

Bemidji High School Staff Development

- I. Committee Structure:
 - A. The site membership is made up of teachers and the building principal. The committee will be comprised of one teacher from each department. Each department will be invited to have a committee member representing it. If a committee member is unable to attend, he/she may send a representative from his/her department.
The length of term will be a minimum of three year.
 - B. Positions:
The chair or co-chairs will facilitate the meeting and take notes.
The treasurer will keep a record of the budget.
The secretary will keep minutes of the meetings and a copy of the records.
 - C. Quorum: One-third of the committee must be in attendance to vote on the grant. Two-thirds of those present must approve each grant application.

- II. Purpose
This committee develops guidelines, procedures, and criteria for site grants based on the monies allotted.

- III. Timelines
 - A. The committee typically meets the third Monday of each month during the school year.
 - B. Grant applications must be completed (including agenda and hotel/registration information) and submitted for approval by the end of the last working day of the week immediately preceding each scheduled meeting.
 - C. The policies and procedures will be reviewed at the beginning of each school year and revised at the end of the school year.
 - D. Grants for activities taking place during summer months need to be approved by the last scheduled meeting before school is out.
 - E. The committee realizes that emergencies may occur and reserves the right to deal with them on an individual basis without setting a precedent.

- IV. Use of Funds:
 - A. Grant funds can only be spent on projects that occur after project approval. Funds must be used to fulfill the criteria of the original grant proposal.
 - B. Budget Planning: Grant requests must include an estimated dollar amount based on reasonable calculations of costs listed on the grant application form. The final reimbursement will not be an amount greater than the original grant request. The committee reserves the right to determine reasonable costs.
 - C. When possible the site committee prefers the applicant to use a rented vehicle, as the cost is lower than using one's own vehicle and paying mileage.
 - D. If approved by the committee, up to \$200 will be paid for airfare. If the cost is over that, the individual is responsible for it; this is in place of mileage for a vehicle.

- E. The committee reserves the right to fund part of the grant based on the amount of money available.
 - F. Per district policy, in general, no more than two teachers from a school or department will be allowed to attend a State or National meeting at the same time unless they have received permission from the Superintendent prior to making travel arrangements.
 - G. Out of state activities need to have prior approval from the superintendent.
 - H. The committee may pay for separate rooms; committee decision based on funds available.
 - I. The committee may cover the cost of individual vehicles; committee decision based on funds available.
 - J. Grants for curriculum review cycles will only be approved for the summer following a department's curriculum review cycle year, not to exceed 20 hours, at staff development rate of pay.
 - K. Staff development reserved revenue may **not** be used for:
 - 1. Release time provided for teachers to supervise students on field trips and school activities.
 - 2. Independent tasks not associated with enhancing the teacher's knowledge and instructional skills (such as preparing report cards, calculating grades, or organizing classroom materials).
 - 3. To gain college credit.
- V. Miscellaneous:
- A. Grant requests may be shared between the district committee and site committee, but the site must give approval first, and it must pay half of the cost of the grant before the application goes before the district committee.
 - B. Training of paraprofessionals and other non-certified staff is also approved through the site committee. They are able to use the staff development money for workshops that will help them in their job capacity.
 - C. District forms must be used if the grant goes on to the district committee. The short high school grant form cannot be forwarded to the district committee.
 - D. Be advised that grants may not be fully funded. The site committee may approve partial amounts. The staff development committee reserves the right to adjust allowable expenses based on current budget constraints.