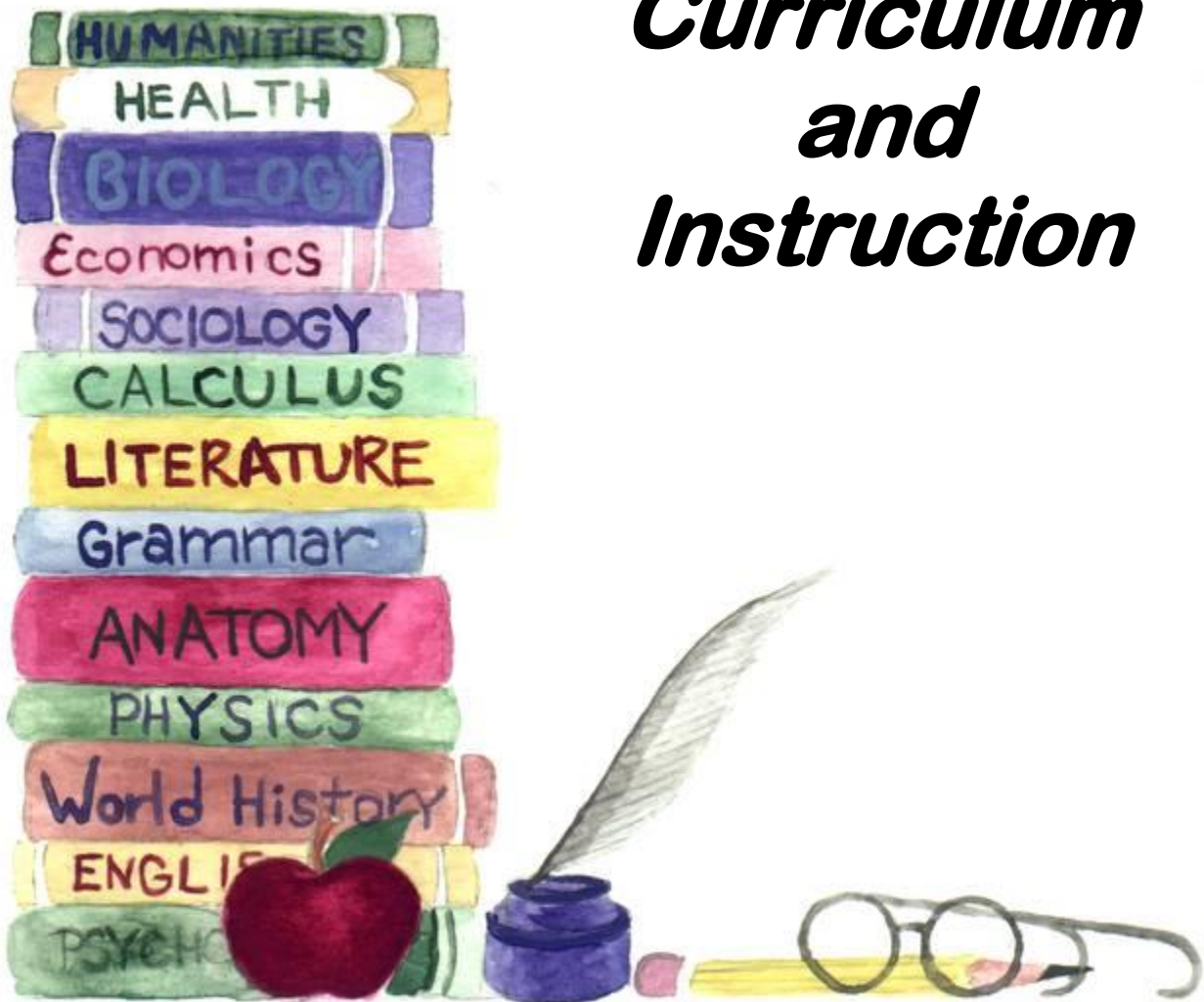




# *Department of Curriculum and Instruction*



# **CURRICULUM & INSTRUCTION**

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### ***DOCUMENTS AND FORMS LOCATED ON THE INTRANET:***

REQUEST FOR PROFESSIONAL DEVELOPMENT FUNDS FORM  
PROFESSIONAL DEVELOPMENT SIGN-IN SHEET  
PROFESSIONAL DEVELOPMENT EVALUATION FORMS

### ***DOCUMENTS AND FORMS LOCATED ON THE ST. MARTIN PARISH SCHOOL SYSTEM WEBSITE:***

PUPIL PROGRESSION PLAN  
TEACHER INFORMATION HANDBOOK

## SCHOOL PROFESSIONAL DEVELOPMENT PROGRAM

- Prior to a professional development session, a **REQUEST FOR PROFESSIONAL DEVELOPMENT FUNDS form** must be submitted to the curriculum office. The form is located on the Intranet. **FUNDS WILL NOT BE ALLOCATED UNLESS THIS FORM IS SUBMITTED, APPROVED, AND RETURNED TO THE SCHOOL.** Requests should reflect those professional development sessions already approved for the various budget categories.
- This form may be submitted for new requests, if the school did not submit a proposed professional development plan for the upcoming school year. However, the availability of funds will determine the amount to be allocated. No professional development activities should be held until approval for funding is received.
- If the professional development session is to be held outside of the regular school day and stipends are to be paid, an agenda and a sign-in sheet must be used and submitted to the curriculum office for payment. The time of the in-service and the stipend to be paid must be indicated on the form.
- Maximum stipends for participants are professionals, \$60.00 for a one day (6 hours) session and for paraprofessionals, \$43.80 for a day-long session (6 hours). The rate for attending professional development sessions was changed to \$10.00 per hour for professionals and \$7.30 per hour for paraprofessionals at the regularly scheduled St. Martin Parish School Board Meeting held on June 6, 2012. Stipends for teachers working on School Improvement Plans will also be based upon professional development hours (\$10.00 per hour). The following scale is to be used:

<u>PROFESSIONALS</u>		<u>PARAPROFESSIONALS</u>	
▪ 1 hour session	\$10.00	1 hour session	\$7.30
▪ 2 hour session	\$20.00	2 hour session	\$14.60
▪ 3 hour session	\$30.00	3 hour session	\$21.90
▪ 4 hour session	\$40.00	4 hour session	\$29.20
▪ 5 hour session	\$50.00	5 hour session	\$36.50
▪ 6 hour session	\$60.00	6 hour session	\$43.80

- Outside consultants must submit an invoice for payment (Social Security number is required), as well as a W-9 form. A sample requisition (if district funds are used for payment), W-9 forms, and the invoice must be submitted to the curriculum office for payment. If school funds are used for payment, the requisition must be created by the school secretary. If the presenters are parish teachers, a time sheet must be kept and submitted (located on the Intranet). W-9 forms are not required for district personnel. Teachers are to be paid \$25.00 per hour for presenting, inclusive of planning. Fees for outside consultants are negotiable. Keep in mind that consultant fees cannot be paid

unless they were submitted in the original staff development plan and are included in the budget.

- Evaluation forms must be completed for each session and submitted to the curriculum office along with the sign in sheet. A few sample evaluation forms have been placed on the Intranet; however, the school and/or program may utilize an evaluation designed specifically for that session.
- No changes can be made in a budget category without prior approval. Principals are asked to allow sufficient time for processing professional development requests and budget revisions when scheduling professional development sessions.
- Expenditures must be within the allocated category. Any amount over the category allocation will be taken from school funds.
- **ALL PROFESSIONAL DEVELOPMENT REQUESTS MUST BE SUBMITTED AND ALL PAPERWORK MUST BE COMPLETED AND APPROVED PRIOR TO THE DATE OF THE PROFESSIONAL DEVELOPMENT SESSION.**

## EXTRA PAY TIMESHEET

### INSTRUCTIONS

- All blanks are to be completed, including the school name. The information is being requested because the information is needed.
- Outdated timesheets will be returned to the school for information to be transferred to the correct timesheet. **Please check the Intranet for the most current version.**
- Use only one page per month for each employee.
- Only one employee should be documented on an extra pay timesheet.
- Non-employees are not to complete extra pay timesheets; requisitions and purchase orders must be completed on these individuals, accompanied by an invoice for their services.
- Student attendance sheets are to be attached for extra work relating to any after hour work with students, such as teaching, tutoring/remediation, detention, make-up testing, satellite course.
- At the end of each week, the information on the right side of the form must be completed including total hours, hourly rate, and total pay for the week/month. The **total pay** at the bottom of the sheet should reflect the comprehensive total for the month.
- The hourly rate for professionals is \$20.00 per hour; paraprofessionals (including bus drivers), \$10.00 per hour.
- Do not use an extra pay timesheet for professional development sessions or committee work (such as School Improvement Planning). Professional development sessions are to be documented on a sign-in sheet (provided on the Intranet) for professional development.
- Extra pay timesheets are to be reviewed by the principal prior to **signing and dating**. **The principal's signature indicates that all information has been checked and if necessary, appropriate adjustments have been made.**
- The purpose for working extra hours is to be indicated on the timesheets, either in the **Grant Name** space (Ex. GEE 21 Tutoring, LEAP 21 Tutoring)

or in the space labeled **Other** (Ex. Make-up Testing, After-School Detention).

- Timesheets must be submitted according to the Business Office Calendar. All extra pay stipends are dispersed through an extra pay run to be disbursed on the **20<sup>th</sup> of the month**. To receive payment by the 20<sup>th</sup> of the month, all time sheets must be completed and signed by the appropriate personnel by the **3<sup>rd</sup> of each month**. Timesheets submitted beyond the targeted dates on the calendar will result in teachers receiving their checks one month late.
- Timesheets will be returned to the **principal**, if any errors are noted. It will be the principal's responsibility to meet with the teacher in order to make the necessary corrections. After all corrections are made, the sheets may be resubmitted. This process will usually result in a delay of payment until the following month.

**Extra Pay Timesheets can be found on the St. Martin Parish website under the Forms section located under the Staff Resources tab.**

Additional information regarding payments can be found in the **Standard Operating Procedures Manual (SOP)** under the policy tab on the district's website.

## **Procedures for Processing Curriculum Travel and Extra Pay Time Sheets**

Please follow the steps listed below for processing travel through the Elementary Supervisor, Secondary Supervisor, and Director of Curriculum and Instruction.

1. All request for out of parish travel must be sent to Liz Berard, Curriculum Department Administrative Assistant, by the school secretary via email. **A copy of the original forms should be kept on file at the school.**
2. Request for Out of Parish Travel forms **must** be submitted 10 days in advance of travel.
3. All travel requiring the use of grant funds, i.e. Title II, or district funds for conferences, must include the Request for Professional Development Funds form.
4. A completed W-9 form must be attached to all Request for Professional Development Funds and Request for Out of Parish Travel forms for new vendors. This is to be completed by the school secretary. Please include the vendors contact information on the W-9 form (i.e. physical address, phone number, and email address).
5. Ms. Berard will print all forms and forward them to the appropriate supervisor, Director of Curriculum and Instruction, and Superintendent.
6. Copies of the approved forms will be scanned and forwarded to the school secretary via email.
7. A purchase order will be created for the conference and will be forwarded to the school secretaries. The school will be responsible for registering their teachers. Registration for conferences can only take place **after** the approved travel forms are returned. Curriculum supervisors **must** inform Ms. Berard if she is to complete their registration and room reservations.
8. Ms. Berard will log all travel forms as they are received, signed and scanned back to the schools.
9. Travel must **NOT** take place without prior approval of the Superintendent and until the approved Request for Out of Parish Travel form has been returned with the appropriate signatures.

**Note:**

**Concerns regarding tracking of travel forms should occur between the school secretaries and Ms. Liz Berard, Curriculum Department Administrative Assistant.**

## Extra Pay Time Sheets

- All extra pay time sheets involving curriculum matters must be submitted to the following staff members:

Time Sheet	Forward To	Name of Person
Guidance Counselors	Supervisor of Child Welfare and Attendance	Frederick Wiltz
Saturday Detention	Supervisor of Child Welfare and Attendance	Frederick Wiltz
Librarians	Supervisor of Technology and Libraries	Redell Louis
Virtual School Teachers	Supervisor of Technology and Virtual Schools	Kellie LeBlanc
Title II	Administrative Assistant for Department of Curriculum and Instruction	Liz Berard
School Level Curriculum Activities: i.e., Afterschool Tutoring, Testing, Remediation, Curriculum Alignment Sessions, Assessment Working Sessions, etc.	Administrative Assistant for Department of Curriculum and Instruction	Liz Berard

**Note:**

**K-8 time sheets and travel will be signed by the Supervisor of Elementary Education, Phyllis Landry, and 9-12 time sheets and travel will be signed by the Supervisor of Secondary Education, Laura Turpeau. All travel listed above will then be f to the Director of Curriculum and Instruction, Dr. Gail Dalcourt, with final approval from the Superintendent of Education, Dr. Lottie Beebe.**