

## **PROFESSIONAL DEVELOPMENT FUND (PDF)**

The Professional Development Fund (PDF) is a District-wide pool of money established to enable licensed staff to attend workshops, conferences, seminars, and other programs that do not carry and/or require college credit.

A joint committee composed of teachers and administrators who meet monthly to review and award funds for conferences manages the PDF. Because funds are limited, all applications are reviewed to ensure that conferences or workshops meet teachers' individual professional goals and fit within the established criteria for funding.

The Professional Development Fund does not provide funding for classes, workshops, courses, or seminars that provide credit or hours for renewing professional licenses.

Whenever a request fits the criteria of one of the District's other grants, funding is provided from that source. The annual goal of the PDF is to provide professional growth opportunities for as many teachers as possible.

Requests may be made to use Professional Development Funds to bring speakers to the District or to sponsor workshops or conferences that provide growth opportunities for a large number of staff members.

Application forms for the Professional Development Fund and criteria are on the following pages.

## PROFESSIONAL DEVELOPMENT FUND (PDF) GUIDELINES CRITERIA

The Professional Development Fund (PDF) provides funds for licensed staff to attend workshops, conferences and other professional growth activities in addition to the opportunities afforded through regularly scheduled college graduate credit courses granted through tuition reimbursement.

The PDF may also promote professional development by sponsoring and offering workshops and training within our District. Staff interested in bringing professional growth opportunities to OCSD may complete and submit the **Application to Sponsor a Workshop/Conference** in the Professional Development/Evaluation Handbook.

A joint committee of Oregon City Education Association representatives and school and District administrators manages the PDF. The Committee meets monthly to review applications. Because there is a limited amount of money available each year for professional development, the following criteria are used in considering each PDF request. **This fund is not for the purpose of assisting applicants to meet license requirements.**

Funding is allocated by this formula:	Fall Requests:	45% of total allocation.
	Winter Requests:	30% of total allocation.
	Spring/Summer Requests:	25% of total allocation

### CRITERIA

1. Funds from other sources, such as grants and entitlements should be used before applying for PDF resources.
2. Only **three (3)** people from a single site will be approved for the same event.
3. Each licensed staff member may request to attend **two (2)** workshops/conferences each school year. However, a maximum of **two (2)** days of release that require a substitute will be granted for each person each year.
4. Approved requests shall be limited to the following provisions:
  - Registration for a single workshop/conference shall not exceed \$325 per person.
  - Hotel/accommodations for a single workshop/conference shall not exceed \$100 per night.
  - Transportation allowance to an event attended by two or more people from the same building shall be allocated to only one person. Car-pooling is expected. Transportation costs shall not exceed \$50.
  - Parking fees shall not exceed \$10 per day.
  - Meal allowance shall not exceed the Board-approved meal allowance rate.
5. Requests must be fully completed and submitted within published timelines.
6. Travel and lodging will not be reimbursed within the metro region.
7. The activity must be appropriate to the teacher's current assignment or supported by administrator recommendation.
8. The activity must have significant impact on the improvement of instruction and student learning.