...your supper/meal is \$6.00 so you decide to order 3 desserts)
4. You may not purchase groceries in place of a meal.
5. It is expected that you are eating at or near the conference. If your receipt is from the North Branch area and the conference is not, it may be denied.
6. Your claim can be denied if you do not follow these procedures.

## SCRED WHO PAYS WHAT?

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[Link](#)

**North Branch Area Public Schools**  
**2015-2016 District Wide Professional Development Day Schedule**

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[Link](#)

\*\*\*For a complete list of Professional Development Opportunities, type in NBS STAFF DEV in your calendar search box\*\*\*

## SITE CHAIR STIPEND

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To receive the full stipend of \$850 site chair must fulfill the duties per the Staff Development Plan, page 10. In addition, site chairs are required to submit two logs, which document their activity, a year to the district staff development coordinator. The first log will be submitted in December and release the first half of the stipend and the other log will be submitted in May which will release the second half of the stipend.

Stipends will be paid in the following manner:

At the beginning of January the district staff development coordinator will submit paperwork to the secretary who oversees teacher payroll, Sue Shockley, to release the first half of the stipend of \$425 once the site staff development chairs have submitted their September - December logs. The stipend is paid out of two different staff development accounts. \$263 from the site chairs site staff development budget and \$162 from the district wide staff development account.

At the end of May the district staff development coordinator will submit the paperwork to release the second half of the stipend once the staff development site chairs have submitted their January - May log and completed all but the findings portion of the staff development state report for their sites; \$263 from the site staff development budget and \$162 from the district wide staff development account.

Total:

\$526 paid by site funds

\$324 paid by district funds

\$850