

BEMIDJI AREA SCHOOLS STAFF DEVELOPMENT APPLICATION

Applicant: _____ Today's Date: _____

Names of Attendees: _____

Project Title: _____ Project Date: _____

Project Location (be specific): _____

Applying for Approval from District Building: _____
(High school, middle school, elementary, etc.... – specify)

This activity does not need to meet every district and legislative goal. *Check at least one district **and** one legislative goal:*

<u>District Goals</u>	<u>Legislative Goals</u>
Highest Levels of Student Success	
<input type="checkbox"/> A. Increase reading proficiency for all students. <input type="checkbox"/> B. Increase mathematics proficiency for all students. <input type="checkbox"/> C. Increase the graduation rate for all students.	<input type="checkbox"/> Improve student achievement of state and local education standards in all areas of the curriculum by using best practices methods. <input type="checkbox"/> Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, and gifted children, within the regular classroom and in other settings. <input type="checkbox"/> Provide an inclusive curriculum for a racially, ethnically, and culturally diverse student population that is consistent with the state education diversity rule and the district's education diversity plan.
Safe and Welcoming Environment	
<input type="checkbox"/> A. Train staff on Positive Behavioral Interventions and Supports (PBIS) and Responsive Classroom to improve student behavior. <input type="checkbox"/> B. Train staff on cultural awareness and turn high-poverty schools into high-performing schools.	<input type="checkbox"/> Effectively teach and model violence prevention policy and curriculum that addresses early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution.
Effective and Efficient Operations	
<input type="checkbox"/> A. Maintain the percentage of certified staff and paraprofessionals listed as highly qualified.	<input type="checkbox"/> Improve staff collaboration, and develop mentoring and peer coaching programs for teachers new to the school or district. <input type="checkbox"/> Provide teachers and other members of site-based management teams with appropriate management and financial management skills.

Please provide a brief summary of the project, including how it aligns with district and legislative goals:

*Signature - Building Designated Person (Staff Development Chair)

Date

*Signature - Building Principal

Date

*Signature - Superintendent (out of state or more than two per building)

Date

RUBRIC: Please write your responses to questions 1-6 in the spaces provided (questions 7-8, and the scoring is for committee use only).

IMPACT	District-wide?	Department/grade level impact at multiple sites?	Site-wide?	Department/grade level impact in one site only?	Unacceptable?	Score
1. How many staff/students will benefit from this activity?						
	10	8	5	2	0	
2. How will applicants share training information with colleagues?						
	10	8	5	2	0	
IMPACT	Exceptional?	Meets expectations?	Average?	Needs improvement?	Unacceptable?	Score
3. Why is there a need for this training?						
	10	8	5	2	0	
4. List outcomes and how they will be achieved.						
	10	8	5	2	0	
5. How will students be impacted by this activity?						
	10	8	5	2	0	
6. How will you measure student/staff growth?						
	10	8	5	2	0	
(Questions 7-8 are for committee use only)						
7. Activity clearly ties to Board goals (pg. 1) and articulates how it will accomplish them?						
	10	8	5	2	0	
8. Overall impression of proposal.						
	10	8	5	2	0	
Total Points Earned out of 80						

Building _____ Title of Project _____

Project Date _____ # of Staff Involved _____

Project Location (be specific): _____

PROJECT BUDGET

Include all expenses for which you expect to be reimbursed in the project budget.

Budget Amount

1.	Substitute Teacher	Number of days _____ x \$174.00/day =	
2.	Substitute Paraprofessional	Instructional: Number of hours _____ x \$17.40/hour =	
		<i>Special Education:</i> Number of hours _____ x \$18.05/hour =	
3.	Contract Services	Consultant fee or other contractual services =	
		(District employee - contact Human Resources)	
4.	Curriculum Project (Rate of pay includes added costs for employer contributions to TRA, FICA, etc.)	Hourly: Number of teacher hours _____ x \$21.00/hr. + \$3.08 = \$24.08/hr (put \$21.00 on actual pay authorization)	
		Contracted Paraprofessional Rate _____ (contact Human Resources) x # hours _____ =	
5.	Travel	<i>(Please refer to SBE 500-20-1R for all district travel policies and procedures)</i>	
A.	Transportation (need receipts)	Plane =	
		Personal Vehicle = # miles _____ x \$0.58 per mile =	
B.	Hotel (need receipts)	# nights _____ x rate _____ =	
C.	Meals	<i>Breakfast - \$7.00</i> (don't claim breakfast the day you leave district)	
		<i>Lunch - \$8.00</i> (don't claim lunch for one-day meetings)	
		<i>Dinner - \$14.00</i> (don't claim dinner when you arrive back before 7:00 PM)	
D.	Registration Fees (need receipts)	Attach copy of check to travel voucher	
E.	Parking Fees (need receipts)		
F.	Other (need receipts)	List: _____	
6.	Other Expenditures	Need supply requisition approved in advance.	
7.	In-Kind Funds	Less any matching funds from your building or other source.	-
		Total Project Budget	

*Reimbursement cannot exceed the amount approved for this project.
Submit green travel voucher with receipts to your building principal.*

_____ Approved **For Building Staff Development Committee Use Only** _____ Disapproved

Comments: _____

Total Amount Approved \$ _____

Initials _____

OTHER INFORMATION

Bemidji Area Schools Staff Development

Committee Structure

1. The district **committee membership** is comprised of one teacher from each site and three teachers from the middle and high school each, community, administration and school board.
2. The District Staff Development Committee has developed the **guidelines, procedures, and criteria** for district applications. The guidelines are reviewed and revised annually.

Timelines

1. Applications must be completed and signed by the Building Staff Development Chairperson and principal, then submitted to the **Curriculum Secretary** at the District Office by **the specified deadline**.

Budgets

1. **Use of Funds:** Funds can be spent only on activities that promote professional growth. Funds must be used to fulfill the criteria of the original proposal.
2. **Budget Planning:** Requests must include an estimated dollar amount based on reasonable calculations of costs listed on the application form. The final reimbursement will not be an amount greater than the original request. The committee reserves the right to determine reasonable costs.
3. **Salaries:** Salaries must be consistent with district pay rate guidelines in effect at the time of the approval.
4. **Expertise:** When possible, expertise available among district personnel should be used before hiring outside experts.

Expenses Not Allowed

1. **Materials:** funds may be used to purchase training materials that are required for staff training not materials to be used in the instruction of students.
2. **Equipment and Food:** Funds cannot be used to purchase equipment, snacks or lunch.
3. Projects already completed are not eligible for funding.

Miscellaneous

1. **Conference Requests:** Apply to your building staff development committee first, then to the District.
2. **Out of State Travel:** The Staff Development Committee will consider approving applications for out of state travel only with prior approval from your building principal and the superintendent.
3. **Meet and Confer with your Building Principal if:** your application requests more than two attendees from the same school, or if you are requesting out-of-state travel reimbursement. Both situations require the approval and signature of the superintendent.
4. **Use of Substitutes:** Applications should be sensitive to the impact on the education of students in the absence of teachers.
5. **Training of Paraprofessionals and Other Non-Certified Staff:** Funds may be used for the training of paraprofessionals and other non-certified staff who are affected by the project.
6. **Parent Involvement:** Funds can cover training expenses of parents who are part of the proposal.
7. **Travel Policy:** Please refer to SBR 500-20-1R for all district travel policies and procedures.
8. **Funding Amendments:** Be advised that applications may not be funded fully. The District Staff Development Committee may approve partial amounts or amend the budget as necessary.
9. Applicants should share training information with colleagues.
10. **Vehicle Rental:** When requesting a rental vehicle, please ask your building secretary to submit the request via Trip Tracker.
11. **Leave Requests:** Your leave request must be approved before your activity. Be sure to attach to your leave request a copy of your registration, an agenda, or some other document that shows the activity date. If your activity is in the summer, you still must submit the Leave Request, with no sub required.
12. **Green Travel Voucher:** Attach to your Travel Voucher a copy of the signed Leave Request (both your principal/supervisor *and* Human Resources), an agenda from your activity, hotel receipts, meal receipts (if applicable), registration, and parking.

Staff Development Reporting

1. Final Staff Development activities are reported in the building School Improvement Reports and in the World's Best Workforce Report.