Professional Learning - $300 Individual Allotment
2019-20

In Buena Vista, we value powerful teachers! In November 2012, the community supported a mill override providing additional monies to the district to increase teacher salaries and to restore funding for professional learning. It is worth celebrating a community and district that understands the single factor having the strongest impact on the success of a student is the teacher. The PLA (Professional Learning Advisory) advocated for this new money to be dedicated to teachers participating in professional growth specific to individual needs. As a result, during the 2019-20 school year, every teacher will receive a $300 allotment to support individual professional growth. Thank you, Buena Vista community, PLA, and administration.

How does it work?

1. Dream! What professional learning activity or resource might you invest in to support your professional growth? Consider your PGP. Look at your student achievement data – in what area might you research to further student learning? What types of activities suit your learning style? Journal reading, class attendance, a site visit...research opportunities available that fit your needs!
2. Once you determine an opportunity, follow the guidelines below to ensure the proper processing.
3. Enjoy the professional learning experiences!

Guidelines for Allotment

In order to provide accurate accounting of these expenditures for the business office, the following guidelines should be followed.

- Complete a Request for Professional Learning Allotment form for each request, up to a maximum of $300.
- Secure a signature from your building administrator on the Request for Professional Learning Allotment form so he/she knows what you are pursuing!
- Send the signed Request for Professional Learning Allotment to Assistant Superintendent, District Office.
- Complete a purchase request (SDS) either to the vendor or to yourself (if it is a reimbursement) through Supplies Curriculum 10-600-20-2212-0600-000-0000.
- Send all invoices/registrations/receipts to Assistant Superintendent. Purchase requests will not be “authorized” until the Request for Professional Learning Allotment form and necessary paperwork are in the curriculum/professional learning office.
- Reimbursements to an individual will only be made with a receipt from the company indicating payment by the individual.
- A minimum of one week advanced notice is needed for processing.
- If the cost for a professional learning opportunity is beyond $300, reimbursement to the teacher is the only option for payment.
- The allotment is not intended to be spent on classroom supplies, materials for students, or instructional tools.
- The allotment cannot be used in addition to reimbursements already received from the district (i.e. $50 reimbursement for credit-bearing classes).
- The allotment cannot be used for fees to enroll in teacher advocacy organizations offering legal support.
- Unused funds from one teacher cannot be used by another teacher.
- All funds must be encumbered by April 15th, 2020.
Request for Professional Learning Allotment - $300
Individual Allotment 2019-20

To access the $300 PL Allotment complete the following steps:

1. Complete this form;
2. Complete a request for payment through the SDS Purchasing System (select account: 10-600-20-2212-0600-000-0000 – Curriculum Supplies);
3. Attach the necessary invoice/registration OR receipt with this form;
4. Send the form and related documents to Assistant Superintendent, District Office

Name ____________________________________________ Date ____________________________

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<tr>
<th>Check All that apply</th>
<th>Type of Professional Learning</th>
<th>Description (Title of class or Journal)</th>
<th>Cost</th>
<th>Check to be paid to:</th>
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<td>Conference Fees</td>
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<td>Membership to a professional organization</td>
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<td>Other</td>
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In a few sentences, describe how the expenditure will support your professional growth.

Principal Signature: ____________________________________________

For Office Use Only:

____________ Receipts/Invoice received               Comments:
____________ Ereq complete
____________ Approved