

# **Staff Development Plan**

**2016-2018**

**Independent School District #601  
Fosston School  
301 East First Street  
Fosston, MN 56542**

**FOSSTON  
STAFF DEVELOPMENT PLAN  
2016-2018**

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## OPENING STATEMENT

According to the MN Department of Education, “*Effective Staff Development is aimed at behavioral change to develop and implement new practices that improve student learning.*” At Fosston, the Staff Development District Committee seeks to encourage and involve as many teachers and support staff as possible in the ongoing process of improving teaching styles and methods to enhance student learning. We believe all teachers and support staff should take part in ongoing and sustained professional development experiences. These experiences will be linked directly to the District Plan outcomes, will keep staff up-to-date on developments in their own areas of expertise, and will enable staff to improve aspects of their teaching that have been identified through an evaluation process.

## DISTRICT PLAN OUTCOMES

The following outcomes are defined in legislation [MS 122A.60, subd. 3] and form the basis of the Fosston staff development plan.

1. Improve student achievement of state and local education standards in all areas of the curriculum, including areas of regular academic and applied and experiential learning, by using research-based best practices methods.
2. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, English learners, and gifted children, within the regular classroom, applied and experiential learning settings, and other settings.
3. Provide an inclusive curriculum for a racially, ethnically, linguistically, and culturally diverse student population that is consistent with the state education diversity rule and the district's education diversity plan.
4. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district.
5. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution.
6. Effectively deliver digital and blended learning and curriculum and engage students with technology.
7. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.

### **Target Areas**

In addition to these areas identified by state legislation, Fosston has established the following target areas:

1. The Minnesota Academic Standards through data-based decision making to reduce the achievement gaps. (WBWF)
2. Positive Discipline/Classroom Management
3. Technology training for staff to improve the tools to build a knowledge base, experiment, and reinforce skills that will enhance student achievement.
4. Response to Intervention (RTI)
5. School readiness, (WBWF)
6. Grade level literacy, (WBWF)
7. College and Career readiness, (WBWF)
8. Graduation Rates, (WBWF)

**THE COMMITTEE STRUCTURE**

The **DISTRICT COMMITTEE** is comprised of:

1. A majority of teachers, representing a wide array of grades/subjects
2. Special Educators
3. Support staff
4. Parents
5. Administrators

The **District Committee’s Responsibilities** are to:

1. Review the district plans
2. Evaluate the staff development efforts
3. Approve staff development requests
4. Authorize and evaluate mini grant requests
5. Report results to the Commissioner of Education
6. Facilitate professional growth plans *in conjunction with continuing education committee*
7. In conjunction with school administration, plan on-going staff activities
8. Review Teacher Evaluation Process, revise as needed

**SELECTION, TERMS AND ROTATION GUIDELINES**

Faculty, support staff, and parent members on the committee will serve a term of two years, not to exceed two 2-year terms without the approval of the committee.

Administrators and Chairperson have no term limits. Membership of administrators on the committee is automatic. Parent representatives will be solicited. Support staff will be solicited from within their group.

Faculty will be selected for the committee as follows:

1. Volunteers will be solicited from the faculty no later than March of each year.
2. The faculty will elect representatives to the position. If there is only one volunteer, then an election will not be necessary. Old terms end with the close of the school year.
3. Committee membership will be confirmed in April. New Terms begin in May.
4. When a committee member becomes the chair, their position will be filled so the group maintains an equal representation of elementary faculty, high school faculty, parent representative, administration and support staff.

**2016-2017 Committee Members**

|                              |   |
|------------------------------|---|
| Chairperson & Elementary Rep | Alyssa Konecne                                  |
| Elementary Rep               | Traci Olson (extended term)                     |
| Parent & Elementary Rep      | Carrie Carlin (extended term)                   |
| Support Staff Rep            | Susie Roland (extended term)                    |
| HS Rep                       | Mary Hanson (new term)                          |
| HS Rep                       | Kristin Willburg (extended term)                |
| Special Education & HS Rep   | Loren Dryburgh (year two of term)               |
| Administration               | Superintendent, Principal & Assistant Principal |

## THE COMMITTEE STRUCTURE (continued)

### COMMITTEE LEADERSHIP

Leadership on this committee will consist of a Chairperson who will also serve as *Recorder* and *Financial Reporter*.

The Chairperson will receive a yearly stipend as determined by the Staff Development Committee. The Committee will set the annual stipend amount during the 1<sup>st</sup> monthly meeting of each school year. Previous yearly stipends were: \$1000 (2014-2015) and \$1300 (2015-2016).

#### Chairperson Duties:

1. The Chairperson will be elected from the committee membership.
2. The individual elected as Chairperson should be in his/her second year on the committee.
3. The Chairperson is responsible for setting the agenda, notifying members of meetings, conducting meetings, appointing ad hoc committees as needed, recording and financial duties and other items as determined by the committee.
4. The Chairperson is the Recorder and is therefore responsible for writing up the minutes of the meeting and distributing them to all committee and staff members. The Recorder will make available follow-up report forms to each person who is approved to attend workshops. Forms will be made available electronically.
5. The Chairperson is the Financial Reporter and is therefore responsible for monitoring expenditures in the staff development budget and reporting account status reports to the full committee. The Financial Reporter is not responsible for handling money or bookkeeping details related to the staff development fund. The financial reporter will work in conjunction with the school business manager to determine fund balances.

### MEETINGS

1. Meetings will be held monthly during the school year on the 1<sup>st</sup> Thursday of each month, or as determined by the Staff Development Chairperson.
2. Meeting dates will be posted at the start of the school year.
3. The Chairperson may call additional meetings as needed. At least five (5) committee members must be present for a meeting to be held. When votes are taken, a simple majority of those present will rule. If a tie vote occurs, the Chairperson will be asked to "break the tie".
4. Committee members will be paid for their attendance at meetings that occur before 8 am and after 3:30 pm. The rate of pay is \$25/hour.
5. In the event that Staff Development opportunities arise in between the regular meeting dates, the Chairperson may:
  - a. call a special meeting
  - b. receive approval from a majority of committee members via email

## FINANCIAL GUIDELINES

### REVENUE

The Minnesota State Legislature has specified specific funding for Staff Development. These funds may be spent only for staff development activities as included in this plan and approved by the Staff Development committee.

Each annual Staff Development Budget will include three categories.

1. SD Budget Line A -- funding is for any district employee who is not a teacher and will include 50% of the monies given to the district by the state.
2. SD Budget Line B -- funding is for teachers and will include 50% of the monies given to the district by the state.
3. SD Budget Line C -- funding is for all employees and includes all carry over monies from previous SD Budget Lines. The Line C fund will be used to pay for: (1) all “mandatory” district trainings & workshops (2) all district “in-service day” expenses as posted in the school calendar (3) SD committee expenses and (4) upon approval by the committee, requests made after the Line A and B Budgets have been depleted.

### EXPENDITURE OF FUNDS

Staff development funds cannot be spent without the approval of the Staff Development committee in accordance with the guidelines set in this plan.

Funds may be spent on items as follows for teachers & support staff:

1. Teacher requests for funds for curriculum work, school visits, suggested speakers and programs to bring to the school.
2. Personnel directly hired for training of staff.
3. Instructor rates will be based on fees submitted which must be deemed appropriate and approved by the Staff Development committee.
4. Compensation for time requested by supervisors (mandatory trainings that occur outside of the regular contract hours).
  - a. Certified staff stipend is \$175/day
  - b. Support staff stipend is based on individual pay rates, the normal rate of pay.
5. Teacher & support staff expenses for attendance at workshops, conferences, and/or classes i.e. registration costs, travel expenses, and food and lodging expenses.
6. Teacher & support staff expenses for attendance at workshops, conferences, and/or classes i.e. phone and mail expenses, secretarial time and substitute pay.
7. Books, videos, software and other **support** materials purchased for staff development and training.
8. Those facilitating training activities will be compensated. See “Special Pay” Form.

**FINANCIAL GUIDELINES (continued)**

**REQUESTING STAFF DEVELOPMENT FUNDS** -- Funding for individual requests will be awarded throughout the school year.

*Committee members track per person spending. Individuals should plan ahead, prioritize their request(s) before submitting to the committee. Do you want to (1) work “in-house”, (2) write a mini-grant or (3) attend a workshop? Multiple requests submitted by the same person may be denied.*

Requesting Funds (FORM A):

1. Complete SD request FORM A and then EMAIL to you your building principal. *Administration will review the request before forwarding to the Chairperson/Committee. The administration may approve or deny the request based on administrative reasons. In cases where a request has been denied by the administration, the administrator must notify the staff member of his or her reasons to deny the request.*
2. The Review Process
  - a. Requests will be acted on at Staff Development meetings, or if deemed necessary by the Chairperson, a vote may be called for via email.
  - b. All requests will be based on the following criteria: (1) Application forms are appropriately completed with all information necessary for the committee to understand the purpose and goals of the experience (2) Request aligns with individual’s professional growth plan and/or current area of discipline (3) The requested experience meets the district outcomes or target areas and (4) The availability of funds. The Chairperson will notify applicants (via email) about the status of the request
3. Approved Requests
  - a. **It is the responsibility of the applicant to:** (1) coordinate with the district business manager, (2) find a substitute, (3) secure registration, (4) arrange for lodging, (5) arrange for transportation, and (6) plan for meals.
  - b. **Options for lodging & registration arrangements are:** (1) request use of the school credit card (2) pay with personal credit card & then request reimbursement via SD Form B or (3) request a “school check”.
  - c. **Options for transportation arrangements are:** (1) Choose to drive your personal vehicle and receive reimbursement at a rate that is approximately two-thirds of the current IRS rate or (2) Request the use of a school vehicle. If a school vehicle is not available, you will be asked to drive your personal vehicle and will receive mileage reimbursement at the current IRS rate. The personal vehicle transportation rates will be reviewed annually by the SD committee.

**FINANCIAL GUIDELINES (continued)**

## Reimbursement &amp; Documentation (FORM B):

1. Complete SD reimbursement request FORM B.
2. Print Form B **and attach ALL receipts (lodging, meals, transportation, etc...).**
3. **Sign Form B** & then submit a HARD COPY to SD Chairperson.

## Mini Grants (FORM C):

1. Use the information posted in Form C as a guideline for creating your “Mini-grant” proposal.
2. EMAIL the proposal to your building principal. *Administration will review the request before forwarding to the Chairperson/Committee. The administration may approve or deny the request based on administrative reasons. In cases where a request has been denied by the administration, the administrator must notify the staff member of his or her reasons to deny the request.*
3. The Review Process
  - a. Requests will be reviewed quarterly during the *October, December, February and April* Staff Development meetings, or if deemed necessary by the Chairperson, a vote may be called for via email.
  - b. All requests will be based on the following criteria: (1) Application forms are appropriately completed with all information necessary for the committee to understand the purpose and goals of the experience (2) Request aligns with individual’s professional growth plan and/or current area of discipline (3) The requested experience meets the district outcomes or target areas and (4) The availability of funds.
  - c. The Chairperson will notify applicants (via email) about the status of the request.
4. Approved Requests
  - a. It is the responsibility of the applicant to: coordinate with the SD chairperson & building principal when completing the “mini grant”.
5. Completed Projects
  - a. Submit the project summary to the building principal. **Summary should include work hours & reimbursement receipts (when applicable).** The building principal will share the summary with the SD committee.
  - b. The SD chairperson will submit final paperwork to the district offices.
  - c. Stipend payments will be made when all paperwork is submitted.

## **PLANNING, REPORTING AND EVALUATING**

### **PLANNING—PRIORITIZED DECISION MAKING PROCESS**

The Staff Development committee will approve requests based on availability of funds.

### **INDIVIDUAL GROWTH AND DEVELOPMENT PLAN**

The Individual Growth and Development Plan (IGDP) is an annual written plan that allows the teacher to become a more effective educator and helps to increase student achievement. This plan must be submitted electronically to the *building Principal* by the last day in September of each school year. A copy must also be kept in the teacher evaluation portfolio.

### **INDIVIDUAL GROWTH AND DEVELOPMENT PLAN SELF REFLECTIVE STATEMENT**

The Individual Growth and Development Plan (IGDP) Reflective Statement is an annual written statement that allows the teacher to reflect on growth goals and end of year results. This statement must be submitted electronically to your building principal before checking out at the end of the school year. A copy must also be kept in the teacher evaluation portfolio.

### **REPORTING**

Colleagues are encouraged to share their experiences from staff development offerings. They may be expected to present a summary of their professional growth experience at the next faculty meeting/staff development day.

The SD Committee will use the data collected on page 2 of FORM B to help in the committee's annual evaluation of the staff development program and the annual staff development mandated state report.

### **EVALUATING**

The Staff Development committee will monitor the effects of the staff development program, including quantitative information (i.e. numbers of participants in various activities) and qualitative data (i.e. staff input and recommendations.)

An annual report will be made available by request to the Fosston Board and staff. Evaluation data will be provided to the State as required. Administration and Staff Development Chairperson will collaborate to complete the required Staff Development Report.

## **REVIEWING THE STAFF DEVELOPMENT PLAN**

The committee will review the District Staff Development Plan during the 2<sup>nd</sup> year of the current SD plan. The Board of Education approves the District Staff Development Plan and any annual revisions thereafter.

**Form A – page 1**

Complete & then email (to your building principal) an electronic copy (PDF) of Form A.

**GENERAL INFORMATION:**

1. Employee name:
2. Title of workshop:
3. Location:
4. Date(s):
5. Registration Cost:

**MEAL REIMBURSEMENT:** Breakfast (\$10), Lunch (\$10), Dinner (\$18)

1. How many breakfasts will you be requesting?
2. How many lunches will you be requesting?
3. How many dinners will you be requesting?
4. Estimated TOTAL COST:

**MILEAGE:** Based on current IRS rate. *Personal vehicle rate is two-thirds of the current IRS rate.*

1. Distance to be traveled (calculate round trip):
2. Will you be requesting use of the school vehicle?
3. Estimated TOTAL COST:

**LODGING:**

1. How many nights will you be requesting?
2. What is the estimated rate/night (including taxes & fees)?
3. Estimated TOTAL COST:

**SUBSTITUTE (Salary) COSTS:** \$100/day (District cost is \$115.15/day)

1. How many days will need a sub for?
2. Estimated TOTAL COST:

**CERTIFIED STAFF STIPEND** (Mandatory work occurring outside of the contract day): \$175/full day, \$25/hour

1. Was the workshop a full day session?
2. If not a full session, state the hours worked.
3. Estimated TOTAL COST:

**SUPPORT STAFF STIPEND** (Based on individual pay rates, normal rate of pay)

1. State the hours worked (include travel time in the estimate)
2. Estimated TOTAL COST:

**GRAND TOTAL (estimated costs):**

**SD Form A – page 2**

**Which “District Plan Outcomes” are expected to be met?** (check all that apply)

- \_\_\_\_\_ 1. Improve student achievement of state and local education standards in all areas of the curriculum, including areas of regular academic and applied and experiential learning, by using research-based best practices methods.
- \_\_\_\_\_ 2. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, English learners, and gifted children, within the regular classroom, applied and experiential learning settings, and other settings.
- \_\_\_\_\_ 3. Provide an inclusive curriculum for a racially, ethnically, linguistically, and culturally diverse student population that is consistent with the state education diversity rule and the district's education diversity plan.
- \_\_\_\_\_ 4. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district.
- \_\_\_\_\_ 5. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution.
- \_\_\_\_\_ 6. Effectively deliver digital and blended learning and curriculum and engage students with technology.
- \_\_\_\_\_ 7. Provide teachers and other members of site-based management teams with appropriate management & financial management skills.

**Which Fosston School “Target Areas” are expected to be met?** (check all that apply)

- \_\_\_\_\_ 1. The Minnesota Academic Standards through data-based decision making to reduce the achievement gaps. (WBWF)
- \_\_\_\_\_ 2. Positive Discipline/Classroom Management
- \_\_\_\_\_ 3. Technology training for staff to improve the tools to build a knowledge base, experiment, and reinforce skills that will enhance student achievement
- \_\_\_\_\_ 4. Response to Intervention (RTI)
- \_\_\_\_\_ 5. School readiness, (WBWF)
- \_\_\_\_\_ 6. Grade level literacy, (WBWF)
- \_\_\_\_\_ 7. College and Career readiness, (WBWF)
- \_\_\_\_\_ 8. Graduation Rates, (WBWF)

**Does this request pertain to your 2015-2016 IGDP?** *Explain*

**How does this request relate to your teaching discipline?** *Explain*

**Form B – page 1**

revised 2/15/16

Complete, print, sign, attach receipts and submit to SD Chairperson.

**GENERAL INFORMATION:**

1. Employee name:
2. Title of workshop:
3. Location:
4. Date(s):
5. Registration (**attach receipt**):
  1. Was the school CC used to pay for the registration?

**TOTAL REIMBURSEMENT COST:** **TOTAL SD COST:**

**MEAL REIMBURSEMENT:** Breakfast (\$10), Lunch (\$10), Dinner (\$18)

1. Attach receipts for reimbursement

**TOTAL REIMBURSEMENT COST:** **TOTAL SD COST:**

**MILEAGE:** \$.36/mile (personal vehicle rate), \$.54/mile (school vehicle rate)

1. What was the distance traveled (include the round trip total)?
2. Did you use the school vehicle?
3. Attach receipts if you used the school CC to purchase gas.

**TOTAL MILEAGE REIMBURSEMENT COST:** **TOTAL SD COST:**

**LODGING:**

1. What rate did you pay per night?
2. Was the school CC used to pay for the lodging?

**TOTAL LODGING REIMBURSEMENT COST:** **TOTAL SD COST:**

**SUBSTITUTE PAY (Salary):** \$100/day (district cost is \$115.15)

1. How many days did your sub teach?
2. Who was your sub?

**TOTAL SUBSTITUTE COST:** **TOTAL SD COST:**

**CERTIFIED STAFF STIPEND** (Mandatory work occurring outside of the contract day): \$175/full day, \$25/hour

1. Was the workshop a full day session?
2. If not a full session, state the hours worked.

**TOTAL STIPEND REIMBURSEMENT COST:** **TOTAL SD COST:**

**SUPPORT STAFF STIPEND** (Based on individual pay rates, normal rate of pay)

1. State the hours worked (include travel time in the estimate)
2. What is your hourly rate of pay?

**TOTAL STIPEND REIMBURSEMENT COST:** **TOTAL SD COST:**

**GRAND REIMBURSEMENT TOTAL:** **GRAND SD TOTAL:**

**Employee Signature:** \_\_\_\_\_ **(date)** \_\_\_\_\_

**SD Form B – page 2**

**Which “District Plan Outcomes” were met?** (check all that apply)

- \_\_\_\_\_ 1. Improve student achievement of state and local education standards in all areas of the curriculum, including areas of regular academic and applied and experiential learning, by using research-based best practices methods.
- \_\_\_\_\_ 2. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, English learners, and gifted children, within the regular classroom, applied and experiential learning settings, and other settings.
- \_\_\_\_\_ 3. Provide an inclusive curriculum for a racially, ethnically, linguistically, and culturally diverse student population that is consistent with the state education diversity rule and the district's education diversity plan.
- \_\_\_\_\_ 4. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district.
- \_\_\_\_\_ 5. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution.
- \_\_\_\_\_ 6. Effectively deliver digital and blended learning and curriculum and engage students with technology.
- \_\_\_\_\_ 7. Provide teachers and other members of site-based management teams with appropriate management & financial management skills.

**Which Fosston School “Target Areas” were met?** (check all that apply)

- \_\_\_\_\_ 1. The Minnesota Academic Standards through data-based decision making to reduce the achievement gaps. (WBWF)
- \_\_\_\_\_ 2. Positive Discipline/Classroom Management
- \_\_\_\_\_ 3. Technology training for staff to improve the tools to build a knowledge base, experiment, and reinforce skills that will enhance student achievement
- \_\_\_\_\_ 4. Response to Intervention (RTI)
- \_\_\_\_\_ 5. School readiness, (WBWF)
- \_\_\_\_\_ 6. Grade level literacy, (WBWF)
- \_\_\_\_\_ 7. College and Career readiness, (WBWF)
- \_\_\_\_\_ 8. Graduation Rates, (WBWF)

**Give an overall evaluation of your experience and explain how you will implement the knowledge gained from this workshop into your curriculum and/or professional growth goals.**

**SD Form C (p. 1)**

**REQUEST PROCEDURE:**

1. Design your MINI GRANT. Use the information below as a guideline when creating your project.
2. Email your GRANT REQUEST to the your building principal. Building principals will forward requests to the SD committee for review.
3. Deadlines for MINI GRANT requests will be accepted quarterly. The SD Committee will review requests during the October, December, February, and April meetings.
4. **GRANT PROJECT PROPOSALS should include:** (1) Title of the Project (2) Name of Project Coordinator/Contact Person (3) Names of Team Members (4) Anticipated Dates of Project (beginning & ending) (5) Estimated number of days of stipend pay required to complete the project.
5. **PLEASE NOTE: FINAL DOCUMENTATION needs to be easily transferred to other teachers and curriculum areas.** i.e. syllabus, curriculum map, standards correlation, lesson plan, technology activity, etc...

**Rationale for Requesting Funds**

1. How and when did the idea for the project come about?
2. What baseline data/rationale supports this?

**Description of the Project**

1. What is the target group?
2. What do you want to accomplish with this project?
3. What types of activities and resources will be used?
4. How does this project relate to the District Plan Outcomes and/or Target Areas as listed on p. 3 of the district Staff Development Plan?
5. What are the anticipated outcomes of the project?
6. Does this project relate to your 2015-2016 IGDP?

**Steps in Implementing the Plan**

1. What are the action steps the project will take to bring about the desired outcomes?
2. What is your anticipated meeting schedule?
3. How will you document work within your project?

**Project Resources**

1. What special resources, materials, or equipment are available or needed for the project to work?
2. How many days of stipend pay will be required to complete the project?

**Evaluation Plan**

1. How will you know if your project is successful?
2. What tools will you use to evaluation your success?
3. What written documentation will be provided to demonstrate accomplishment of the project?

**SD Form C (p. 2)**

**FINAL SUMMARY & EVALUATION PROCEDURE:**

1. Complete & then email (**to your building principal**) the “FINAL DOCUMENTATION”. This is your syllabus, curriculum map, standards correlation, lesson plan, technology activity, etc...
2. The SD committee will review & then approve stipend pay for work completed. Stipend rates are: \$175/full day or \$25/hour.
3. SD Chairperson will forward stipend paperwork to district offices.

**FINAL DOCUMENT TITLE PAGE should include:**

1. Title of Project
2. Project Coordinator/Contact Person
3. Team Member Names
4. Dates of Project (beginning and ending)
5. Estimated Stipend Expenses/Person
6. Total Project Stipend Expense
7. Other Expenses
8. Total Grant Expense
9. Project Coordinator Signature & date

**FINAL DOCUMENT SUMMARY should answer the following questions:**

1. Describe your situation prior to starting this project.
2. What steps did you take to reach desired outcomes?
3. What are the results of your project?
4. How do the project outcomes relate to your expectations when developing the project?
5. What changes, if any, would you make in this project?
6. What did you learn from this project (about yourself, your students, evaluation techniques, data gathering, planning and/or implementing similar projects)?

**SD “Special Pay” Form**

**GENERAL INFORMATION:**

1. Special pay is available to those who present to staff during a teacher in-service session.
2. Each new presentation is worthy of 2 hours of paid prep time, \$50. If additional time is needed for preparations, coordinate with your building principal. You will be asked to document your time and will be paid based a rate of \$25/hour.
3. If the presentation is done during contract hours, a “presentation stipend” will not be awarded.
4. If the presentation is done during non-contract hours (after 3:30 pm or before 8:00 am) the rate of pay is \$25/hour.

**PROCEDURE:**

1. Create and give presentation.
2. Document hours and submit to Building principal. Building principals will sign off on payment and will forward to Tina Averill.

**SPECIAL PAY DOCUMENT should include the following:**

1. Employee name
2. Title of Presentation
3. Location(s) & Time(s)
4. Date(s)
5. Prep Time Stipend Expense
6. Presentation Stipend(s) Expense(s)
7. Total Cost
8. Employee Signature & Date

### **SD Committee “Guidelines & Policies”**

“Form A & C” Requests should align with the policies listed below. These guidelines help the SD committee make decisions when reviewing fund requests. They allow the committee to decide: (1) who will receive funds, (2) how much will be awarded and (3) what accommodations will be approved.

**Lodging** – staff are encouraged to book occupancy based on 2 per room (1 bed per person) when possible. Single room requests will be considered when special circumstances arise.

**Mileage** – staff are encouraged to car pool when attending the same conference. If a school vehicle is used, no personal mileage will be reimbursed to those individuals who choose to drive separately. The personal vehicle rate is approximately two-thirds of the current IRS rate. If a school vehicle is not available for staff to use, the reimbursement rate will be the full IRS amount.

**Meals** – staff will be reimbursed for meals while attending SD related functions. Meals are reimbursed based on the following rates: \$10 for breakfast, \$10 per lunch, and \$18 per dinner. When receiving the maximum per day benefit of \$38, staff may choose to spend their \$38 on one meal. Receipts must be submitted when requesting reimbursement for meals.

**National Conferences** – requests will be considered for attending National Conferences based on the following criteria:

1. Has the applicant attended a National Conference more than once in the last 5 years? If yes, is the current conference being hosted in Minnesota or other neighboring states?
2. Does the request align with the district’s curriculum review cycle? Preference will be given for attendance at a National Conference when the teacher’s area of discipline is being reviewed.
3. Is funding available? Airfare, hotel, conference registration & meals are often a big expense when attending a National Conference.
4. Is the conference being hosted during a school break – summer vacation, winter break, etc...? Preference will be given to those who request to attend a conference that is offered during a school calendar break.

**Using the School Credit Card** – staff may request the use of a school credit card. The credit card must be “checked out” from the district offices. The terms & conditions of school credit card use are posted in the district offices. Staff must read through the list of acceptable use policies and agree to the terms & conditions when “checking out” the credit card.