

### My Learning Plan Information

- ALL administrative time and requests to attend a workshop/conference need to be entered into MLP ten (10) business days prior to the activity. If this is a problem, please contact your principal.
- You must always contact the Sub Service (AESOP) if you will not be at your regular duties and cancel the Sub if you are not attending
- Before you contact the sub service, please be sure you have prior approval in MLP. If it is not fully through the approval process, it will be in the “Pending Prior Approval” in MLP.
- CSE Meetings/ Special Education Testing - As of 17-18, these do not need to be entered in MLP – As long as the PPS Dept. knows of this meeting, nothing else needs to be done.

Topic	Information	Action
Administrative Time	This is time used during the school day for non-teaching administrative work (i.e. running records, concert set-up, IEPs, etc.) <b>** No longer for CSE/Special Ed Testing**</b>	Click on <b>Forms</b> , then Use the :Administrative Time Request Form on MLP
What professional development courses/workshops are available for me?	There are catalogs of courses on MLP (including the District catalog) –under <b>Activity Catalogs</b> . If you find a course/workshop you would like to take, you can follow the instructions for approval.	Check the catalogs in <b>Activity Catalogs</b> of MLP. If there is a conference/workshop/course outside of the catalogs in MLP, you submit that for approval using the “ <b>Conf-Wkshp NOT Catalogs</b> ” <b>Fill in Form</b> on under <b>Forms</b> in MLP & see the 3 <sup>rd</sup> page here.
Mentoring/Student Teaching Request	If you are approved as a mentor or mentee, you use the log form to record your time. Both Mentees and Mentors get compensated for their time (for payment or salary advancement). If you want to have a Student Teacher, submit the request in MLP and when completed, send proof of completion to the Supt. Secretary. “One (1) in service credit (15 hours) will be awarded to teachers who are assigned a student teacher for each seven to ten week period.” OTA contract.	In the <b>Forms</b> , then <b>Fill In Forms</b> on MLP use the following <u>Mentoring Log Form</u> – Enter each day you meet Only one of you has to enter- it will be credited to the other. Submit the log only when completed or when required as per Mentor/Mentee Brochure. <u>Student Teacher Request</u> – A request for a Student Teacher.
Fill In Forms (Under Forms)	<ul style="list-style-type: none"> <li>• <u>Indiv. Administrative Time Request</u> –For Administrative time (Running Records, set up of an activity, etc.) (NO LONGER FOR CSE or SE TESTING)</li> <li>• <u>Conf-Wkshp Not Catalogs</u>- Request to attend a Conference/Workshop not in any catalog.</li> <li>• <u>For Certification Hours only</u> – Track hours that are not submitted for approval in Onteora, but count toward your CTLE hours</li> <li>• <u>Mentoring Log Form</u> –To keep track of mentoring hours. Create a log for each day and submit when the year is done.</li> <li>• <u>Student Teacher Request</u> – A request for a Student Teacher.</li> <li>• <u>PD Log Form</u> – Use when the approved activity requires that you keep a log.</li> </ul>	Complete the form and hit submit
Field Trips	Do not go in MLP – no request for time out is needed, as you don’t need a sub!	

Topic	Information	Action
Received approval from Principal/Supervisor to attend	Even if your principal gave you permission verbally or by email to be out of your regular assignment, you need to enter the request in MLP. <u>Activities are not approved until you receive prior approval by the Assistant Superintendent for Curriculum &amp; Instruction in MLP</u>	
How do I know it is approved in MLP?	If it is approved, the activity will be under “Approved and In-Progress” in MLP. If you have not received prior approval and your activity is coming up, contact the Superintendent’s Secretary.	Click on <b>Learning Plan</b> to see “Approved and in Progress”
I’m not going to a course for which I received approval in MLP	If you do not attend the workshop/conference for which you have signed-up, please drop it in MLP and Cancel your Sub!	Click on <b>Learning Plan</b> , find the activity, click <b>Manage</b> , click <b>Drop</b>
Propose professional development as opposed to signing up for a workshop/course	<p>Please be sure to propose activities at least 10 days in advance of the start date.</p> <ul style="list-style-type: none"> <li>• If there is a set group of people that you will be working with, send an email to the Superintendent’s Secretary with the names and they will be pre-registered.</li> </ul> <p>Otherwise, indicate the “audience” on the form and it will be placed in the Catalog.</p>	<p>Click on <b>Forms</b>, then select one of the following forms from Activity Proposals in MLP:</p> <p><b>Co-Teaching Proposal</b> – for co-teaching planning time during the school day (collaborative)</p> <p><b>Proposal to Teach a Class</b> – to teach an after-school workshop (you are instructor)</p> <p><b>Self-Directed Group Work</b> – to hold a collaborative workshop during or after school (collaborative)</p> <p><b>Self-Directed Independent Work</b>– to work on professional development independently during or after school (collaborative)</p>

## Conference Attendance

Topic	Information
Payment for Conference and/or Hotel is needed	<ol style="list-style-type: none"> <li>1. Use the "Conf-Wkshps Not in Cata" Fill-in Form in MLP to propose the activity and put in the costs and number of meals.               <ol style="list-style-type: none"> <li>a. Put in all days YOU WILL BE OUT – including travel days.</li> <li>b. It is up to you to find the least expensive hotel (remember we spend the taxpayers' money!)</li> <li>c. You can register for the conference and use your credit card to hold a hotel reservation, but <b>DO NOT PAY FOR EITHER ONE</b> (you cannot be reimbursed.)                   <ol style="list-style-type: none"> <li>i. If the conference calls for a PO #, enter TBD and we will fax one if you are approved.</li> </ol> </li> </ol> </li> <li>2. Upon approval in MLP by the Assistant Superintendent for Curriculum &amp; Instruction.               <ol style="list-style-type: none"> <li>a. Send the Superintendent's Secretary the hotel and conference cost, along with "payable to" information (name, address, phone, fax number).</li> <li>b. Contact the sub service to report that you will be out– even if no sub is needed.</li> </ol> </li> </ol>
No Payment is needed	<ol style="list-style-type: none"> <li>3. Use the "Conf-Wkshps Not in Cata" Fill-in Form in MLP to propose the activity.               <ol style="list-style-type: none"> <li>a. Put in all days YOU WILL BE OUT – including travel days.</li> <li>b. Contact the sub service to report that you will be out– even if no sub is needed.</li> </ol> </li> </ol>
Travel by Car	<p>You must email Nicole Sommer or Ray Clinton in Transportation to use a District vehicle.</p> <ul style="list-style-type: none"> <li>• If one is not available, use your own car and when you submit mileage include a print out of the email saying that the school vehicle was not available. Also include a Mapquest printout with the distance - reimbursement for mileage requires a printout from Mapquest.com.</li> <li>• Employees will be reimbursed for personal vehicle use at the prevailing <b>IRS</b> rate per mile plus tolls.             <ul style="list-style-type: none"> <li>▪ Original receipts or an E-Z Pass Statement for tolls <b>MUST</b> accompany your claim for reimbursement.</li> </ul> </li> <li>○ Any fines and/or penalties associated with a motor vehicle violation, which were incurred during district-approved travel, are not reimbursable.</li> </ul>
Travel by Bus/Train	<ul style="list-style-type: none"> <li>• Keep your receipt and submit it with your meal receipts. Please remember to use the least expense mode of transportation!</li> </ul>
Meal Reimbursement	<ul style="list-style-type: none"> <li>• Meals must have itemized receipts that show each item purchased. Please remember that when you spend money, you are spending tax payer dollars; that is why we are so careful and we ask you to be considerate of that as well. Alcohol is not reimbursable.</li> <li>• Upon returning from the conference             <ul style="list-style-type: none"> <li>○ Send the Superintendent's Secretary proof of attendance.</li> <li>○ Complete a claim form for any expenses (sign by you and your principal), attach your <b>original</b> receipts (dated and itemized!) and send to the Superintendent's Secretary</li> </ul> </li> </ul> <p><b>OTA:</b> The per diem meal rate shall not exceed \$51 per day, except when attending a conference in New York City, in which case the per diem meal rate shall not exceed \$61 per day, inclusive of tip.</p> <p><b>ONTEA:</b> Breakfast up to \$8.00; Lunch up to \$13.00; Dinner up to \$20.00</p>