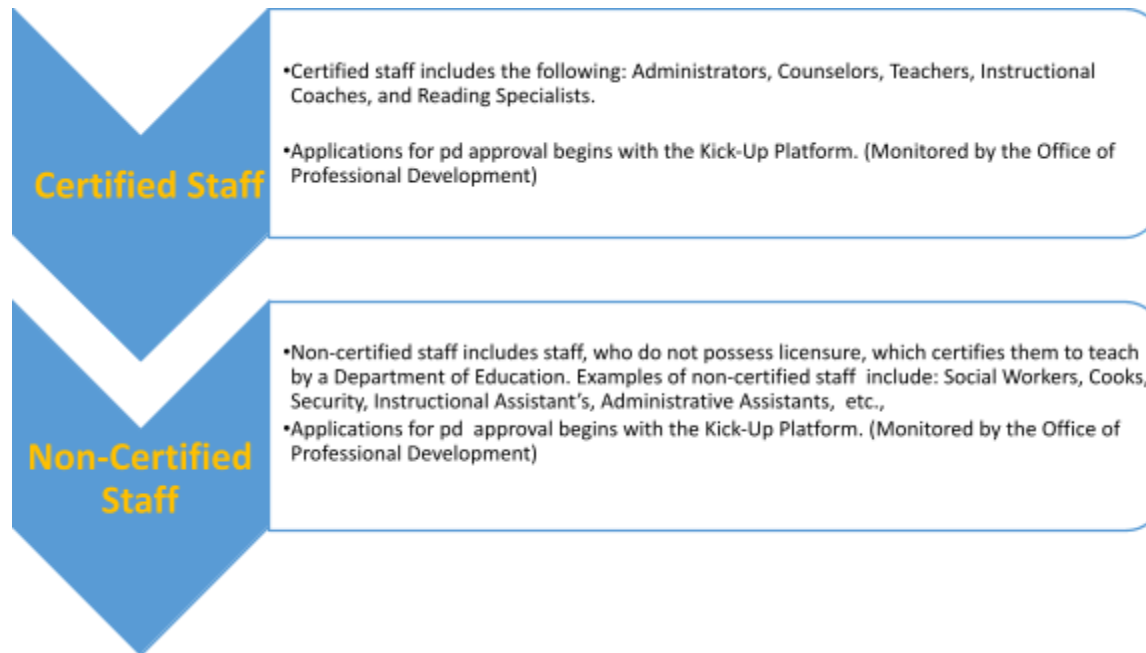


RGSD Classification of Groups for Professional Development Approval

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:

In District Requests (occurs at an RGSD site): 2 weeks prior to the event

In Area Requests (occurs in the St. Louis metro area): 4 weeks prior to the intended leave

Out of Area (occurs outside of the St. Louis metro area): 8 weeks prior to the intended leave

Professional Development Request Process

Step 1: Gather information about the learning opportunity and share it with your building pd rep and supervisor for their approval. Be sure to include cost, alignment to district CSIP, school improvement plan, or pgp.



Step 2: Once you have obtained verbal approval from your building pd rep and supervisor, please enter the request into Kickup (within the requested time frame). **Be sure to include your [PD Expense Request Form](#) as a link or attachment with your entry.** After entering your information into Kickup, request your supervisor to comment “approved” on the entry.



Step 3: The pd request will be reviewed for approval at the district level. Once approved at the district level, the administrative assistant for the professional development office will contact you to complete registration and make travel arrangements. **These items must be handled through the office of professional development if the professional learning is being paid for out of the PD 1% account.** If there is a different funding source, the department covering the expense will handle all registration and travel arrangement processes accordingly.



Step 4: Prior to the learning experience, confirm registration, travel, and professional leave have been processed. Maintain original copies of all receipts to be submitted for reimbursement.



Step 5: Complete a presentation to share your learnings and how you are applying them in your work among your professional learning community. Complete the district’s Travel Reimbursement form for any expenses you incurred during professional learning within ten days and submit to the office of professional development for processing.

Kickup Platform

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 Tina Adams-Turnipseed. **Employees should not contact KickUp for support.** If you do not receive a login for Kickup, please contact Dr. Tiffany Patton, the Professional Development Coordinator for assistance.

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.



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 (10) days of the completion of the District travel.

*Please review district policy [DCLA Travel Expenses](#) prior to submitting a professional learning request that includes travel.

PD Expense Form:

This form must be completed and uploaded with any KickUp entry that includes travel expenses. It is important to

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 Approval Chain

Riverview Gardens School District: Professional Development Approval Process

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 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. 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/J.A.G.—High School Only	District Department Budget
Building Level Approval	Building Level Approval	Building Level Approval	Department Level Approval
1. PDC Representative 2. Principal	1. Principal	1. Building Principal	1. Head of Department/Budget Manager
District Level Approval	District Level Approval	District Level Approval	District Level Approval
1. Immediate Supervisor 2. Professional Development Coordinator 3. Assistant Superintendent of Curriculum and Instruction	1. Immediate Supervisor 2. Director of Federal Programs 3. Professional Development Coordinator	1. Professional Development Coordinator	1. Immediate Supervisor 2. Professional Development Coordinator
Once all approval levels have been completed, the administrative assistant for the professional development office will contact the employee to complete the registration and travel arrangements process. The Admin. Asst. will also enter any absences in AESOP related to professional learning. It is the responsibility of the employee to work with the pd office to complete this process.	Once all approval levels have been completed, the administrative assistant for the federal programs office will contact the employee to complete the registration and travel arrangements process. The Admin. Asst. will also enter any absences in AESOP related to professional learning. It is the responsibility of the employee to work with the federal programs office to complete this process.	Once all approval levels have been completed, the department head/budget manager responsible for funding the professional learning request will process registrations and travel arrangements from their office. The department designee will confirm with the pd office once professional learning event has been completed.	Once all approval levels have been completed, the department head/budget manager responsible for funding the professional learning request will process registrations and travel arrangements from their office. The department designee will confirm with the pd office once professional learning event has been completed.

Out of Area Travel: The Superintendent has final approval rights for all out of area professional learning supported by district funds.