

## Professional Development Fund Extended Summer Study Guidelines 2010

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 extended summer study is to provide teachers an opportunity to pursue their own learning in both traditional and non-traditional ways.

Examples include study where course work and experiences are not available in greater Cincinnati. Expenses for study, independent study, research projects, and educational experiences such as archeological digs, volunteer work with students outside of greater Cincinnati, and so forth are included. These funds may not be used to pay for graduate studies or degrees. Tuition will not be reimbursed.

**Extended Summer Study will only consider applications for domestic travel in the lower 48 states.**

Teachers may apply for summer study grants in amounts up to **\$3000**. A total of \$150,000 in Extended Summer Study monies are 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 **April 1-20, 2010 (by 4:30 PM)**. The committee will evaluate all grant applications and notify applicants by May 7<sup>th</sup>.

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.

### **Section II. Stipulations of Extended Summer Study**

- **Extended Summer Study destinations may only include domestic travel, conferences, conventions, trainings, etc. within the lower 48 states.**
- 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.

- Monies used for miscellaneous purchases are limited to \$100 per item. For example, if a teacher purchases an item at a museum shop, purchase is limited to \$100 for reimbursement. Anything over that would be paid for out of pocket and not reimbursed.
- Purchases of cameras, video cameras, computers, or any other electronic devices will not be reimbursed.
- Following the extended summer experience, the teacher agrees to complete the following by **November 1<sup>st</sup>**:
  1. Provide the PDF Committee with a one-page written summary at the end of the extended summer study which shall contain evidence of the achievement of the objectives stated in the application.
  2. Conduct a presentation to faculty, students, Curriculum Council or other CPS staff about the above. (Submit sign-in sheet)
- There will be a mandatory orientation in May for all those who are selected for Extended Summer Study.
  - **Choose to attend May 10 or May 17 from 4:15-5:30 at Mayerson**

### **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 1<sup>st</sup>**.

### **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.

**For conferences, conventions and seminars, inclusion of a brochure, registration and/or announcement regarding the details of the event is sufficient to meet this requirement, unless there are any other details for days prior to or following the conference that will also be covered under extended summer study. In which case, timelines and activities for the time(s) prior to and following the conference should be detailed.**

D. Use of the Plan

Explain how summer experiences will be integrated into the teaching assignment

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 **\$3000** 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 **April 1-20, 2010**. Applications will be accepted only until 4:30 PM on April 20th. ***Applications time-stamped after this date and time will not be considered.***

# Professional Development Fund Extended Summer Study Guidelines

**BE SURE TO READ THE SUMMER EXTENDED GUIDELINES (2010) PRIOR TO  
COMPLETING THIS APPLICATION**

## Application Cover Page - 2010

Name	
Home Address	
City	
State	
Zip Code	
Home Phone	
Cell Phone	
School Phone	
School (09-10)	
Teaching Assignment (09-10)	
School (10-11) <i>if different</i>	
Teaching Assignment (10-11) <i>(if different)</i>	
Number of consecutive contract years of experience in CPS	
List previous travel locations (city/state if domestic; country if abroad) paid for through Extended Summer Study	

**Title of Proposed Extended Summer Study Plan**

**Location(s) visited**

**Extended Summer Study may only include domestic destinations in the lower 48 states**

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COMPLETING THIS APPLICATION**

## Budget Grid Proposal

Items	Total Amount Requested
<b>Transportation</b> (airfare, taxis, shuttle, parking, mileage, etc.)	
<b>Lodging</b>	
<b>Meals</b> (limited to per diem amounts allowed by US general services administration – <a href="http://www.gsa.gov">www.gsa.gov</a> )	
<b>Other*</b> (Educational materials, museum admissions, artifacts, etc.)	
<b>TOTAL AMOUNT REQUESTED</b>	

**\*Monies used for miscellaneous purchases are limited to \$100 per item. For example, if a teacher purchases an item at a museum shop, purchase is limited to \$100 for reimbursement. Anything over that would be paid for out of pocket and not reimbursed.**

**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 April 1-20, 2010 (by 4:30 PM).**