



# West Linn-Wilsonville School District

## Professional Development Fund Guidelines

### 2019-2020



Professional Development is defined as an experience that contributes to the improvement of instruction, increases staff competency, connects to professional goals and encourages innovation. The Professional Development Fund (PDF) is a district-wide pool of money established to allow staff to attend non-credit based events such as conferences, workshops, seminars or other programs.

PDF request forms are located in the MyLearningPlan system.

The fund is managed by a joint committee comprised of district, teaching and administrative staff that meets monthly to review requests. Approvals are issued immediately following the monthly committee meetings.

**PLEASE SUBMIT REQUESTS IN MYLEARNINGPLAN BY THE DATES LISTED BELOW:**



### Committee Members

Casey Fenner- PDF Coordinator

Kathe Monroe - HR Director

Sara McCarney - Principal

Celeste Lynch - Teacher - SUPS

Amanda Corey- Teacher – WLHS

### Deadline to Submit Request:

**September 6, 2019 @ Noon**

**October 4, 2019 @ Noon**

**November 1, 2019 @ Noon**

**December 6, 2019 @ Noon**

**January 3, 2020 @ Noon**

**February 7, 2020 @ Noon**

**March 6, 2020 @ Noon**

**April 3, 2020 @ Noon**

**May 1, 2020 @ Noon**

**May 29, 2020 @ Noon\***

\*Final deadline for the school year. Requests for 7/1/2020—9/1/2020 should be submitted by this date.

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## Guidelines for Considering Applications

The annual goal of the fund is to provide as many professional growth opportunities for staff as possible. Because there is a limited amount of money available each year, the following criteria are used in considering each request.

1. The fund is not used for the purpose of assisting with license requirements or to obtain credits.
2. Funds from other sources, such as grants, should be used before applying for PDF resources.
3. The activity must be appropriate to the staff member's current assignment or supported by a supervisor or administrator's recommendation and must have a significant impact on the improvement of instruction or performance.
4. Approved requests shall be limited to the following provisions:
  - ☐ Events must take place within the continental United States.
  - ☐ Use of past Professional Development Funds will be reviewed. A maximum of \$800 is allocated in the first year, followed by a maximum of \$400 the next year. Thereafter, annual maximums alternate between \$800 and \$400.
  - ☐ Staff members are not approved to attend "more expensive cost" (\$400.00+) events in successive years.
  - ☐ Only three (3) people from any single site will approved for the same event.
  - ☐ Sub fees will be covered at 100% for two (2) days. Any additional sub fees needed may be taken out of staff Professional Leave. If more than two (2) sub days are needed and the staff member elects to not use Professional Leave, the additional cost will be deducted from the \$400-\$800 reimbursement.
  - ☐ Travel within the United States is reimbursed at 50%—except for in-town events, for which travel is not covered.
  - ☐ Maximum reimbursement for lodging is \$80 per night—except for in-town events, for which lodging is not covered. Shared lodging and travel costs are encouraged whenever practical.
  - ☐ Meals for out-of-town events are reimbursed at \$33 per day: Breakfast (\$8), Lunch (\$10) and Dinner (\$15).
  - ☐ Parking reimbursement shall not exceed \$10 per day.
  - ☐ Per district auditors, any expenses claimed must have an itemized receipt to initiate reimbursement. Proof of attendance (i.e. nametag or certificate) is also required.
5. Requests must be reimbursed in the same fiscal year in which they were approved.
6. Whenever the District requires that a staff member attend an event, total costs (defined as actual expenses, mileage and substitute's salary) shall be paid by the District.

## Reimbursement Process

1. Upon completion of the event, please log back in to My Learning Plan to mark the event complete and review your expenses. Click the purple "Manage" button next to the event name, confirm or edit your expenses, then click "Mark Complete."
2. Tape all itemized receipts to a blank sheet of paper and label the expenses such as "Food," "Lodging," or "Registration."
3. Scan and send your itemized receipts along with your proof of attendance via email to Human Resources OR you may also send hard copies via the courier.