

Professional Development Fund Extended Summer Study Guidelines

The Cincinnati Board of Education and the Cincinnati Federation of Teachers believe that the professional development of teachers and other support staff has a significant impact on the academic achievement of students. With this mutual goal in mind, the Board and the Federation agreed through the Collective Bargaining Agreement to offer extended summer study beginning with school year 1997-1998. A committee comprised of Federation members and CPS administrators established the specific details, criteria and eligibility requirements. The purpose of the summer programs is to pursue experiences that require an extended length of time and provide opportunities for learning that could not be accomplished by taking courses or attending seminars. Examples include study where course work and experiences are not available in greater Cincinnati, expenses for study, but not tuition, independent study, research projects, expenses for fellowships, and educational experiences such as archeological digs, volunteer work with students outside of greater Cincinnati, and so forth. It is not the intent of the fund to pay for graduate studies or degrees.

Teachers may apply for summer study grants in amounts up to \$5000. A total of \$150,000 in Extended Summer Study is available on an annual basis as allowed for in the Collective Bargaining Agreement.

Completed applications must be submitted and time-stamped in the Department of Human Resources between March 1-April 1 at 4:30 P.M. The committee will evaluate all grant applications and notify applicants by May 1st.

Listed below are the eligibility requirements, stipulations, and criteria used in evaluating applications.

Section I. Eligibility Requirements (all need to be met)

1. The applicant must have **completed** two years of continuous full-time contracted experience in Cincinnati Public Schools. Priority is given to full-time teachers.
2. The applicant's last annual assessment or comprehensive evaluation must have been at the "satisfactory" (proficient) level or above. The teacher may not currently be in the Intervention component of the PAEP.
3. The applicant shows evidence of past professional growth. This may include course work, committee work, curriculum development, travel, publications, etc.
4. The applicant must present a type-written plan in compliance with the guidelines.
5. Applicants must be licensed in the area in which they teach.
6. Summer study must be directly tied to the teaching assignment.
7. Applicants will not be approved for travel to locations where they have previously traveled using extended summer study.

Section II. Stipulations of Extended Summer Study

- The recipient must sign a statement agreeing to return to employment with the Cincinnati Public Schools for at least **two years following** the extended summer study. If the recipient fails to adhere to the agreement, he or she will be expected to **reimburse** the Board of Education for the extended summer study.
- A recipient who is unable to complete the extended summer study must notify the Professional Development Committee **immediately**.
- The recipient may not accept employment during the extended summer study.
- If a recipient is non-renewed, terminated, retires, resigns or for any other reason will not be employed with the Cincinnati Public Schools during the school year following the extended summer study, the teacher's grant will be rescinded.
- Following the extended summer experience, the teacher agrees to complete the following by **November 1st**:
 1. Provide the PDF Committee with a written report at the end of the summer extended study which shall contain evidence of the achievement of the objectives stated in the application.
 2. Conduct a presentation to faculty or other CPS staff about the above. (Submit sign-in sheet)
 3. Teachers:
 - Develop a series of connected lessons tied to the content standards using knowledge acquired/developed at the extended summer study which will be presented electronically to the PDF committee and published on the PDF Staffnet site for use by CPS educators.
 - Related Service Personnel
 - Create a PowerPoint slide presentation used in the presentation to faculty and CPS staff.
 - Submit PowerPoint and all related handouts in electronic form to be published on the PDF website for use by CPS educators.
 4. Serve as district resource for the above connected lessons.
- There will be a **mandatory** orientation in May for all those who are selected for summer extended study.

Section III. Criteria for Selection

- Application and supporting documents completed in the entirety and submitted and time-stamped to Department of Human Resources. Prioritization by submission date and time.
- Benefit to Cincinnati Public School's strategic plan
- Clarity of purpose
- A timeline of activities that describes the scope of the project
- Fiscal responsibility
- Objectives that the applicant will achieve by the end of the extended summer study and the method of evaluating the achievement of those objectives
- Creativity and initiative in design and implementation
- Evidence of credibility and feasibility

Reimbursements

All money is paid up front by the applicant. Funding is done on a reimbursement basis. Paperwork for reimbursements (registration, fees, transportation, means, lodging, etc.) must be received by the Treasurer's Office by **November 1st**.

Instructions for submitting applications and documentation:

The **entire** application packet should not exceed seven (7) pages. The application needs to be type-written in its entirety. A brochure/flyer may accompany your plans. *Incomplete applications will not be considered.*

Part I: **Cover Sheet** (See attached – ONE page)

Part 2: **Application** (not to exceed 3 pages)

(There should be no personal identifying information in the application – applications will be read blindly; any personal information will be redacted.)

- A. Title and Purpose of Plan
Explain the purpose of the extended summer study and the specific intended objectives
- B. Benefit of Plan
Explain how the plan will improve education and personal teaching performance in the Cincinnati Public Schools
- C. Plan Description
A detailed description of the plan; activities, sponsoring agency(s), outline of the program, names and titles of people involved a timelines of activities and outline of the content.
- D. Use of the Plan
Explain how summer experiences will be integrated into the teaching assignment
- E. Evaluation
Explain methodologies used to evaluate the summer study program

Part 3: **Other documentation**

- A. Professional Growth (ONE page) –applicants should be committed to education and to the Cincinnati Public Schools as evidenced by professional growth activities. Include PD completed in the last five years, listing the most recent first.
- B. Budget Grid (ONE page)
Complete budget grid of dollar amounts being proposed. The amount may not exceed \$5000 and grants will not be approved for a total greater than that which is requested.
- C. Copy of teacher evaluation (annual conference sheet or final summary sheet if on comprehensive evaluation) from current school year or previous school year only if currently on comprehensive evaluation and the final summary has not yet been received. (ONE page)

Part 4: **Application Submission**

Submit the application in the following order:

- 1. Cover Sheet**
- 2. Application**
- 3. Professional Growth**
- 4. Budget Grid**
- 5. Teacher Evaluation**

Submit the entire application packet to:

The Department of Human Resources
Professional Development Fund
Cincinnati Public Schools
PO Box 5381
Cincinnati, OH 45201

Applications will be accepted from **March 1-April 1**. Applications will be accepted only until 4:30 PM on April 1st. ***Applications time-stamped after this date and time will not be considered.***

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Application Cover Page

Name	
Home Address	
City	
State	
Zip Code	
Home Phone	
Cell Phone	
School Phone	
School (08-09)	
Teaching Assignment (08-09)	
School (09-10) <i>if different</i>	
Teaching Assignment (09-10) <i>(if different)</i>	
Number of consecutive contract years of experience in CPS	
List previous travel locations (city/state if domestic; country if aboard) paid for through Summer Extended Study	

Title of Proposed Summer Extended Summer Study Plan

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Budget Grid Proposal

Items	Total Amount Requested
Transportation (airfare, taxis, shuttle, parking, mileage, etc.)	
Lodging	
Meals (limited to per diem amounts allowed by US general services administration – www.gsa.gov)	
Other (Educational materials, museum admissions, artifacts, etc.)	
TOTAL AMOUNT REQUESTED	

For applicant's use only – does not need to be submitted.

Application Check-off sheet

- Cover Page**
- Written Application**
- Professional Development**
- Budget Grid**
- Copy of Teacher Evaluation**

***Above should not exceed SEVEN pages.**

Submitted to HR and time-stamped ~ March 1st - April 1st (4:30 PM).