

Edgewood-Colesburg Community School District Professional Development Work 2023-2024 School Year Projects- Teacher Quality Funding

Teachers may apply and request compensation for the completion of qualified professional development work.
This work requires advance approval of the Teacher Quality Committee (TQC).

Application and compensation procedures are as follows:

1. All professional development work must be **pre-approved by April 1, 2024** and hours must be completed and turned in by **June 15, 2024**.
2. The teacher will complete and submit an application to the TQC for approval of work that is completed outside of the regular contracted school day.
3. The teacher will complete the professional development work upon approval from the TQC.
4. The teacher will submit suitable documentation to the TQC to verify that the approved professional development work was successfully completed.
5. The TQC will approve compensation based upon proof that the approved professional development work was successfully completed.
6. The TQC will submit a payment request to the Board Secretary on behalf of the teacher.
7. The district will pay 1.0 FTE teachers up to a maximum amount of ***16 hours of work based on the teacher's hourly pay from Schedule B*** The maximum amount for teachers who are less than 1.0 FTE will be prorated according to their FTE.

Guidelines for the TQC to follow in approving a Professional Work Application will include:

- A. Professional development work must be directly tied to the teacher's Individual Professional Development Plan and/or the District's Comprehensive School Improvement Plan.
- B. Examples of professional development work that qualify for reimbursement include:
 - a. Adapting lessons and/or tasks to reflect initiatives, technology-based instruction, standards-based or competency-based teaching and learning;
 - b. Participating in a study group or an action-research group that is focused on the implementation of new instructional strategies/activities;
 - c. Attending conferences, workshops or classes that target specific instructional strategies, and subsequent implementation of new instructional strategies/activities;
 - d. Paying expenses of substitute teachers, speakers, PD materials, etc., of district-related professional development expenses; and/or other similar types of activities;
 - e. Collaborative building projects may be submitted in lieu of individual projects;
 - f. Examples of work that would not qualify for reimbursement would include grading papers, doing lesson plans, completing IEPs, and other such routine work. Examples of expenses that would not qualify for reimbursement would include mileage and meals.
- C. Graduate/Continuing Education/Renewal Credit: If a class/workshop **must** be taken at the graduate/CEU/Renewal level to get the professional development, graduate/CEU/renewal credit cost will be deducted from Individual allotted TQ Funds.
- D. Unspent or unallocated funds (if any) that remain may be reallocated by the TQC for the remainder of the 2023-2024 school or for summer teacher quality projects. Unspent or unallocated funds (if any) that remain may be used by the TQC to increase the amount of funds available for 2023-2024 by carrying over unused funds from 2023-2024 and/or to fund other related expenses.

Directions for completing applications:

- Teachers will complete an application and submit it to the superintendent. TQ applications will be voted on by the TQC committee for approval. Application submission will cease on April 1.
- For group projects, each individual member of the group must submit an application for approval. Also, members of a group should submit their applications at the same time.
- Also for group projects, only one application needs to include any additional documentation, if needed.

2023-2024 School Year Project Application TQ
To Earn Teacher Quality Funding for Professional Learning Work

Teacher: _____ Building(s): _____

Briefly describe the professional learning work to be completed (*group projects must include names of group members.*)

Describe how it aligns with either the IPDP or the district's CSIP as stated above.

Will this professional development learning impact student learning? If so, how?

What potential activities do you see yourself completing and logging as part of this work?

What expenses will be incurred in conducting this work and/or how many work hours will this project take to complete?
Any expenses paid by the school (for books/conferences/etc) will be deducted from the total hour balance paid out.

Total anticipated expenses:

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For Teacher Quality Committee Use:

Work Approved _____ Work Not Approved _____ Date _____ Initials _____

_____ Approved, but needs proof of implementation before reimbursement.

_____ If not approved, reason:

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Teacher: In order to receive reimbursement for expenses or payment for hours worked, you **MUST** complete this portion of the form and sign it. Substantiate that the professional work was successfully completed and implemented. Provide a written response below or attach a written response. Include any pertinent documentation.

Actual Expenses Incurred \$ _____ and/or

Actual Hours Worked _____

Teacher Signature

Attach appropriate documentation as necessary (see above). Log of hours **REQUIRED** (include date and time) to be paid for hours worked. Receipts are **REQUIRED** for expense reimbursement.

For Teacher Quality Committee Use:

Amount of Payment Approved: \$ _____ Date _____

Amount of Payment Not Approved: \$ _____ Initials _____

If not approved, why:

2023-2024 Teacher Quality Time Log

(please share with Hoeger, Voss, Briggs, Lutgen, Kintzle, Mather)

Name _____

Completed - Highlight when done.

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