

Professional Development Procedures

To: All Staff

From: Ann Eng, Professional Development Office

Below you will find clarification on the steps you need to take to apply for and receive Professional Development/Tuition funding, substitutes, recertification hours and Professional Growth Units (PGU's).

Professional Development Workshop and Tuition Funding

Full time staff is allowed \$400.00 for Professional Development Funds (workshops, conferences, etc.), and \$750.00 once a year for Tuition Funds. [Your second request for Tuition Funds will be held for the June meeting where approval is pending fund availability.]

Less than fulltime staff allocations are calculated based on your contractual hours.

When you want to attend a workshop/course that requires money and/or a substitute, you must apply by completing a Professional Development Form before attending the activity. Your Administrator must sign all Professional Development Forms and your Administrator will have the final approval of whether or not the workshop/course you are taking is applicable to the goals set by your school. The Professional Development Form needs to be submitted to the Professional Development Office **NO LATER than the 1st MONDAY of the month in order to receive funding.** Professional Development meetings are held on the second Monday of the month. If you are unable to attend the approved activity or complete a course, you will be required to reimburse the ConVal School District for the approved funding that you received.

If for some reason the workshop happens before the next Professional Development meeting, you must submit an approved Professional Development Form to the Professional Development Office before attending the event. The Professional Development Committee will deny funding for any activity where a Professional Development Form is not submitted to the Professional Development Office before attending an event.

You may request early payment by completing the Early Payment Form and attaching it to the Professional Development Form.

If you are planning to attend a workshop/course during the summer, you should apply at the June Professional Development meeting. If you become aware of an activity after the June meeting, submit a completed Professional Development

Form including your Administrator's signature to the Professional Development Office before attending the activity and the form will be processed at the August meeting.

After every Professional Development meeting, you will receive notification that your proposal has or has not been approved. Please contact the Professional Development Office if you do not receive notification the week of the meeting.

I. Substitutes

- a. Every member of the bargaining unit is assigned ONE (1) substitute.
There are three units for the distribution of the substitute fund which are:
 1. High School
 2. Middle School
 3. Elementary Schools

As we get closer to the end of the year, substitute funding not used by staff members shall constitute a pool accessible to the members of that unit only.

You may also request a sub day from colleagues if they feel they do not intend to use it within the school year and are willing to give it up.

II. Evaluations

- a. This is very IMPORTANT to remember: Use the EVALUATION FORM when you have requested funding and/or a substitute. *All evaluation forms need to be sent to the Professional Development Office within sixty (60) days of completion of the activity. If you are waiting for receipt of a grade and/or transcripts, etc. for a course, send the evaluation to me and attach a note that you are waiting to receive these. Also, if you do not complete this form within sixty (60) days, you will NOT receive PGU's for activities/courses done on your own time.*
- b. Use an EVALUATION FORM when you have attended a workshop/course that did not require money or a substitute. This evaluation form also needs to be submitted within sixty (60) days of completion of the activity. If you do not submit this form within sixty(60) days, you will NOT receive PGU's for activities/courses completed on your own time.
- c. A college grade report needs to be attached to the Evaluation Form for college courses. A staff member must receive a grade of C or better when completing a college course to receive funding.

- d. When completing the Evaluation form, please remember if you are placing any hours in Area 1 (your endorsement area) and you have more than one endorsement, you must specify which endorsement you would like the hours placed.

- e. PGU's (Professional Growth Units) are awarded when you have completed a workshop/course on your own time. Please remember to document on the Evaluation Form if clock hours completed on district or own time. Hours and PGU's are not given for travel time, lunch, homework, etc. There is a maximum of three (3) PGU's per activity.

Please call me in the SAU Office if you have any questions (924-7333, ext. 2029).