

Protocol for requesting staff development funds:

1. Fill out a BHS staff development application located at the district website under staff- Staff Development. There are two forms available for requesting grant applications. **Use the short form for funds requested by our building committee. If you need funds from the district committee, only the long form will be accepted.**
2. If attending a workshop/seminar activity, attach any brochures (copies are acceptable) or other handouts that verify the workshop's time, location, fees or agenda. Turn in application to staff development chair or other staff development committee member.
3. The committee meets monthly during the school year. Meeting dates are posted in the mailroom. If you have an activity that needs funding, please **plan accordingly**. If applications are not submitted for our regular monthly meeting, the grant may not be considered. See attached calendar. All staff development funded activities need prior approval.
4. When the staff development activity is over, fill out a green voucher sheet located in the main office on the wall next to the mailroom. Copies of the registration check (or other valid receipt), receipts for a hotel room and any other necessary receipts should accompany the voucher. Mileage and meals are based on the committee's discretion, depending on available funding, and are set at a fixed rate so you don't need receipts for those items. Breakfast is not reimbursed on the first day of travel. The voucher sheet and receipts are sent to our principal. Dr. Stanoch will sign and code them and send them to the district office. If your request for funds was for a lesser amount than your actual need, staff development funds **will not** compensate you for the difference. If you do not attend the activity as planned, please inform the committee of this change.
5. All out of state travel must be approved by the superintendent and have approval documentation before the grant will be considered by the building committee. Transportation costs which include but are not limited to planes and automobiles will be covered up to \$200 by our building committee.

STAFF DEVELOPMENT APPLICATION FOR BUILDING FUNDS

(Complete both sides and submit to Staff Development mailbox)

Name _____ Today's Date _____

Building _____ Date of Activity/Project _____

Title of Activity/Project _____

Location/Destination of Activity _____

Description of Activity/Project

Which Staff Development Goal(s) Activity Fulfills _____

Bemidji High School Staff Development Goals

Goal #1: Improving literacy and subject area competence with an emphasis on improving math/reading scores.

- a. Reading/Writing/Language
- b. Technology/Media
- c. Visual Arts/Music/Drama
- d. Physical Education/Health
- e. Mathematics/Science
- f. Social Studies
- g. Expert Consultations

Goal #2 and #3: Attendance/Graduation Rates

- a. Support/Attendance
- b. Respect for others
- c. Ethical behavior
- d. Community/Citizenship component
- e. Poverty Issues
- f. Cultural/Ethnic Diversity
- g. Anti-Bullying
- h. Assisting At-Risk, Gifted & Special Ed Students
- i. CPI training

FOR STAFF DEVELOPMENT USE ONLY

Approved _____

Disapproved _____

Comments

Total Amount _____ Committee Initials _____

Building _____ Title of Project _____

Project Budget

Include all expenses for which you expect to be reimbursed in the project budget.

Budget Amount

1.	Substitute Teacher	Number of Days _____ x \$175.00	
2.	Substitute Paraprofessional	Instructional Para: Number of hrs _____ X \$17.50/hour <i>Special Education: Number of hrs _____ X \$18.13</i>	
3.	Contract Services	Consultant fee or other contractual services required for the service? Amount for services (Contact Human Resources if the presenter is a district employee) =	
4.	Curriculum Project (Rate of pay includes added costs for employer contributions to TRA, FICA, etc.)	Hourly: Number of teacher hours _____ x \$21.00/hour + \$3.08 = \$24.08/hour (put \$21.00 on actual pay authorization) Contracted Paraprofessional Rate _____ x (contact Human Resources) x # _____ hours =	
5.	Travel –	(Please refer to SBE 500-20-1R for all district travel policies/procedures.)	
	A. Transportation (need receipts)	Rental Car = \$40.00 + Price per gallon. \$ 3.50 Plane = \$ 200.00 Personal Vehicle = # of miles x \$0.25 per mile	
	B. Hotel (need receipts)	# nights _____ x rate _____ =	
	C. Meals (If conference meals are provided you will not be reimbursed.)	<i>Breakfast</i> - \$7.00 (Don't claim breakfast for the day you leave the district.) <i>Lunch</i> - \$8.00 (Don't claim lunch for 1 day meetings.) <i>Dinner</i> - \$14.00 (Don't claim dinner if you arrive back before 7:00PM.)	
	D. Registration Fees (need receipts)	Attach copy of check to travel voucher	
	E. Parking Fees (need receipts)		
	F. Other (need receipts)	List:	
6.	Other Expenditures	Need supply requisition approved in advance	
		Total Project Budget	

Reimbursement cannot exceed the amount approved for this project. For reimbursement, submit the green travel voucher along with receipts, a copy of your approved leave form, an agenda from your meeting, and your registration form to your building principal. Leave forms must be filled out for both school year and SUMMER travel/events.

APPLICANT SIGN YOUR NAME BELOW:

Name _____ Today's Date _____