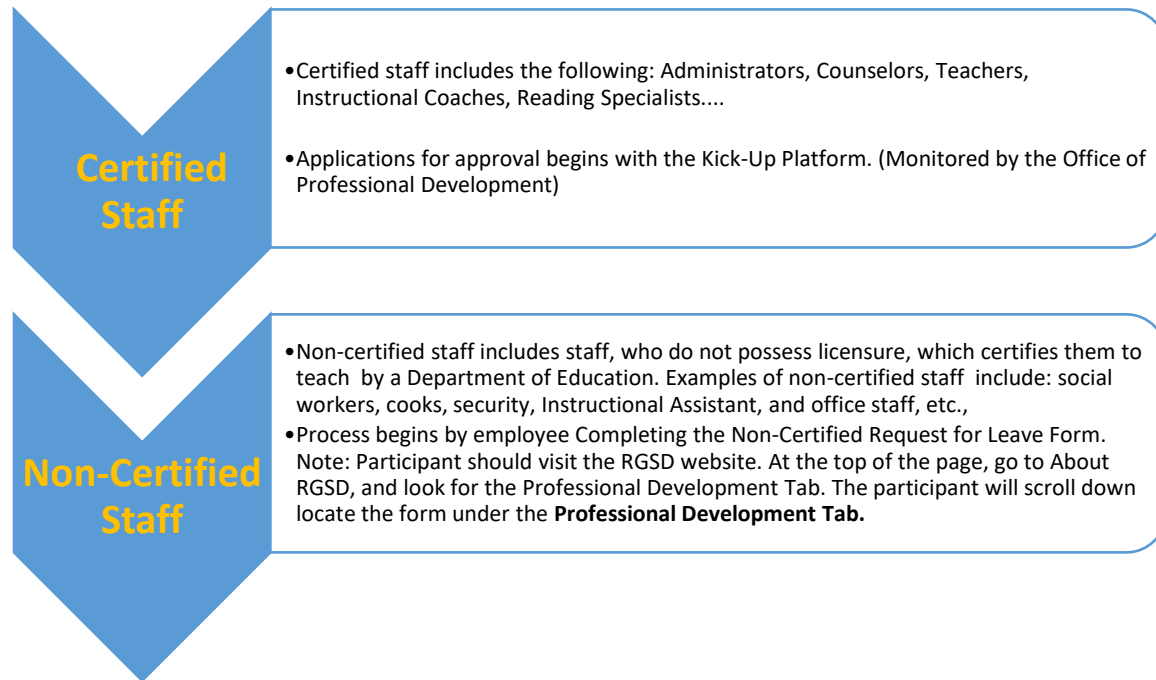


RGSD Classification of Groups for Professional Development Approval

Procedures and Approval Timeline



All requests for approval must be aligned to the District CSIP and building Accountability Plan. There are no exceptions to this expectation. The timeline for submitting requests for professional leave is listed below:

Internal Requests: 2 weeks prior to the intended leave

Local Requests: 3 weeks prior to the intended leave

Out of Area: 4-6 weeks prior to the intended leave

All requests for professional leave must include a PDF that outlines the contents of the intended learning.

Certified Staff: Professional Development Registration Process

KickUp is the approved professional development platform, which is used for registering professional development for all certified staff in the Riverview Gardens School District. When requesting professional leave, all certified staff are expected to complete the leave request form located on KickUp in its entirety. Additionally, a pdf of a flyer or description of the intended leave, which describes the requested professional development should be uploaded to KickUp before processing of the requested leave may begin. The attachment of a link is not permissible. All registration, hotel, and travel must have written approval prior to the intended leave. Registration for all professional development and securing hotel and making all arrangements for professional leave must occur from the professional development office or the office of the funding source for the intended professional development. No approvals or reimbursements will be made to individuals who fail to secure approval prior to the intended leave. Failure to adhere to the approval and registration of any professional leave becomes the responsibility of the employee requesting the leave.

Invitations for KickUp

Invitations to join KickUp will be sent from Barbara Sharp, the Professional Development Coordinator or Darion Hopkins, the Administrative Assistant to the Professional Development Office. Do not contact KickUp for support.

KickUp: Forgot Password

If you forget your KickUp password, please adhere to the following steps:

1. Go to Kick-Up: <https://pulse.kickup.co>
2. Enter your email address in the username section
3. Then check change password.
4. Follow the prompts given to help you change your password.
5. Once you change your password, you will have access to Kick-Up again.

Out of Area Travel

Out of Area Travel is travel that occurs outside of the metropolitan St. Louis area. Travel of this nature generally requires hotel reimbursement or approval to reimburse an employee for gas or travel. Each month the Professional Development Coordinator is required to present a report to the Special Administrative Board regarding all out of travel to include all funding sources, such as PD1%, Title, Perkins or general budget. A shared excel form must be kept current and shared with Darion Hopkins @dhopkins@rgsd.k12.mo.us. This completed form that she required to

Field Trips involving out of area travel must also be approved and recorded on the spreadsheet as this information is report to the Special Administrative Board from the Office of Professional Development.

Procedures for Building or Departmental Request for Professional Learning

- The requestor makes the initial contact with the intended vendor, determines content/objectives/availability for the presenter to present to the district/department/building, and secures a quote from the potential vendor
 - The requestor collaborates with the PD Coordinator to ensure availability of funds to support the request
 - Once approval of availability of funds is granted by the PD Coordinator, the requestor will secure a contract from the intended vendor. Note: If the PD 1% is used as the funding source, all communications must include the PD Coordinator of PD 1% and the Administrative Assistant as Contacts only.
 - The contract should be forwarded to the PD Coordinator and Administrator Assistant for the PD Office; The Administrative Assistant for the PD Office will secure the W9 and New Vendor Form from the vendor
 - The intended contract must be vetted by legal (PD Coordinator takes this lead)
 - Once legal grants approval of the contract, the item is uploaded to Board Docs by the requestor for discussion
 - The requestor presents the request to the Special Administrative Board, who ultimately approves and/or grants consent.
 - The PD Coordinator collaborates with the Administrative Assistant to ensure that the vendor is approved in MUNIS and enters requisition to begin payment
 - The requestor confirms date and time of presentation and content
 - All communication from this point relative to planning are in the hands of the requestor or administrative assistant for the office.
- Note:** Advanced planning for professional learning is crucial as the budget window generally closes each year in late March or early April.

Procedures for Travel

District Approved Travel:

District approved travel is generally defined as transportation on Riverview Gardens School District business in excess of one's normal commute. Four components are required for reimbursement of allowable business expenses:

1. An allowable business expense
2. Substantiation of the expense with original receipts and expense report
3. Approval of the expense at the appropriate District level

- Submission of the approved expense report and original receipts to the District Finance Office within fifteen (15) days of the completion of the District travel.

Budget Rules for PD 1% Expenditures

Allowable expenditures are as follows:

- Activities for staff with teaching certificates: Professional development activities can be provided for all staff with teaching certification. Staff includes teachers, guidance counselors, librarians, administrators, and special teachers such as vocational teachers and special education teachers.
- Consultant/presenter fees and expenses: Consultants/presenters may be paid fees and reimbursed for expenses. A local staff presenter can be paid a fee or stipend for the professional development presentation if planning and presentation is done on his/her own time
- Stipends for:
 1. Teachers' participation in curriculum development and related work if the work is done after contracted school time such as evenings, weekends or during the summer (must be separate from district summer school commitments).
 2. Teachers' work as a member of the professional development committee. This includes any training received for being a PDC member if the work is done after contracted school time such as evenings, weekends or during the summer (must be separate from district summer school commitments).
 3. Mentor teachers for time spent planning for and working with first and second year teachers outside regular contracted school hours.
 4. Teachers' participation in professional development/learning/ in-service activities scheduled and held by the district outside contracted school hours.
- Reimbursement for: Travel, food, lodging and registration fees to participate in professional learning/ training activities.
- Pay for substitute teachers: Pay for substitute teachers when professional development activities are held during the regular school day or to allow for teachers to observe, coach, mentor or work with other teachers in collaborative situations
- Tuition and fees for selected colleges or university courses to:
 1. Eliminate temporary certificates when requested by the district to teach in a shortage area.
 2. Assist a staff member to become certified in another area where teaching help is deemed necessary by the district. For example, consider a teacher one course short of being qualified as a counselor. The district needs another counselor and would like to hire this teacher as a counselor. If approved by the PDC regulations, professional development money could be used to pay for the tuition of this course.
 3. Keep teaching certificates current if identified in the district professional development plan as a district priority.

4. Help progress toward a master's degree or above if identified in the District Professional Development Plan, in the educator's Individual Professional Growth Plan and the advanced degree sought is in the educator's content area of teaching.
5. Help enrich subject/grade level teaching.

Note: Caution should be exercised by the PDC in using a large percentage of its budget on tuition reimbursement. The PDC may wish to develop a policy that limits tuition reimbursement to only the critical certification needs of the district in order to have the needed funds to support the identified learning needs of all staff and meet the goals of the district Comprehensive School Improvement Plan.

Professional Development Expenditures May Not Be Used For

- Individual membership dues to associations or organizations.
- Travel, food, lodging and registration fees to conferences and workshops of general interest which do not support Individual Professional Growth Plans, building/and or district professional development plan and Comprehensive School Improvement Plan.
- Travel, food, lodging and registration fees to conferences, workshops, clinics, etc. that pertain to extracurricular activities and sponsorships. (sports, glee club, cheerleading, etc.) This does not exclude health education.
- Instructional equipment or materials or administrative equipment or materials.
- Salaries. Professional development funds may not be used to pay any part of any salary. Also professional development funds may not be used to pay for any student-related activities such as extracurricular activities, sponsorships, summer school or evening school activities.)
- Travel as a form of professional development. (As traveling to Spain to become more informed about the country in order to teach Spanish.)
- Any expenditure of funds for any state or federal program for which monies are already available for professional development. (Example: professional development funds cannot be used to pay the expenses for a Title I activity; however, professional development funds could be used to pay the expenses of a Title I teacher to attend a technology conference)
- School board member training.
- Stipends for teachers working in areas other than curriculum, instruction and/or professional development in preparation for a local Missouri School Improvement Program (MSIP) review.
- Professional development activities for non-certificated staff. (School districts are encouraged to provide opportunities for non-certified staff to learn and grow professionally.)
- As a supplement for teacher health insurance premiums.
- Certified staff CPR training.
- Firearms safety training.

Professional Development Communications Chain

Riverview Gardens School District: Professional Development Approval Process Certified Staff Request for Professional Leave

At no time should an employee be granted permission to conduct professional learning tasks on behalf of the district. In this regard, all registration, hotel, and travel must have written approval prior to the intended leave. Registration for all professional development and securing hotel and making all arrangements for professional leave must occur from the professional development office or the office of the funding source for the intended professional leave. No approvals or reimbursements will be made to individuals who fail to secure approval prior to the event. Failure to adhere to the approval and registration of any professional leave becomes the responsibility of the employee requesting the leave.

Step One: The approval of all professional leave begins with the employee, who makes a request for the intended learning. The flow of approvals are based on the following funding sources: (If funding source is not located, the requestor should see their department leader.)

PD 1%	Title/SIG	Perkins—High School Only
Building Level Approval	Building Level Approval	Building Level Approval
1. PDC Representative 2. Principal	1. Principal	1. Assistant Principal, Dr. Monica Perry is designee
District Level Approval	District Level Approval	District Level Approval
1. Professional Development Coordinator-Sharp 2. Assistant Superintendent of Curriculum and Instruction-Dr. Nichols	1. Director 2. Professional Development Coordinator 3. Assistant Superintendent of Leadership and Accountability-Elizabeth Austin OR See Student Support Services	1. Director (TBD) 2. Professional Development Coordinator
Once registration is complete, Darion Hopkins is responsible for communicating the status of the registration with the employee. Ms. Hopkins. Administrative Assistant for PD Office enters the absence into Aesop.	Once registration is complete, the administrative assistant for the department is responsible for communicating the status of the registration. Admin. Assistant enters the absence into Aesop by the Administrative Assistant for the funding source.	Once registration is complete, Darion Hopkins is responsible for communicating the status of the registration. Absence is entered into Aesop by the Administrative Assistant for funding source.
Out of Area Travel: Superintendent	Out of Area Travel: Superintendent	Out of Area Travel: Superintendent
Professional Development Registration--Collaboration between PD and State and Federal Office occurs before any processing begins. 1. PD Office will supervise all entries in Kick-Up 2. Once an item has been placed in Kick-up for the Title Office, an email from the Professional Development Office will be sent to indicate such, 3. Once all approvals are complete, a copy of the completed application will be emailed to the Administrative Assistant for State and Federal Processing		

Riverview Gardens School District
Professional Development Communications Chain
Non-Certified Staff Request for Professional Leave

The Approval Process for Non-Certified Staff Request for Professional Leave

1. Requestor should complete the Classified Professional Leave Request form located on the RGSD webpage. Look for Once you have located the Professional Development Tab, download the form, complete, save and then print.
2. The Principal or Department Leader reviews the form, indicates the funding source, signs and sends to the Professional Development Office for approval
3. Once approvals are granted the Administrative Assistant for the Professional Development Office scans the document to the Office/Department for processing.
4. Note: If the request is for out of Area, approval must be granted by the Superintendent.
5. Once registration is complete and all approvals are granted, the administrative assistant for the department is responsible for communicating the status of the registration.
6. The Administrative Assistant for the funding source enters the absence into Aesop and communicates the status of the registration to the employee.

**Out of Area Travel
Superintendent Approval is Required**

Communication with Employee: Once registration is complete, the administrative assistant for the department is responsible for communicating the status of the registration. Admin. Assistant enters the absence into Aesop by the Administrative Assistant for the funding source.