

Individual Staff Development

Article VIII, Section 3 C

At the beginning of each year, employees and their building or program administrator will identify the employee's professional goals. Participation in staff development opportunities identified by the employee that serve to enhance these goals, or similarly pertinent course work, will be subject to prior written approval of the building or program administrator. These activities can be conducted individually, or as a group as outlined in provision 2 below. Individual Staff Development (ISD) funding is available to all employees who are issued a contract for more than 59 days or a contract for more than 0.390 FTE, except for job share participants who are allocated ISD funding as defined in Article VIII, Section 9, Job Sharing.

1. Employees will have their choice of the following options for individual staff development:
 - a. Employees will be reimbursed up to a total of three hundred dollars (\$300.00) per year to defray the costs of registration, consultant fees, mileage, lodging, workshop-required materials, substitute expenses (if applicable beyond the two days referred to below), and meal expenses incurred through attendance at approved staff development activities and/or college tuition so long as the courses maintain or improve skills required in the employee's current position or meet express District or legal requirements for retention of the employee's current position. Eligible employees may use up to two (2) days of District-paid substitute time to participate in ISD activities.
 - b. Employees will have access to four (4) substitute days paid for release time to participate in approved job-embedded staff development activities such as classroom visitations, collaborative/team planning, or conferencing for reflective dialogue coaching meetings with teacher leaders/peer coaches.
 - c. Employees will have access to fifteen (15) hours at curriculum rate, or two (2) days at per diem rate for additional time beyond the paid work day/year for participation in approved job-embedded staff development activities such as group/collaborative planning time, conferencing for reflective dialogue with teacher leaders/peer coaches, or to attend approved in-service.
 - d. Employees will be reimbursed up to a total of five hundred dollars (\$500.00) per year to defray the costs of registration, consultant fees, mileage, lodging, workshop-required material, and meal expenses incurred through attendance at approved staff development activities and/or college tuition so long as the courses maintain or improve skills required in the employee's current position or meet express District or legal requirement for retention of the employee's current position. College tuition can include courses required for Washington State professional certification and costs of registration can include application fees required for the national certification process. These funds may also be used to purchase professional development materials such as books, memberships to educational professional organizations such as the Association for Supervision and Curriculum Development, and subscriptions to pertinent educational professional publications. There are no substitute expenses included in this option.

2. Combining Individual Staff Development Funds for Collaborative/Group Projects

Employees working on group/collaborative projects, at their option, may combine their available individual staff development resources outlined above, or portion thereof, to fund mutually beneficial professional development group activities described above. As per the procedure above, proposals to combine individual staff development resources, a-d above, must serve to enhance a group's professional goal, must be made in writing, signed by participating employees, and subject to prior approval by the building administrator or program supervisor.

- A. My choice for individual staff development is option _____ above. (*Choose a, b, c, or d*)
- B. I will be conducting this (*check one*): ____ individually; or ____ as a collaborative group (attach plan and list of participants as outlined in #2 above)
- C. ____ I intend to use the "carry over" provision as described on the reverse side of this document.

Employee (signature) Print name Date

Administrator (signature) Print name Date

*See reverse for explanation
of ISD carry over process
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Individual Staff Development Carry Over Process

To carry over funds, the following guidelines must be followed:

1. Carry over will be allowed only for the following pre-approved professional development expenses:
 - a. Registration and fees associated with acquisition or renewal of National Board Certification.
 - b. Registration, tuition, and fees associated with acquisition of professional level certificate.
 - c. Registration and travel expenses associated with attendance at a national or regional professional conference.
2. Carry over option should be selected and a written proposal approved during fall goal planning with supervising administrator. **The administrator's pre-approval of the carry over request must be in writing.** The building secretary will record and track all carry over requests that have been pre-approved and forward the requests to Fiscal Coordinator, Denise Suess, in Central Services for final approval.
3. Carry over will be for one year only.
4. Carry over will be allowed only for the entire ISD allocation.
5. Reimbursements inclusive of carry over will be paid to the employee the second year, after submission of documentation verifying completion of class/conference, even if the class/conference is paid for in the first year. The individual requesting reimbursement in the second year must be on active employee status and eligible for ISD funds.
6. May 30 is the final date to submit written pre-approved carry over requests to Denise Suess, for final approval for carry over to the next school year.

National Board Certification

Completion of National Board Certification is a rigorous, costly, multi-year process. Employees seeking to maximize multi-year ISD funds availability for National Board Certification costs are advised to use the following timelines and procedures: (Note: dates used are for illustration purposes only.)

- School Year #1 (2009-10) – Pay registration fee (currently \$500) and submit request for 2009-10 ISD reimbursement by August 15, 2010. (Note: up to \$500 in ISD funds are available, per terms of collective bargaining agreement.)
- School Year #2 (2010-2011) – Request and obtain pre-approval for carry over of 2010-2011 ISD funds. Pay other fees (sometimes up to \$2,000) but do not submit a request for any reimbursement in 2010-2011 school year.
- School Year #3 – (2011-2012) – As early as September 1, 2011, the documentation/evidence of completion or participation in the program may be submitted to request reimbursement of National Board Certification fees paid in the previous school year. This documentation must accompany the request to use the previously approved 2010-11 carry over ISD funds along with current school year (2011-2012) ISD funds, for a total of up to \$1,000 reimbursement.

Following these guidelines will enable the employee to use up to three years of ISD funds to offset the cost of obtaining the National Board Certification.

[Excerpted from 12/16/08 memo from Nora Klewiada to all certificated staff, administrators, and administrative secretaries]