

Seven Steps to Attending a Staff Development Event

Steps for Staff Development Approval	Check when completed
Before attending a staff development event:	
<p>1. Fill out the staff development request form (form #1) ensuring that your request matches one of the three district goals (one form may be filled out for a group attending the same event):</p> <ol style="list-style-type: none"> 1. High student achievement 2. Create and maintain a collaborative working environment 3. Effective and efficient operation 	
<p>2. Attach registration documentation for each person attending the event.</p>	
<p>3. Save a copy of your request for your files</p>	
<p>4. Turn in all forms to your site member for committee approval. Once the approval process is complete, the S.D. chair will notify you that your request has been granted. Staff development meetings are scheduled for the first Monday of each month. Please have your requests turned in prior to the meeting.</p>	
After approval by Staff Development:	
<p>5. Complete registration materials for the event and, if needed, make transportation and lodging requests. You may request that the Business Office pay for the staff development activity in advance, if the event is thirty (30) or more days away from the next Staff Development meeting. If the event will take place within thirty (30) days of the next meeting, you will need to request reimbursement after the event. Fill out the "Request for Payment –NOT Payroll" form (form #2), this will be submitted after attendance has been verified (keep your CEU certificate).</p>	
<p>6. Contact TOC (Teachers on Call) to create an absence whether you need a sub or not. In the "Notes to Administrators" box, you must communicate that the event has been "Approved by Staff Development".</p>	
After attendance of the staff development event:	
<p>7. If reimbursement related to staff development materials, meals, transportation, lodging or registration is required, fill out the "Request for Payment – NOT payroll related" (form #2). If you are requesting additional stipend/salary payment related to staff development fill out the "Payroll Timesheet" (form #3). These and the "Staff Development Evaluation" (form #4) must be completed by all individuals attending and returned to the S.D. chair within 7 days of the event (form #4 can be completed by the group). You must include original copies of all receipts as proof of payment, certificates of attendance for clock hour verification, and itemized receipts for any meals and/or hotel fees.</p>	

Staff Development Request (Form #1)

Name: _____ Date: _____

Date of Event: _____

Expenses	Total Cost
Stipend/Salary Cost <ul style="list-style-type: none"> • \$20.00/hr. for extended contract work • \$24.00/hr. for curriculum/program development work • Hourly for support staff 	\$
Substitute Pay <ul style="list-style-type: none"> • Teachers – \$124/full day or \$62.00/half day • Support Staff – \$86.80/full day or \$45.88/half day 	\$
Meals <ul style="list-style-type: none"> • Must provide an original itemized original receipt • Maximum allowances: \$8.00 breakfast, \$12.00 Lunch, \$16.00 Dinner 	\$
Transportation <ul style="list-style-type: none"> • \$0.565 per mile calculated with either personal or school vehicle; from home or school whichever is the shorter distance. • No transportation expenses will be paid if a school vehicle is available, please sign out a vehicle in the District Office • Parking Fees and tolls 	\$
Materials <ul style="list-style-type: none"> • You must provide a receipt to be reimbursed for purchased materials. 	\$
Lodging <ul style="list-style-type: none"> • Attach your reservation confirmation with the date and cost • Submit your itemized bill received at checkout 	\$
Registration Fees <ul style="list-style-type: none"> • Attach the original completed registration form • Check one below: <ul style="list-style-type: none"> <input type="checkbox"/> fees must be paid by business office <input type="checkbox"/> fees will be reimbursed after attending the event 	\$
Total Amount Requested	\$

<p>District Goals: Check all district goal(s) that apply for this staff development activity</p> <ul style="list-style-type: none"> <input type="checkbox"/> High student achievement <input type="checkbox"/> Create and maintain a collaborative work environment <input type="checkbox"/> Effective and efficient operations

Approved

S.D. Chair: _____ Site Principal: _____ Superintendent: _____

Denied

Reason(s) for denial:

Voucher # _____

Code _____

PINE ISLAND PUBLIC SCHOOLS REQUEST FOR PAYMENT / GENERAL / **NOT** PAYROLL RELATED

Please complete, sign, and forward to your supervisor for approval.
All receipts must be attached. Sales tax will not be reimbursed.

PAYMENT TO: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

DATE SUBMITTED: _____

REASON FOR PAYMENT

COST

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL

\$ -

I declare under the penalties of law that this account, claim, or demand is just and correct and that no part of it has been paid.

SIGNATURE _____

APPROVED _____
PRINCIPAL/ATHLETIC DIRECTOR/SUPERVISOR

STAFF DEV COMMITTEE APPROVAL

APPROVED _____
SUPERINTENDENT

Return to:
Business Office
223 First Ave SE
PO Box 398
Pine Island, MN 55963

Approved by _____

PINE ISLAND PUBLIC SCHOOLS TIME SHEET

Please print, fill in completely, and forward to your supervisor on the 1st and 16th
of each month for payment on the following 15th or 31st.

MONTH: _____

NAME: _____

DATE	TIME IN	TIME OUT	TOTAL HOURS
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
TOTAL HOURS			

This is an accurate
report of my time
spent on the job to
the best of my
knowledge and belief.

(Please sign)

Business Office Use Only	Rate: _____	
	Total Pay: _____	Pay Date: _____
Coding: _____		

Staff Development Evaluation (Form #4)

After attending the staff development event, please answer the following questions and return the Staff Development Evaluation Form to your site committee member within one week.

- 1. What new skills/knowledge have you gained from this experience?**
- 2. How will you use this information to improve student learning? (Include goals/standards that were met with this experience)**
- 3. Describe a plan for sustaining this experience.**
- 4. What specific changes will you make to implement what you have learned?**
- 5. How will you demonstrate and document student/professional growth?**
- 6. When and how will you share what you have learned? Are there others that could benefit from this training?(Possible Strategies for Sharing: Lead a Workshop, Peer Coaching, Faculty/Team Meetings, Study Groups)**