

2016-2017 STAFF DEVELOPMENT 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.