



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

District Staff Development Handbooks:
Calendars, Guidelines, Procedures
2018-2019

Table of Contents

Best Practice Grants.....	Page 3
Site Procedures and Conference Guidelines	Page 4
Accessing Staff Development Funds	Page 4
National Conferences Guidelines.....	Page 6
Cost/Fee Reference Guide	Page 7
Meal Reimbursement Guidelines.....	Page 7
SCRED who pays what?	Page 8
2018- 2019 Professional Development	Page 8
Site Chair Stipends	Page 8

DISTRICT BEST PRACTICE GRANTS

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 and District Staff Development Core Committee for review.
5. The District Staff Development Committee reviews the request. 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 during the year. The District staff development committee approves grants bi-annually..
7. Approved Best Practice grants will be submitted to the Director of Teaching and Learning 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.
10. At the conclusion of the staff development opportunity, 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

PROCEDURES FOR ALLOCATIONS OF FUNDS

Workshop/Conferences/Course and Disbursement of Staff Development Funds

1. Criteria for approval of requests
 - a. All requests must be aligned with site or district initiatives and staff development goals
 - b. The building Professional Development Committee and/or administration will determine the number of people who may attend a particular workshop.
 - c. Collaborative teams will be sent to workshops when possible.
 - d. There must be adequate substitute coverage.
 - e. The request must not duplicate other professional development opportunities.
 - f. Unless required by administration, salary for weekends and summer conferences, classes, and meetings will not be paid.
 - g. College courses can not be paid for out of Staff Development funds.
 - i. **Staff Development funds may be requested for a conference and the attendee pays additional for the college credit.**
 - h. Current building lead administrator will be in attendance, if deemed appropriate, if workshop/conference is out of state.

2. Guidelines for Disbursement
 - a. Distribution of Funds
 - i. Funds will be distributed on a first come/first served basis. The site committee will determine if funding will be granted IF the funding request is more than \$500.00.
 - ii. For district expenses, approval can be obtained without going to the Core Committee with the signatures of the District Staff Development Coordinator and the Director of Teaching and Learning for requests under \$1000.
 1. Funding for projects greater than this amount will be brought to the Core committee for approval.
 2. The District Wide Staff Development committee will be informed at a future meeting.
 - iii. Substitute funding is based on \$155.00 per day (\$77.50 per half day.)
 - iv. When funds for substitutes are requested to provide collaborative team planning, teams are encouraged to include site and district support people (coaches, integrationists, sped teachers, etc.) to join the group.
 - b. Allocation of Funds
 - i. Twenty-five percent of building funds will be held in reserve for use at the discretion of the building team for such things as food at workshops, building wide meetings, workshop days, or Professional Development Committee meetings and required SCRED attendance, as well as summer writing time.
 - ii. **The Committee will monitor the fund balance throughout the year. If needed, individual accessibility to funds may be adjusted accordingly.**
 - iii. The building Professional Development Committee and/or administration will determine the number of people who may attend a particular workshop based on duplication of knowledge, substitute availability and coverage in the department.
 - iv. People who attend conferences outside of school hours will not be compensated for their time unless special circumstances exist with prior approval. Participants will not receive extra compensation for travel time.
 - v. Conference attendance that is cancelled and result in extra funding will come out of the

employee's site fund.

- vi. 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, \$15, lunch \$20 and dinner \$30. (See meal guidelines on pg. 8.)

3. Curriculum Writing/Units of Study Guidelines

a. Curriculum writing/Units of Study

- i. Maximum of 20 hours per teacher may be granted for development of a new course or if part of the review cycle
- ii. Maximum of 10 hours per teacher may be granted if revising an existing course
 1. Requests in excess of above limits will be processed on a case by case basis
 2. 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. Revision of existing curriculum/units of study
 3. In the absence of funds, no curriculum writing/units of study will be funded

4. Expectations for Sharing Knowledge and Curriculum

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

5. Procedures for accessing funds

- a. All requests for building staff development funds will be made using the current staff development form.
 - i. [PROFESSIONAL DEVELOPMENT FORM](#)
- b. Individual Requests
 - i. All costs related to the event (including registration, sub fees, mileage, lodging, meals) need to be included and entered on the form.
 - ii. 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.)
 - iii. 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.)
 1. HS: First Wednesday of the month
 2. MS: Second Wednesday of the Month
 3. SR: Once a month, usually on Mondays
 - iv. Approval can be obtained without going to committee with the signatures of the building administrator and the site chair for requests under \$500.
 - v. Priority will be given to requests that closely align with district and building initiatives.
 - vi. Multiple dates for the same event should be placed on one form with all AESOP confirmation numbers.

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 will be in attendance, if deemed appropriate, if workshop/conference is out of state.
- 6.) A school vehicle will be used, if available, 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 \$65.00 a day for each overnight stay (\$15.00/breakfast, \$20.00/lunch, \$30.00/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.) Following a staff development experience, the staff member will participate in one of the following:
 1. Notify other staff members in similar assignments, of the experience and share information gained.
 2. Be willing to present information at a future staff development workshop.
 3. Other method of sharing approved by building committee.

QUICK COST/FEE REFERENCE GUIDE

Meal Allowance	Breakfast: \$15 Lunch: \$20 Dinner: \$30 <ul style="list-style-type: none">• 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 *\$.54 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>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

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. 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.
3. Your claim can be denied if you do not follow these procedures.

SCRED WHO PAYS WHAT?

[Link](#)

North Branch Area Public Schools 2018-2019 District Wide Professional Development Day Schedule

[Link](#)

SITE CHAIR STIPEND

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 throughout 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 Director of Teaching and Learning. Upon approval by the Director, the Coordinator will communicate with payroll 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, for their sites to the Director of Teaching and Learning. The Coordinator will then communicate with payroll to release the second half of the stipend; \$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