

Professional Development and Professional Leave Procedures

You would like to attend a Professional Development activity that you found/ your principal asked you to attend:

Might include activities like -

- Observing another school/ classroom
- Attending a workshop/ conference to support professional goals/ post-observation goals
- Attending IEP/ Data Team meetings

Guidelines for out of district professional development activities -

- The workshop must meet building and district goals.
- Each member of the staff may attend only one workshop per year using professional development funds, however additional requests may be considered, funds permitting. (Requests may be denied when the funds run out.)
- Workshop request must be submitted no later than a two weeks prior to registration deadlines.
- All registrations and hotel reservations must be made through Central Office (or Carol Bourgeois for SPED).
- Out of state conferences are not allowed.
- Carpooling is recommended. If attendees do not want to carpool, then they agree to divide the reimbursement equally among the drivers.
- Staff must share information gained at the workshop with their grade level or other staff members at either a faculty meeting or on a professional development day.

Step 1: Gather information

- Registration cost, deadline, form
- Travel cost (meals, lodging, mileage)

Step 2: Request approval from principal (or Director N. Schmitz for Special Education)

At least two weeks prior to registration deadline, request approval from principal/ director by providing this information and Professional Development Activity Form (page 15).

Principal/ Director will -

1. Check for available building PD funds
2. Check substitute numbers for that date
3. Ensure the activity is in line with building/ district goals
4. Sign Professional Development Activity Form and confirm approval with requesting educator

5. Forward all forms and information to Doréan Dow at CO for final approval and registration

Doréan Dow will -

1. Sign Professional Development Activity Form
2. Forward to Andrea Yates to create PO and register for activity (and hotel, if necessary) (or to Carol Bourgeois for SPED)
3. Approve PO and send copies of all paperwork back to building admin and attendees.

Step 3: Enter absence into Aesop and prepare sub plans

- ESSENTIAL--please select **PROFESSIONAL DEVELOPMENT** as the absence type

Step 4: Attend the event

- Save all receipts (see reimbursement guidelines on page 17)
- Complete Request for Professional Development Expenses form (page 18) and submit to Doréan Dow.
- Note: Forms must be received at Central Office the MONDAY before Board meetings. Payment of reimbursements will be paid the Friday after the Board meeting.

You would like to attend a Professional Development activity that supports a district initiative:

Might include activities like -

- Curriculum writing
- Beginning teacher assistance observations/ workshops
- K-12 Special Area Conferences (Music, Counseling, Library)
- PBS Training
- Content Area Workshops
- Special Education Training

Guidelines for out of district professional development activities -

- The workshop must meet building and district goals.
- Each member of the staff may attend only one workshop per year using professional development funds, however additional requests may be considered for approval, funds permitting. (Requests may be denied when the funds run out.)
- Workshop request must be submitted no later than a two weeks prior to registration deadlines.
- All registrations and hotel reservations must be made through Central Office (or Carol Bourgeois for SPED).
- Out of state conferences are not allowed.
- Carpooling is recommended. If attendees do not want to carpool, then they agree to divide the reimbursement equally among the drivers.
- Staff must share information gained at the workshop with their grade level or other staff members at either a faculty meeting or on a professional development day.

Step 1: Gather information

- Registration cost, deadline, form
- Travel cost (meals, lodging, mileage)

Step 2: Request approval from principal (or Director N. Schmitz for Special Education)

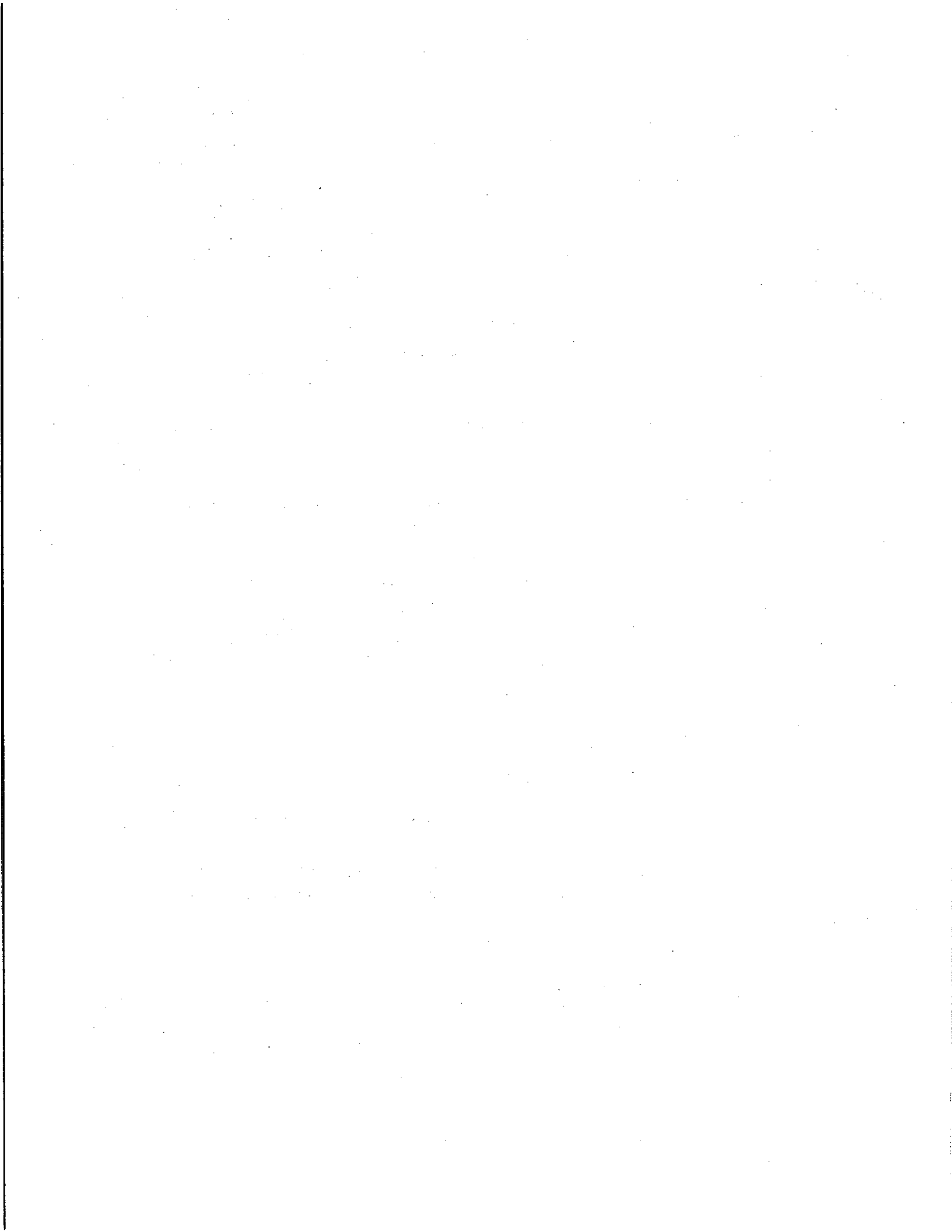
At least two weeks prior to registration deadline, request approval from principal/director by providing this information and Professional Development Activity Approval Form (page 15, Yellow Sheet).

Principal/ Director will -

1. Check substitute numbers for that date
2. Sign Professional Development Activity Form and confirm building-level approval with requesting educator
3. Forward all forms and information to Doréan Dow at CO for final approval and registration

Doréan Dow will -

1. Sign Professional Development Activity Approval Form



Professional Development Activity Approval Form

Name: _____ Bldg: _____ Request Date: _____

Workshop Title: _____

Workshop Date(s): _____ Registration Deadline: _____

Why are you requesting to attend? What benefits for you and for the district will be gained from participation? (Include specific topics/ activities addressed through event)

Anticipated Expenses

Registration Fee: \$ _____

Mileage: _____ miles @ \$0.485 per mile (max. \$100) \$ _____

Meal Allowance: (not to exceed \$40 per day)
\$10 breakfast, \$10 lunch, \$20 dinner
Gratuities will not exceed 15% \$ _____

Lodging: _____ nights @ \$100 per night \$ _____
***not to exceed 3 nights**

Substitute Teacher: _____ days @ \$90 per day \$ _____
***not to exceed 3 days**

Include the following with this form: _____ Workshop Registration Form

Personal/ Building level Initiative District Initiative

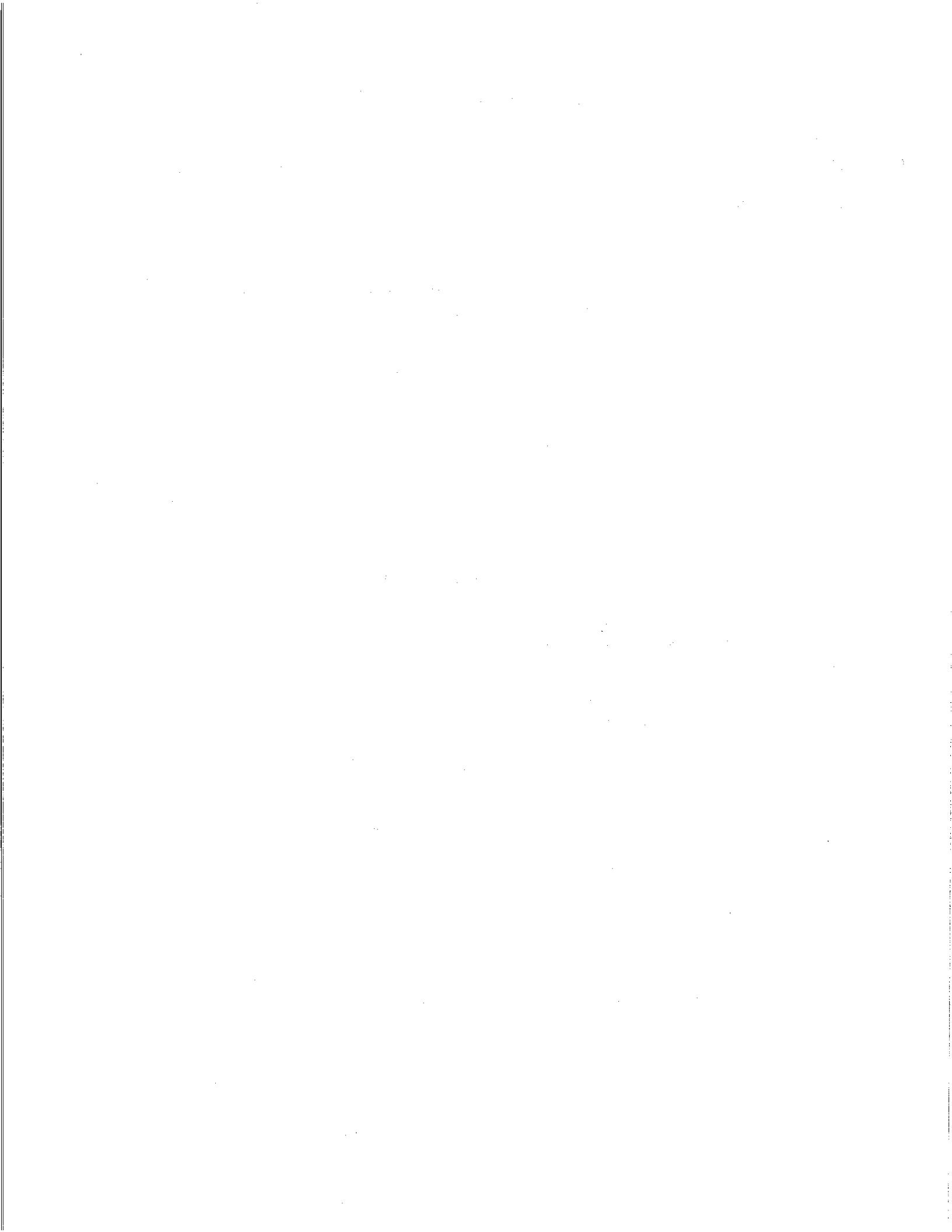
Building Principal's Signature _____ Date _____

Assistant Superintendent's Signature _____ Date _____

Workshop has been: Approved Not Approved

Reason for not approving : _____

Please attach all pertinent registration information.



Request for Professional Development Expenses

Name: _____ Request Date: _____

Workshop Title: _____ Workshop Date(s): _____

Mileage: (this applies only to the driver)

From _____ To: _____ = _____ miles
(round trip)

_____ miles @ \$0.485 per mile _____ (mileage cost not to exceed \$100)

Please list your passengers attending the workshop with you. If NONE, please mark NONE.

- NONE
- _____
- _____
- _____
- _____

Please list expenses incurred while attending this workshop. There are limits and restrictions in the PDC manual located at www.desoto.k12.mo.us regarding expense reimbursement.

Workshop Cost _____
Meal Cost _____
Lodging Cost _____
Mileage Cost _____

Total _____

Please be sure to attach ALL receipts to this expense report to expedite your reimbursement. Thank you!

Assistant Superintendent's Signature _____ Date _____

Amount of reimbursement approved _____

Explanation (if necessary) : _____

CODE: (Circle the Correct Code)

D - 001-2214-6343-000-000	JH - 001-2214-6343-003-000
V - 001-2214-6343-001-000	SH - 001-2214-6343-005-000
A - 001-2214-6343-002-000	ECC-001-2214-6343-004-000

Reimbursement for Expenses Related to Out-of-District Professional Development Activities

Registration Fees: Fees for an out-of-district professional development activity are to be paid by the participant. Reimbursement will be made after the participant completes the activity and processes a reimbursement request. Participant must complete a check request form with all original receipts attached.

Mileage: Mileage is reimbursed at \$0.485 per mile with mileage per district policy. Employees are expected to ride together when traveling to the same conference. Reimbursement not to exceed \$100.

If a member travels by plane, there may be partial reimbursement considered for the flight based on mileage cost the district has paid. Central Office will determine partial reimbursement for plane travel.

Meal Allowance: Meal reimbursement will not exceed \$10 for breakfast, \$10 for lunch and \$20 for dinner not to exceed \$40 per day. The district will not pay for alcohol, and gratuities will not exceed 15% of the meal cost. Original receipts must be attached for reimbursement of expenses.

Lodging: Nightly hotel expense will be determined at a rate not to exceed \$100 per night and no more than a total of \$300. It is expected that employees will share a room when attending the same conference when possible. Employees attending the same conference will only be reimbursed for the cost of one double room, which could be shared (gender permitting). Staff members who desire a private room when multiple employees are attending the same conference will not be reimbursed any lodging expenses.