

It is the policy of the Southwest Vermont Regional Technical School District to provide quality, needs-based professional development for all staff, in alignment with district goals.

Funding Priorities

The Collective Bargaining Agreement sets the prevailing standard for maximum course /conference reimbursement per academic year per faculty member. The Board recognizes the contribution made by the various grants to enhance staff development opportunities, such as the Perkins Grant.. Exceptions to this policy, whether in relation to individual contractual entitlements or funding priorities, may be granted only by the prior approval of the Director, pursuant to a Memorandum of Agreement with the Contracting Superintendent.

[See Article 21.2 of the 2002-2004 Collective Bargaining Agreement]

	<u>Date Warned</u>	<u>Date Adopted</u>	<u>Replaces Policy</u>
Southwest Vermont Regional Technical School District	08/16/04	2/21/05	SVSU 3060

SWVRTSD Administrative Regulations for Policy # 3060C

1. At the request of the Director or his/her designee, a teacher may, from time to time, be requested to attend a conference or workshop which is determined to be of special value to the district and which meets the specific and identified need for professional development. If a teacher is so requested to attend said conference/workshop, the expenses for such attendance shall not be subject to the regulations set forth in Article 21.2 and 21.3 of the Collective Bargaining Agreement.

Ex: A program instructor is required to take specific, identified certification training in order to provide certification for students enrolled in the program.

Ex: New laws and regulations require attendance to meet district needs.

2. Current Collective Bargaining Agreement language 21.5 - Reimbursement for professional development opportunities shall be directly related to the district's long-range curriculum and staff development plan, the state and district approved Vocational Certification Professional Development Plan or the state approved Administrator Certification Professional Development plan.

Therefore, criteria for approval will include:

- § A Link to the District's action plan.
- § Vocational certification.
- § Administrative certification.
- § A link to IPDP [Individual Professional Development Plan] which links to the District's plans,
- § School Quality Standards and any Collective Bargaining Agreements.

3. Reimbursement

Professional Development opportunities will be up to the financial support limits in the Collective Bargaining Agreement and meeting the criteria in Section 2.

Those who have received approval for a course or conference and, for some reason, do not attend or intend to attend such course or conference, shall immediately notify the person who granted the approval so that the funds can be re-allocated and/or a person on a waiting list can take that spot.

4. The Director may, from time to time, authorize attendance at a national conference beyond those normally authorized under the Collective Bargaining Agreement. The Board shall reimburse the teacher for those reasonable expenses associated with participation, including travel expense, board and room and registration costs to the maximum amount per fiscal year available as professional development reimbursement for six (6) semester hours at the current UVM tuition rate.

Southwest Vermont Regional Technical School District
Conference Prior Approval Request Form For Reimbursement
Use this form for conferences only. College courses have a different form.

Name _____ Date _____

Position _____

Conference Title & Location _____

Professional Days From ____ To ____ Conference Dates _____

Criteria for Course / Conference Approval:

Link to District action plan

Vocational Certification or Administrative Certification

Link to IPDP which links to District Action Plan, School Quality Standards and the
Collective Bargaining Agreement.

(Date of Latest IPDP _____)

If your request does not meet one of the above criteria, does the conference you are requesting meet state and/or district approved:

Vocational Certification Professional Development Plan Yes ___ No ___ NA ___

Administrator Certification Professional Development Plan Yes ___ No ___ NA ___

How does the conference you are requesting fit into the District's Action Plan, to meet student needs? _____

Were you denied a course or conference this school year (July 1–June 30)?(Check if applicable)

Due to lack of funds _____ or due to cancellation _____ If checked, list the date _____

Conference Cost	Estimated Cost	Actual Cost
Registration Fee (if required, paid by participant and submitted for reimbursement)		Also submit proof of attendance
Travel (list miles____) at current rate per mile Car pooling expected Other than car travel requires special permission		
Meals- Breakfast @ \$6.00 per day- #meals_____		
Meals – Lunch @ \$9.00 per day - # meals _____		
Meals – Dinner @ \$15.00 per day - # meals_____		
Lodging (____ nights @ \$____ per night)		
Total		

- Itemized receipts are needed for reimbursement for everything except mileage
- No alcoholic beverages, tips (discretionary), personal phone calls, movie rentals, etc. will be reimbursed
- Meals as part of the conference cost will not be reimbursed * Sharing lodging accommodations is expected.
- If not going, please let us know.

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Based upon the above criteria:

Director _____ **Date** _____ **Approved** _____ **Denied** _____

Reasons for Denial _____

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Course Prior Approval Request Form For Reimbursement

Use this form for courses only. Conferences have a different form.

Name _____ **Date** _____

Position _____

Course Title & Location _____

Course Dates _____

Criteria for Course/Conference Approval:

- \$ Link to the District Action Plan
- \$ Vocational Certification or Administrative Certification
- \$ Link to IPDP which links to District Action Plan, School Quality Standards and Collective Bargaining Agreement.
- \$ **(List Date of Latest IPDP _____)**

If your request does not meet one of the above criteria, does the conference you are requesting meet state and/or district approved:

- \$ Vocational Certification Professional Development Plan **Yes** ___ **No** ___ **NA** ___
- \$ Administrator Certification Professional Development Plan **Yes** ___ **No** ___ **NA** ___

How does the conference you are requesting fit into the District's Action Plan, to meet student needs? _____

Were you denied a course or conference this school year (July 1–June 30)?(Check if applicable)
due to lack of funds ___ due to cancellation ___ If checked, list the date _____

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Director _____ **Date** _____ **Approved** _____ **Denied** _____

Reasons for Denial _____

Note: Tuition is eligible for reimbursement (not books/materials, fees etc.). To submit for reimbursement, please include a receipt from the college or your cancelled check, an official transcript (or legible copy) and your signed copy of this prior approval form. Thank you.