

# RCCSD Professional Development Procedures

All professional development requests must be submitted in Frontline at least two full weeks before the registration deadline for the session to allow ample time for the approval and funding processes.

1. Submit for Frontline Approval.
  - a. DISTRICT OR BOCES SPONSORED TRAININGS
    - Click on Activity Catalog. Choose the District Catalog or appropriate BOCES catalog. Find the desired session. Choose enroll. This will initiate the internal approval process.
  - b. OTHER TRAININGS
    - In Frontline, select Forms then **Out of District/Conference Request**. Complete all fields in this form including the anticipated costs of the conference. Choose submit. This will initiate the internal approval process.
  - c. TO HOST A TRAINING
    - In Frontline, choose Forms then **Activity Proposal**. Complete all areas of the form including who will serve as the facilitator or trainer of the session. Choose submit. This will initiate the internal approval process.
2. Attendance Approval Process
  - Each request must be approved by the building Principal and the Assistant Superintendent for Instruction. Submission of a request for professional development is not guaranteed to be approved. Approval will be evaluated based on relevance and applicability of training, availability of substitute coverage, availability of funding, and attendance record of submitting staff member.
3. Registration Process
  - Upon completion of the attendance approval process, the Office of Curriculum and Instruction will create any necessary requisitions for conference registration and travel expenses. Please allow for at least one week for a requisition to become a Purchase Order that can be used for registration.
  - Once a Purchase Order is issued, the Accounts Payable Clerk will complete the registration process.
4. Travel Expenses
  - If travel expenses are necessary for conference attendance, the district will use current IRS rates to determine the reasonability of expenses.
  - **Lodging:** The district will determine the hotel of registration for a conference based on the overall rating and cost of lodging. Selection of lodging will be prioritized first on the cost alignment to the IRS rate for the area of the conference and second on the overall quality rating of the hotel. If a staff member wishes to request a specific hotel for the reservation that is above the IRS rate, the staff member should make his or her own reservation and may submit for hotel reimbursement **up to the IRS rate for the area of travel**. The staff member will be responsible for any cost above and beyond the IRS rate, including any tax incurred if making their own reservations.
  - **Meal Expenses:** The district will provide a per diem meal budget to any staff member who has been approved for overnight conference attendance. If meals are available as a part of the conference, these will be purchased in lieu of an IRS budget for that meal. Meal receipts may be submitted to the Assistant Superintendent for Curriculum and Instruction for reimbursement. Receipts must be an itemized copy of food items purchased and may not include any alcohol on the receipt. Tax and tip will not be reimbursed. Credit card slips that only show the total paid and do not include an itemized list of food purchased will not be reimbursed.

- **Mileage:** When attending an out-of-town conference, the registered staff member should first contact the Director of Transportation to inquire about the availability of a district-owned vehicle for travel use. If the district owned vehicle is used for conference attendance, the attendee may only submit for reimbursement of any gas costs incurred. If a district owned vehicle is not available, the approved staff member will be eligible to submit for mileage reimbursement at the IRS rate. Mileage is only paid on the mileage amount in excess of the staff members regular commute to work. When submitting for reimbursement, the staff member must include an online map calculation showing his or her normal work commute and a second map calculation showing his or her commute to the conference. When submitting for mileage reimbursement, the staff member must also include a copy of the email verification from the Director of Transportation indicating the unavailability of a district-owned vehicle. Thruway toll receipts may be submitted for reimbursement only if Google Maps determines Thruway travel to be the most direct route of travel to the conference.
- **Submitting Receipts:** All receipts must be submitted to the Assistant Superintendent for Curriculum and Instruction within two weeks of the conference or workshop. Any receipts submitted after the two-week period will not be reimbursed.

#### 5. Hourly Compensation for Professional Development

- If submitting for compensation for professional development, hours must be recorded on a completed professional development timesheet, which includes a post-training questionnaire that must also be completed. All hours for compensation must be submitted within two weeks of the training completion in order to be approved. Staff will only be compensated for pre-approved hours. Virtual trainings must be completed from a school building space unless pre-approved for completion at an alternative site by the Assistant Superintendent for Curriculum and Instruction.
- A copy of your Certificate of Completion or other proof of attendance must be submitted with your timesheet for payment to be processed.

#### 6. Certificates of Completion/Attendance Verification

- It is the responsibility of the attendee to obtain proof of conference attendance in the form of a certificate of completion or other acceptable form of verification. If attending a conference through BOCES, attendance verification will automatically be entered in Frontline by the BOCES trainer. This will be considered an acceptable form of verification.
- A copy of your Certificate of Completion or other proof of attendance must be submitted with your timesheet for payment to be processed.
- Certificates of Completion for internal trainings offered by the District can be printed directly from your Frontline account after the trainer has verified attendance.
  - To access your certificate, login to Frontline and the click “Learning Plan” on the left side of the screen.
  - Scroll down to the “recently completed” section and click “View My Portfolio.”
  - Click on the training session for which you want to print a certificate of completion.
  - Then click “Print Certificate.” A copy of the certificate will be downloaded for you to print.
- As a reminder, staff members whose certification has a CTLE hours provision are required by NYS to maintain copies of all certificates of completion as proof of hour completion for certification continuation. The District will not be responsible for maintaining a log of all completed hours for staff members. The log maintained in Frontline should only be considered a backup for staff members with the CTLE requirement.

## RED CREEK CENTRAL SCHOOL DISTRICT Professional Development Timesheet

Name: \_\_\_\_\_

Building: \_\_\_\_\_

BOE Approved Title: \_\_\_\_\_

	DATE WORKED	TIME IN	TIME OUT	NUMBER OF HOURS	ACTIVITY/TRAINING
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					

WEEKLY TOTAL: \_\_\_\_\_

	DATE WORKED	TIME IN	TIME OUT	NUMBER OF HOURS	ACTIVITY/TRAINING
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					

WEEKLY TOTAL: \_\_\_\_\_

*I hereby certify that to the best of my knowledge and belief, I completed the activities/trainings above on the dates and times listed above. These hours were pre-approved by my supervisor.*

EMPLOYEE SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

FOR OFFICE USE ONLY	
Total Hours & Rate	_____ Hours at \$ _____/hour
Payroll Code	F _____ 2110- _____ -00-0000
Signature _____	

# PROFESSIONAL DEVELOPMENT QUESTIONNAIRE

Session Title: \_\_\_\_\_

Date(s): \_\_\_\_\_

Facilitator: \_\_\_\_\_

***This questionnaire must be completed and submitted with any PD timesheet in order for payment to be processed.***

1. What were the objectives of this training session? Why were you interested in this training session?

2. What are your biggest take-aways from this training session?

3. What questions or concerns do you still have after this training?

4. How does this session connect to student learning in your classroom or role?

5. How will we see the impact of this training session in your daily practice?

6. How soon are you planning to apply this learning to your daily practice?

7. How will you share this learning with your colleagues? Which colleagues will you share this with?

8. Would you recommend this training to others? If so, to whom?