

## 2017-2018 Newport School District

### PD Process for ALL Professional Development Reimbursement of Workshops/Conferences

#### Educator:

- \_\_\_\_\_ Complete Form 10 (Administrator Approval Form) & Form 11 (Request for Professional Development Reimbursement)
- \_\_\_\_\_ Submit both forms to Building Level PD Representative within at least 30 days of scheduled event

#### **Once event is completed must submit the following directly to grants coordinator**

- \_\_\_\_\_ Proof of attendance with dates along with description of workshop/conference
- \_\_\_\_\_ Proof of payment – check/credit card statement, etc. All documents must be in employee's name to be reimbursed. This includes all credit card statements.
- \_\_\_\_\_ Detailed/itemized receipts for all meals/travel/mileage/tolls/parking/hotel (if applicable)
- \_\_\_\_\_ All documentation must be received within 30 days of the conclusion of the event.

#### **Building Level PD Team/Representative:**

- \_\_\_\_\_ Records request and informs teacher/paraeducator if funding is available.
- \_\_\_\_\_ Building rep. maintains copies of all requests; originals are then forwarded to building administrator.

#### **Building Level Administrative Office:**

- \_\_\_\_\_ Principal or designee will review appropriate paperwork for the following considerations:
  - \_\_\_\_\_ Is there available substitute coverage to release educator for PD event?
  - \_\_\_\_\_ Is requisition form completed adequately and accurately?
- \_\_\_\_\_ If a teacher selected out-of-district workshop/conference, grant coordinator is responsible for creation of PO
- \_\_\_\_\_ If administrator selected out of district workshop/conference funded through general fund, PO should be created with correct account codes by Admin Assistants.
- \_\_\_\_\_ Principal or designee notifies teacher/paraeducator of approval/denial and forwards approval paperwork to grant coordinator for Record keeping and further processing.

#### **Grant Coordinator:** (P. Johnson)

- \_\_\_\_\_ Will document and confirm request for professional development reimbursement
- \_\_\_\_\_ Will create PO for reimbursement when all required paperwork is submitted.
- \_\_\_\_\_ Will provide updates with regards to PD expenditures by each school at district PD meeting