

# HONEOYE FALLS-LIMA SCHOOL DISTRICT

## STAFF DEVELOPMENT HANDBOOK

2008-2010



### MISSION

The mission of staff development is to stimulate, facilitate and support staff in efforts to create and maintain an on-going climate of learning, intellectual growth, development and professional renewal.

All selected staff development activities are based on a mutually respected and collaborative process, and should relate and be relevant to the needs, interests and values of the staff, provided these are consistent with the mission of the District.

## I. INTRODUCTION

HF-L believes that educators, students, parents and community members most affected by educational decisions are best equipped to make those decisions. District Staff Development efforts focus on improved student achievement through a commitment to a comprehensive, continuous staff development program for all its employees.

The Staff Development Program is dynamic and continues to change in response to the needs and interests of the staff and the nature of topics addressed. This booklet is a description of the Staff Development process and our role in achieving the goals and intents of the District Strategic Plan and also gives the present district staff development activities, practices and procedures.

Article VIII of the 2007-2009 HF-L Educators Association (HFLEA) contract also refers to personal professional development: *"Both parties to this agreement recognize that personal professional growth in the areas of techniques of instruction, management of instructional setting, preparation, pupil-teacher relationships and character development, knowledge of subject matter, pupil evaluation, building and district effectiveness, and community relations are related to teacher performance and in turn to student achievement."*

## II. PURPOSE

The purpose of the Teaching and Learning Council (TLC) is to improve the educational performance of students by providing staff members with a Professional Development Plan that supports and maintains an on-going climate of learning, intellectual growth, personal development and professional renewal.

## III. ROLE

Staff Development deals with, but is not limited to, the process of implementing training to support curriculum. The TLC provides all staff members with a comprehensive, continuous staff development program that supports the District Strategic Plan with a focus on improved student achievement based on the quality of classroom instruction and curriculum. The TLC is responsible for the Professional Development Plan that is an integral part of Staff Development.

## IV. CONTACT HOURS/IN-SERVICE CREDIT

### **Article VIII – Personal Professional Development, HFLEA Contract 2007-2009**

*Both parties to this agreement recognize that personal professional growth in the areas of techniques of instruction, management of instructional setting, preparation, pupil-teacher relationships and character development, knowledge of subject matter, pupil evaluation, building and district effectiveness, and community relations are related to teacher performance and in turn to student achievement.*

*Commencing with the 2007-2008 school year, every unit member not covered by a Regents mandate for continuing professional education shall complete at least 60 hours of contact time every three years of professional growth activities as defined by the Staff Development Council. The current graduate tuition reimbursement for courses approved for credit shall continue. Contact time in courses taken for credit with tuition reimbursement will count toward the 60-hour requirement, but will not be compensated at the contact hour rate. In lieu of the tuition reimbursement for credit an approved graduate course may be audited and the District will pay the contact hour rate for attendance at the approved graduate course and the audit fee. Teachers auditing graduate courses shall be required to submit satisfactory evidence of attendance.*

*Up to thirty (30) hours during the three-year cycle may be accomplished in approved extra-duty or special duty activities in the following categories: District-initiated or District-approved teacher-initiated staff development hours during the work day, or outside the work day, but not compensated by the Staff Development Council, such as CARE training, staff development time of instructional coaches, SIT summer training, First Steps training.*

*Approved on-line courses will be compensated up to fifteen (15) hours in a three-year cycle as approved by the Assistant Superintendent.*

*The three-year cycle for all unit members will commence July 1, 2007 and individual staff development quotas will be prorated for unit members hired after July 2, 2007 based on years in the cycle.*

*Effective July 1, 2007 any full-time teacher in a regular probationary or tenured appointment will be paid a one-time stipend of \$2,500 for obtaining a National Board Certification. This stipend will be added to the teacher's salary (not included in the base) in the first full school year the teacher commences in possession of the certification.*

*Effective July 1, 2008 a limited number of Mentor Teacher Coaches will be appointed in targeted areas of professional development. These positions will be subject to an annual appointment and evaluation at a rate of compensation commensurate with Mentor Teacher: Level 1, \$1,250; Level 2, \$750 and Level 3, \$350.*

## **V. STAFF DEVELOPMENT PROCESSES**

Several activities are offered within Staff Development: in-district staff development offerings, building level sponsored offerings (TIPS), and out-of-district workshops/conferences. The District encourages staff participation in a variety of these activities.

Non-teaching/support staff is to consult the Business Office for procedures for staff development as per their contract.

### **A. In-District Staff Development Offerings**

1. Course registration (Avatar) is facilitated through the Assistant Superintendent's Office for both teaching and non-teaching/support staff.
2. Upon completion of the staff development offering, the course instructor will submit the completed and signed Completion of Staff Development Offering Form (attendance form) signed by all participants to the Assistant Superintendent's Office. The course instructor will check off and submit attendance in Avatar prior to submitting sign in sheet to the Assistant Superintendent's office.
3. Substitute teachers may register for in-district offerings, but do not receive contact hour reimbursement as they are not members of the HFLEA. Substitute teachers to contact the Administrative Assistant to the Assistant Superintendent to register for in-district courses.
4. All non-teaching/support staff may register through Avatar for in-district courses and receive reimbursement as per their individual contracts.
5. Community members may register for in-district courses if space is available (priority is given to HFL staff members) and at the discretion of the TLC co-chairs.
6. When a staff member would like to offer an in-district workshop, an electronic In District Staff Development Offering Proposal must be submitted to their building principal for approval. Building principal will email approved Offering Proposal to Assistant Superintendent's Office at least 3 weeks in advance of the course offering to allow sufficient time for instructor posting, if necessary.
7. In-district staff development offering requests must be received in time for the quarterly publishing of the staff development catalogue: August 15, November 1, February 1, May 1.
8. Contact hours are paid only upon the completed submission of attendance and professional development evaluation.

### **B. Building Level Sponsored Offering – (Teacher Initiated Proposal - TIPS)**

When a group of staff members, or an individual staff member, would like to offer a building level sponsored offering (TIPS), they must submit an electronic In District Staff Development Offering Proposal to their building principal for approval. Building principal will email approved Offering Proposal to Assistant Superintendent for final approval. Initiator of the offering will receive an electronic approved copy of the proposal.

### **C. Out of District Workshop/Conference- Guidelines and Procedure for Reimbursement**

An out of district workshop/conference is a professional development that staff members may pursue beyond the listed in-district offerings. When an out of district workshop/conference is approved, the applicant is responsible for payment, if required, with registration. Building principals and the Assistant Superintendent do not process registrations or pre-pay for workshops/conferences unless attendance is required by the Assistant Superintendent.

1. Out of District Workshop/Conference:
  - a. Teachers/staff must complete the electronic Request to Attend form and email the form to their building principal **prior** to attending the course. Expense reimbursement will not be processed unless **prior** approval is received from the building principal and Assistant Superintendent. Records of requests are maintained in the Superintendent's office.
  - b. Once the workshop/conference is approved by the building principal **and** the Assistant Superintendent, the staff member will receive approval via an electronic approved Request to Attend form from the Assistant Superintendent's office. It is suggested the staff member keep a copy of their approved request to attend form.
  - c. Staff member registers and pre-pays for workshop/conference, unless the workshop is a BOCES sponsored activity. BOCES workshop registrations are processed by the Assistant Superintendent's office, upon approval of the workshop by both the principal and Assistant Superintendent. For BOCES registration, the staff member is to provide the Assistant Superintendent's office with a completed BOCES registration form.
  
2. Reimbursement - Approved out-of-district staff development expenses are reimbursed upon receipt of original receipts and proof of attendance that accompany a staff development Reimbursement Voucher according to the following guidelines:
  - a. The allowance may include conference registration, meals, and lodging, if necessary, at a reasonable expenditure. **Travel costs (i.e. tolls, parking, mileage) and membership dues are NOT reimbursable expenses.**
  - b. Maximum workshop/conference allowance:
    - 1 - 2 Day Conference – up to \$300
    - 3 Day Conference - up to \$500
  - d. Maximum substitute pay – 3 days
  - e. All receipts must be submitted within 30 days of course completion and/or no later than June 1 for reimbursement to be processed, unless the course occurs after June 1<sup>st</sup> and prior to June 30<sup>th</sup>. In those cases, receipts must be submitted within 5 days of the completion of the course. The District fiscal year ends on June 30<sup>th</sup>.
  - f. Receipts are legal requirements by District auditors and State law.
  - g. Example of original receipts and proof of attendance that are to accompany Reimbursement Voucher are listed on the staff development Reimbursement Voucher.
  - h. School districts do not pay sales tax. Tax exempt forms are available from the building secretary and/or the Business Office.

#### **D. Contact Hours**

1. Contact hours are paid only upon the completed submission of attendance and professional development evaluation.
2. Upon completion of the approved workshop/conference, **in order to receive contact hour payment**, a Completion of Staff Development Course Offering form (attendance form) must be submitted to the instructor for his/her signature. The completed Completion of Staff Development Course Offering must be submitted to the Assistant Superintendent's Office prior to August 1, September 30, January 15, and May 15 of each year for process of payment. All payments for contact hours are made in the second payroll in August, first payroll in November, second payroll in February and the first payroll in June. Contact hours are paid only upon receipt of a completed Completion of Staff Development Form.
3. It is the responsibility of each staff member to keep a record of approval for payment.
4. When a staff member does not attend an approved activity, he/she is responsible for notifying the Assistant Superintendent's office at least 24 hours prior to a workshop/conference. In the case of a BOCES workshop, a substitute attendee will be considered so that the District is not charged.
5. In-service staff development offerings, workshops/conferences, or programs offered by the District, or other in-service courses offered by an accredited agency or education institution are paid at a contact hour rate as specified in the current Education Association contract.
6. Payment for course work is made for courses offered during the non-teaching workday. Courses for which approved release time during the workday is granted, or for which payment from other district funds is allotted, are not eligible for Staff Development funds but may receive non-paid contact hour credit according to provisions of the HFLEA contract.

#### **F. Evaluation of Professional Development Courses/Activities**

Credit for attendance at the professional development will not be processed until the course evaluation is completed.

**G. Tuition Reimbursement for College Courses**

Tuition reimbursement is processed through the Superintendent's Office. The following conditions must be met:

Requests for tuition reimbursement require the building principal's signature and the Superintendent's approval **prior** to entering the course. Upon completion of the course, the unit member must submit the tuition voucher form, proof of payment, and college grades to the Superintendent's office. Unit members shall be reimbursed for approved tuition expenses within 30 days of filing a properly completed claim. Forms are available in each building's main office. As per the current HFLEA contract, unit members are reimbursed for pre-approved coursework at a specified rate per credit hour per each specified year of the contract. Teachers with both permanent certification and tenure will not be reimbursed for more than 12 hours per year. Teachers without both permanent certification and tenure will be reimbursed for one-half of their approved tuition expenses up to the amount as specified in the current HFLEA contract, and upon appointment to tenure, will be reimbursed for the remainder of the tuition as specified in the current contract.

**H. Auditing an Approved College Course**

In lieu of the tuition reimbursement for credit, the District will pay the contact hour rate for attendance at approved graduate courses and the audit fee. Unit members auditing graduate courses are required to submit satisfactory evidence of attendance. Upon completion of the course, the unit member must submit proof of payment and proof of contact hours attended (to be completed by the college professor) to the Superintendent's Office.

**I. In-District Instructors**

Proposed course offering instructor positions are posted at each building level and the District Office. Staff members are requested to respond in writing of their intent to teach a course. In the event that more than one staff member expresses a desire to teach a course, the Assistant Superintendent will determine the instructor. In-district staff members teaching staff development programs are paid at the rate of \$50 per hour. Two or more instructors sharing in the teaching of the same course will each be paid at the rate of \$40 per hour.

**J. Appeals Process**

Staff members whose course/conference request(s) and/or application(s) are rejected shall use the following Appeal Process:

- A. The staff request and/or application is returned to the applicant by the Building Principal, or Assistant Superintendent, with a written statement explaining why the request was not approved.
- B. When a proposal is disapproved, the applicant may apply to the building principal for an original review. The applicant may submit additional support information in writing.
- C. If the applicant is still unsatisfied, the applicant may appeal, in writing, to the Assistant Superintendent for review of all of the information.
- D. In the event the applicant does not accept the findings of the Assistant Superintendent, the applicant may appeal, in writing, to the Superintendent. The Superintendent's decision is final and is given, in writing, to all of the parties involved.