



Royal School District No. 160

901 ALHERS ROAD + PO BOX 486
ROYAL CITY, WA + 99357

P: 509.346.2222 + F: 509.346.8746

WWW.ROYALSD.ORG

District-Level Staff-Requested Professional Development Packet

***Due at least three days' prior to PD Committee Meetings**

This checklist/packet must be completed for the Professional Development Committee to consider professional development opportunities other than the ones approved by principals (see Pathway #2 on the flowchart). Examples may include district initiatives, non-building specific, individual/special requests, innovative initiatives, etc.

This packet may be completed for a group of attendees, but a few of the pages need to be duplicated and filled out by each staff member.

If approved, the Executive Assistant to the Superintendent will be responsible for coordinating registration, accommodations, etc. as well as posting it to the professional development calendar.

Employee Documents

- Page 1-This checklist with the boxes all checked in this section
- Page 3-"Alignment to Royal School District's 2020 Vision Plan"
- Page 4-"Process for 'Out-of-District' In-Services" (employee signature required for each attendee or by principal/administrator if attending with staff)
- Page 5-"Request for District Staff Development Funds" (employee and principal signatures required)
- Page 6-"Use of District Vehicle Request for Staff Professional Development" (principal signature required)
- Professional development details (brochure, web page, registration sheet/s, written description, etc.)-enough information that the district office is able to make arrangements if the request is approved
- Turn in completed packet to the Executive Assistant to the Superintendent or to the Teaching and Learning Director **at least three days' prior to the PD Committee's meetings (see flow chart on next page)**
- After Attending, if approved**
 - **All reimbursement and/or credit card reconciliation forms must be turned in to the district office with proper documentation.**

Professional Development Committee

- Complete "PD Committee Approval Form"
- Notify principal/s and teacher/s of approval or denial
- Turn in paperwork to the Executive Assistant to the Superintendent

District Office

- Give purchase order request to Accounts Payable for registration and travel expenses
- Give "Use of District Vehicle Request for Staff Professional Development" page to Transportation Director
- Arrange registration and hotel reservations (if needed)
- File packet in PD Binder
- Put schedule on PD Calendar
- Email participants to confirm the PD information



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Professional Development Pathways, 2019-2020

Start with Pathway #1, then move to others, as needed.

PATHWAY #1

Principal/Administrator Approval

Must use budget source under administrator's control
Must consider substitutes, travel, district space, etc.

Administrator decides to send staff to PD

Staff member makes PD request

Administrator approves/denies

Administrator ensures cover sheet is complete and sent to district office

- Purchase order(s)
- Transportation
- Substitute(s)
- etc.

District office ensures all arrangements are complete

- Accommodations
- Transportation
- PD Calendar
- Registration
- etc.

PATHWAY #2

Professional Development Committee

The committee considers all other pd opportunities. Examples may include District initiatives, non-building specific, individual/special requests, innovative initiatives, etc.

If approved, PD will be funded by District and/or grant(s) as determined by District Office.

Person requesting PD fills out PD packet

- Due to Curriculum Director 3 days prior to PD Committee meeting

PD Committee meets 1 time per month or as needed

Committee approves/denies

District office ensures all arrangements are complete

- Accommodations
- Transportation
- PD Calendar
- Registration
- etc.

PATHWAY #3

Staff Development Funds \$500

"Each staff member will receive \$500 in staff development funds which may be used for professional development activities, National Board Certification, Professional Certification, clock hours, and publications, with the approval of the building principal." -REA CBA

Teacher fills out staff reimbursement form

- Receipt and/or proof of payment
- In some cases verification of attendance or completion
- Publications must be professional in nature. Personal or classroom books do not qualify.

Meeting Dates

October 8, 2019
November 12, 2019
December 10, 2019
January 14, 2020
February 11, 2020
March 10, 2020
April 17, 2020
May 12, 2020
June 19, 2020

Submission Deadlines

Thursday, October 3
Thursday, November 7
Thursday, December 5
Thursday, January 9
Thursday, February 6
Thursday, March 5
Tuesday, April 14
Thursday, May 7
Tuesday, June 16



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Alignment to Royal School District's 2020 Vision Plan

Mission:

"Our mission is to ensure an excellent education for all students. We are committed to providing a positive social, emotional, and physically safe learning environment. We make every effort to produce a high quality educational system that continues to foster our sense of pride and promotes excellence for all."

Vision:

"A tradition of pride and excellence where all are respected, valued, safe, and engaged in challenging and relevant lifelong learning."

1. How does this requested professional development request align with Royal School District's Mission and Vision?

2. With which Vision Plan commitment/s does this requested professional development request align?

- Ensure that safety is our number one priority
- Gain and maintain the trust and confidence in our community
- Promote fiscal responsibility with focus on priorities
- Hire exceptional staff who match the ideals of our motto, mission, and vision
- Instill high levels of learning for all children regardless of differences
- Graduate students who are contributing citizens and college- and/or career-ready

Explain: _____



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Process for "Out-of-District" Inservice Travel Request/Reimbursement (to be read and signed off by each staff member attending)

I. Travel Request Procedures

A. Travel within the states of Washington, Oregon and Idaho:

- 1) Travel requests for staff members must be approved by their immediate supervisor in advance of the travel.
- 2) Travel requests for representatives and/or students must be approved by the Building Principal or Program Supervisor and the Superintendent.

B. Travel outside the states of Washington, Oregon and Idaho:

- 1) Travel requests for staff members must be approved by their immediate supervisor prior to submission in writing to the Superintendent. Travel requests for representatives and/or students must be approved by the Building Principal or Program Supervisor prior to submission in writing to the Superintendent.
- 2) Travel requests shall include reason for the request, anticipated benefit to the District, the length of time involved, and the estimated cost to the District.
- 3) Travel request shall be made to the Superintendent in advance of the travel and allow sufficient time for Board approval prior to the trip.
- 4) In extenuating circumstances, the Superintendent may approve out-of-state travel and so inform the Board at the next Board Meeting.

II. Reimbursement

Reimbursement for all travel, except that funded by Associated Student Body funds, shall be made pursuant to the submission of a Travel and Expense Reimbursement Request. The basis for reimbursement will be reasonable actual costs associated with the travel with the exception of meals which will be on a set per meal entitlement basis. All reimbursement claims will be processed at the next regular board meeting. Reimbursement claims should be submitted to the district office as soon as possible for timely processing. The district does not allow cash advances.

An individual is eligible for meal per diem and lodging reimbursement only if they are in travel status, outside of the Royal School District boundaries.

All expenses, except meals, must be listed in complete detail, and where required, have receipts attached. Only those expenses incurred by the person submitting the request may be reimbursed.

A. Reimbursable Expenses:

1) Lodging:

Travel destinations located within a 100-mile radius of the Administrative Office are not eligible for lodging reimbursement unless specifically authorized by the Superintendent. If the travel destination is further than 100 miles, actual reasonable expense per day will be paid. Itemized receipts are required. Lodging will be reimbursed for District personnel only. If traveling with a spouse, the single room rate must be provided.

2) Meals:

Employees must be in travel status no less than 3 hours to qualify for meal per diem. In addition, the individual must be in travel status by 6:30 A.M. to qualify for breakfast per diem and in a travel status at 6:30 P.M. to qualify for dinner per diem. Lunch per diem will be allowed if the individual is in travel status over the normal lunch period. Reimbursement for meal expenses is not to be authorized when an employee does not incur expenses for meals because they are furnished, either by the host facility or as a part of the registration fee. Receipts are not required for meal per diem.

3) Meal per diem rates are as follows:

<u>Meal</u>	<u>Regular Per Diem</u>	<u>High Cost Per Diem</u>
<u>Breakfast</u>	<u>\$13.00</u>	<u>GSA Rate</u>
<u>Lunch</u>	<u>\$15.00</u>	<u>GSA Rate</u>
<u>Dinner</u>	<u>\$23.00</u>	<u>GSA Rate</u>

* Any costs in excess of these amounts are at the personal expense of the individual.

* All per diem meal rates are established in accordance with GSA rates and are subject to change. (www.gsa.gov)

Selected High Cost Areas

CALIFORNIA- Los Angeles, San Diego, San Francisco Bay Area

OREGON- Portland

WASHINGTON- Clark County, King County, Snohomish County, Thurston County, Spokane County, Pierce County, Jefferson County, Clallam County, Grays Harbor County, Cowlitz County, Skamania County

4) Airline, Train, Bus Fare:

Coach rate. (Canceled ticket serves as receipt.)

5) Parking:

Actual reasonable expense. RECEIPTS ARE RECOMMENDED.

6) Telephone Calls:

District business-related calls only. DOCUMENTATION REQUIRED.

7) Mileage -- Personal car:

Use of a personal vehicle on District business will be reimbursed at the current IRS rate according to District mileage charts.

A. Non-Reimbursable Expenses:

- 1) Alcoholic beverages and meals or snacks other than regular meals.
- 2) Personal phone calls and postage.
- 3) Mileage to and from home.
- 4) Mileage for school levy promotions and other non-official school functions.
- 5) Entertainment.
- 6) Lodging within the 100-mile radius of the Administration Office, unless specific authorization from the Superintendent has been obtained.
- 7) Internet charges, unless specific authorization from the Superintendent has been obtained.

***By signing, I acknowledge I have read and understand the "out of district" inservice guidelines.**

Signature

Printed Name

Date



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Request for District Staff Development Funds (to be completed by each staff member attending)

Date of Request: _____

Who is Attending: _____

Name of Conference/Workshop/Inservice: _____

Date of Conference/Workshop/Inservice: _____

Location of Event: _____

Approximate Costs:

Registration _____

Hotel _____

Meals _____

Substitute(s) _____

Substitute teacher-Approximately \$175
per teacher per day

District Vehicle* _____

Personal Vehicle* _____

Parking* _____

Other _____

Estimated Total Cost \$ _____

****Whenever a district vehicle is reserved, "personal reimbursement" will NOT be allowed. See process for out of district inservices for additional details.***

I AGREE TO GIVE A PRESENTATION ON THIS TOPIC AFTER I HAVE ATTENDED THE CONFERENCE/WORKSHOP/INSERVICE:

Please Circle: YES or NO

If Yes, your Principal or Curriculum Director will work with you on a date to present information.

If No, please explain: _____

IMPORTANT NOTE: Once money is expended for your request, if you are UNABLE TO ATTEND, you are responsible for finding another staff member to replace you, or you will be responsible for reimbursing the amount of money that was originally approved for your request.

(Employee's Signature)

(Principal's Signature)



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Use of District Vehicle Request for Staff Professional Development

Instructions:

- Complete form at least three weeks' prior to field trip/PD
- Upon principal approval:
 - Principal will contact Transportation Director immediately
 - Transportation Director will include all applicable parties

Request submitted by: _____ Date: _____

General Information

Leave Date: _____ Time: _____ Return Date: _____ Time: _____

Destination/Address: _____

Name of Event/PD: _____

Name/s of people attending: _____

Transportation:

Vehicles needed:

District vehicle Other: _____

Yukon* Driver: _____ Mileage: _____

Suburban Driver: _____ Mileage: _____

*Arrange for keys two days before trip

Total number of people: _____ Account code: _____

Load at: High School Middle School Intermediate School Red Rock Other: _____

Principal's Signature

Transportation Director's Signature

Superintendent's/Business Manager's Signature



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PD Committee Approval Form

Date of Meeting: _____

_____**Approved**

_____**Denied**

Committee Comments:

Other Notes:

Committee Initials

Notes for District Office

Account codes; grant considerations; payroll; etc.

Teaching and Learning Dir. Signature