

Rockford Area Schools

Staff Development Procedure

If you are considering applying for staff development funds, ensure that the activity or conference you plan to attend is aligned with the documented ongoing work in your PLC and/or aligns with research-based current best practice. Documentation of this alignment will be required.

Complete the following process to request staff development funds:

- 1) Complete Staff Development Form. Avoid scheduling staff development for Monday and Friday.
 - a. VERY IMPORTANT - If your form requires registration for a conference, ensure that you complete the paperwork with plenty of time for registration. Remember, it may take a week for your form to get routed to DO staff before registration gets processed. Please ensure that you have included DETAILED information about registering - the **exact** phone number or website used for registration (not the home page), and have any registration forms completely filled out.
 - b. Lodging - if you need a room for your conference, please include all needed information - hotel name, address, phone number, fax number, email contact, etc., and any specific conference related information for special rates such as conference codes, etc. The DO will book the room and will send you a confirmation number.

2) At a **minimum of 2 weeks** prior to the event, the form must be routed to the appropriate person for approval.

Route requests:

- a. Special Education - Special Education Coordinator
- b. All other requests: Building principal

This two-week time frame is important, as we need time to determine if we have reached our maximum for subs for that day, and to assess whether there are other critical building functions taking place that would preclude attending the staff development activity. Once the form is signed by the appropriate person, the form will be sent to the Director of Teaching and Learning for final approval.

- a. If not approved, person will be provided with an explanation
- b. If approved, schedule a substitute through Kelly Services.
- c. The Director of Teaching and Learning will approve substitutes through Kelly Services

3) All completed forms will be housed in the District Office and tracked by the Director of Teaching and Learning.

Rockford Area Schools Staff Development Request Form

Please Route to principal/supervisor for approval. Principal/supervisor - please check your calendar for conflicts before approving this request. After approval, please route request to the Director of Teaching and Learning

Requesting Teacher:

Date of Request:

Workshop/Project Title:

Date of Workshop:

Dep/Grade:

Purpose of Staff Development

Special Education

Support of PLC work to increase student achievement or development of best practice in formative assessment. Explain and/or attach documentation that explains the connection between this request and the work of your PLC or best practice.

Other

Explanation (enter "see attached" if attaching supporting documentation):

I agree to share the knowledge gained from this staff development activity with other staff, and understand that I may be asked to present at a late start session, building staff meeting, PLC meeting or other event, so that other staff can benefit from this experience.

Staff Development Cost Worksheet

Substitute Cost (when approved, you will need to request a substitute through Kelly Services before the date of the workshop or event)

Full Day - \$159.10

Half Day - \$79.59

No substitute needed.

Conference Registration Fee (enter amount):

Mileage (reimbursed at IRS Rate) Total Miles: _____ X _____ /Mile

[Calculate mileage a.) From Rockford to the event OR b.) from home to the event. Whichever is closer to the event. Travel Voucher must be submitted for payment]

Lodging Expense - include taxes and fees if known:

[If the DO is making your hotel reservation, attach hotel name, address, phone number, fax number, email contact, etc., and any specific conference related information for special rates such as conference codes. If requesting reimbursement for hotel and/or meals, an itemized receipt is required with travel voucher.

Hourly Pay for Staff Development Activities (\$25/hr. x _____ hours):

Total Cost of Request:

*Submit all reimbursement forms(s) upon completion of event

Approval

Print completed form and submit to building principal or supervisor.

Approved Not Approved Reason: _____

Principal/Supervisor Signature: _____

Signature of Director of Teaching and Learning: _____

Approved Not Approved Reason: _____