

PD Allocation Form

Person completing form			
Location		Grade/Dept	
Other people involved			

High quality professional development is aligned with state academic standards, school and district goals, and other professional learning activities; is content focused; incorporates active learning; uses models and modeling of effective practice; supports collaboration, typically in job-embedded contexts; provides coaching and expert support; offers feedback and reflection; and is sustained and continuous. Learn more at <https://tinyurl.com/HQPL410>.

Activity Requested (choose one):

- | | |
|--|---|
| <input type="checkbox"/> Professional Growth Plan
<input type="checkbox"/> Class/Conference/Workshop
<input type="checkbox"/> Professional Materials | <input type="checkbox"/> In-Building Training
<input type="checkbox"/> Colleague Collaboration |
|--|---|

Attach additional pages if needed

Describe request			
Date(s) of activity			
Are clock hours available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Describe the desired outcome			
Outline of costs			
Signature of person requesting		Date	

-----LIT Use Only-----

LIT Meeting Date		Decision	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> With modifications
Notes			
Date LIT Verified completion of activity			

2023-2026 SVEA CBA Language re: PD Allocation

Article 21 Professional Development Support

- 21.1 Professional Development Allocation:** An annual dollar amount will be allocated for the professional development of certificated employees for each year of this Agreement. Said allocation shall be based on one day of the daily substitute cost (including payroll taxes) times the total number of certificated employees.
- 21.1.1 Each building's allocation will be based on the October 1 FTE count. Itinerant employees, excluding Special Education ESAs, will be included in their home school's allocation. This budget will be allocated to each Learning Improvement Team and Principal.
 - 21.1.2 Special Education ESAs will have an allocation based on the October 1 FTE count. This budget will be allocated to the ESA Team leads and Executive Director of Student Services.
 - 21.1.3 Professional development activities must be consistent with the District Mission Statement and Learning Goals. These activities may include the following: Professional Growth Plan, classes, conferences, workshops, professional materials, and in-building training. Pre-approved colleague collaboration completed outside of the workday must be submitted on a timesheet and will be paid at the Professional Rate. Clock hours for building and District professional development will be made available when possible.
 - 21.1.4 Employees will be notified of their building/ESA allocation and how to access the funds by October 15.
 - 21.1.5 Employees may apply for the funds to their Learning Improvement Team or ESA Team Leads, as appropriate for their position. These groups will consider applications in collaboration with the appropriate administrator, and determine use of the funds based on research-based high quality professional development. Funds must be expended within the fiscal year (September 1-August 31), and do not carry over to the subsequent year.
 - 21.1.5.1 The District and Association will agree to a standard form that will be made available to all employees. The form will minimally include a description of research-based high quality professional development.
 - 21.1.5.2 Once professional development has been completed, the employee will be responsible for submitting the form to the LIT team for verification of completed professional development.
 - 21.1.6 It is the responsibility of each Learning Improvement Team and/or Program Manager to submit a report to the Mutual Interest Committee at the end of each school year. This report shall include a list of activities funded throughout the previous school year and recommendations for the upcoming year. This information will assist the Mutual Interest Committee's evaluation of the program.