

# PROFESSIONAL DEVELOPMENT GUIDELINES

## Cincinnati Teachers Professional Development Fund

### GUIDELINES

#### Introduction:

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The Professional Development Fund is a product of the Collective Bargaining Agreement negotiated between the Board of Education and the Cincinnati Federation of Teachers. A committee of teachers and administrators capturing the intent and spirit of this cooperative process began developing the guidelines for this fund in September 1988. The committee recognized the value of professional growth, not only for the individual teacher participating in a self-development program, but also for the entire school district. The committee agreed that maintaining a high quality professional growth program sharpens skills of teachers, introduces new and creative ideas, serves as a catalyst to productivity and increases the spirit of collegiality among professional educators at all levels. The committee assumed that a fund of this nature would generate a large number of requests. It spent a great deal of time deliberating as to how this fund could serve the needs of a varied and complex work force. The committee never lost sight of the fact that providing resources for teachers to improve their skills would ultimately improve the quality of education that students receive.

#### Operational Guidelines

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The committee believes that all of those eligible for the fund covered under the Collective Bargaining Agreement (referred to in this document as “Teachers” should have access to the professional development fund and that the fund should be administered in a fair and judicious manner. To ensure this, the following guidelines were developed:

1. The fund will be budgeted into five equal portions corresponding with the school calendar for first, second, third and fourth quarters, and summer recess.
2. Money will be allocated on a reimbursement basis to teachers who request attendance at a recognized conference or convention **if the event directly relates to their area of teaching responsibility. Please attach a sentence or two stating what your teaching field is and how this conference/convention relates to it – be sure to sign it. A brochure or announcement regarding the conference or convention must be attached to the application form.**
3. Consideration will be given first to full time employees. Consideration will then be given to part time employees in descending order of percentage of time employed by the district.
4. The fund will be accessible to a teacher once per year (September 1 through August 31). During the life of the current contract, priority consideration will be given to teachers who have not previously been recipients of this fund.
5. The fund will be used to reimburse teachers for specified expenses as follows:
  - a. All of the conference/convention registration fees for a member of the organization; for nonmembers, an amount equal to the member’s registration fee; maximum of \$325.
  - b. A maximum of \$500 for transportation which includes taxis, road fees, parking costs and the prevailing mileage rate.
  - c. \$50 per day maximum for food for up to three days if conference/convention is out of town or in travel status.
  - d. Lodging – a maximum of \$135 per day (\$405 three day maximum) for lodging, individuals are expected to secure conference/convention rates.
  - e. Substitute teacher coverage for up to three days.

The appropriate Cincinnati Public Schools reimbursement document, "Claim for Travel Expense and/or Consultant's Compensation", will be paid according to IRS guidelines as stated on the back of the reimbursement form.

6. In order not to deplete a given staff at one time, a maximum of five percent (5%) from any one staff is eligible to receive the fund at the same time, even though the requests may be for different conventions or conferences.
7. A request to attend a professional conference/convention may be denied if the Committee administering the fund believes that the absence of the teacher conflicts with a critical event of the district and would have an adverse impact on the education of children (for example, a teacher responsible for administering any CPS mandated test). Prior to making a judgment of this nature, the committee administering the fund shall review the matter thoroughly. The teacher who has been denied a request will be informed of the reason for the denial.

## Application Process

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A standardized application form will be available from school offices and building representatives. The application must be completed in its entirety. Disqualification of an application may occur if information is incomplete.

The committee recognizes the importance of making the appropriate arrangements for taking professional leave, especially in providing for the continuation of a strong instructional program in the absence of the teacher. In order to provide adequate time for both principals and teachers the following timelines have been established:

- All applications must be received **30 days before the conference occurs and no earlier than three months prior to the conference date**. For example, if a conference is scheduled for December 10<sup>th</sup>, the application must be received by November 9<sup>th</sup> and no earlier than September 10<sup>th</sup>.
- Decisions regarding approval or denial of a request will be made no later than ten days after the monthly meeting. Both the teachers and the principal will be informed when approval is granted in order to begin discussing arrangements that need to be made during the absence of the teacher. The committee administering the fund will also notify those not receiving approval.

### Committee Members:

- Lynn Bryant-Shirley, Douglass Elementary
- Sharon Elliott, Teacher, Withrow University High School
- Kathleen Sloan, Counselor, Withrow

## Additions to the Guidelines

Starting January 1, 2003, if you request maximum amounts in each category-

EXAMPLE: \$325.00 registration, \$500.00 transportation, food (according to the city), and \$405.00 hotel, what ever this totals you can use for any to the following:

1. Registration
2. Transportation
  - Plane Ticket
  - Transportation to/from airport and home
  - Transportation to/from hotel and airport
  - Taxis to/from where meeting is held in city
3. Food – As of January 1, 2003, the allowance for food per day will be according to the city your meeting/convention is in. The highest amount for any city is \$46.00. EXAMPLE: If you are traveling to Orlando, Florida, the committee will look up Orlando in the Board Policy Per Diem Book. Orlando's rate is \$42.00 per day x 3 equals \$126.00. You will need an itemized receipt. (PDF does not reimburse for alcoholic beverages)
4. Hotel
  - Room – taxes and room service charges
  - Parking at the hotel
5. Tips for airport baggage attendant and hotel bellman

What Has Changed – You only need \$225.00 for registration, but you need \$505.00 for your hotel. January 1, 2003, you can use the monies for any category. You must submit a receipt for anything you want reimbursed.

The PDF Committee hopes this will help CFT members to be able to use the funds as they so need them.

Lynn Shirley-Bryant  
*Chair*

Kathy Sloan  
Sharon Elliot  
Rochelle Johnson  
*Members*

## Memo – Reimbursement Time Line

### Professional Development Fund Committee

# Memo

**To:** CFT Members

**From:** Rochelle Johnson, Committee Manager

**Date:** November 4, 2004

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CFT members: effective 2004 – 2005 school year, when a CFT member returns from a conference/workshop etc. He/she must submit his/her Professional Development Fund request form, travel reimbursement expense form, and receipts within 30 days. Reimbursement must occur within 90 days or by July 30<sup>th</sup> of the school year, if not the member will not be reimbursed.

Thank you,

Rochelle Johnson  
PDF Committee Chair

## Memo - Parking Reimbursement

### Professional Development Fund Committee

# Memo

To: CFT Members  
Date: November, 2004  
RE: PDF Reimbursement

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Due to a recent incident with a submission for Professional Development Fund reimbursement, it is necessary to clarify the requirements for reimbursements for hotel/parking. If you are planning on sharing a room with a colleague, please note that only the person driving the car can submit for reimbursement for parking. You may divide the cost of the hotel room, but not the parking. The entire amount should be submitted by the driver of the car.

Thank you,

Rochelle Johnson  
PDF Committee

## Memo – Reimbursement for Food

### Professional Development Fund Committee

# Memo

To: CFT Members  
From: Rochelle Johnson  
Date: December 8, 2004  
RE: PDF Reimbursement for Food

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1. Food receipts must be itemized.
2. Each person must have their own food receipts regardless of how many people travel together or dine together.
3. You can not be reimbursed for food purchased prior to the first flight from any of the following cities:

CVG  
Dayton  
Lexington  
Indianapolis  
Louisville  
Columbus

Thank You,  
Rochelle Johnson  
PDF Committee