

Akron Public Schools
OFFICE OF CAREER EDUCATION
BULLETIN 19 : Staff Development/Conference Guidelines

Board policy requires approval of all staff development, conferences and CTSO activities *prior to* any scheduled event. We can no longer send requests to the Board after a conference has been held. **It is imperative that staff members obtain approval to attend the conference PRIOR to registration. NOTE: Due to the current substitute shortage, the sub office will not assure subs. You must have a back-up plan for internal building coverage in the event a substitute is not available.**

BEFORE CONFERENCE/MEETING

In order to facilitate your request, the following procedures have been implemented. Our hope is that the procedures are both clear and concise. With your help, we hope to make the process of off-site-related activities as efficient and enjoyable as possible. Please take advantage of the enclosed checklist to insure proper attention is given to the established procedures. ***Submission of required paperwork does not automatically result in approval to attend an event.***

All paperwork for staff development, conferences and CTSO activities must be submitted to Career Education **no less than five weeks prior to a scheduled event** (per Board Policies 3243, 3440, 4243 and 4440). Please adhere to the following:

- **All paperwork** includes:
 - Completed APS Request for Substitutes (goldenrod) – approved by principal
 - Substitute back-up plan – approved by principal
 - Completed S2j form – approved by principal
 - Brochure, letter or registration describing, in detail, the planned activity
 - Board of Education *Reimbursement Request to Attend a Professional Meeting* form (available at your building), approved by your principal, including a completed Section A, Estimated Expenses
 - Conference Assessment sheet (following)
- No one may attend staff development conferences in September or May.
- It is up to the teacher to secure CEU credits for their IPDP from the LPDC.

AFTER THE CONFERENCE/MEETING

The Office of Human Resources generally returns *Reimbursement Request to Attend a Professional Meeting* form to you **AFTER** the Board has authorized attendance. When you return from the event, the following must be done:

- Complete the Reimbursement Request form ~ Section B, Actual Expenses
 - Attach original receipts for your expenses only; do NOT send group receipts
- Return COMPLETED forms, along with your individual receipts to Career Education for processing
- Submit a one-page *Summary of Conference* which will then be forwarded to the Office of the Superintendent, as requested by the APS Board.

Staff Development, CTSO and Conference Check List

1. **Prior to committing any personal resources, contact your coordinator for initial approval of the project.**
2. **BEFORE the activity, items to be completed and submitted to the Career Education Office **FIVE WEEKS** prior to Board of Education meeting:**
 - ⊖ **Official description of the activity.**
 - ⊖ **Conference Assessment Sheet. (Attachment A)**
 - ⊖ **“Request to Attend a Professional Meeting” form with ESTIMATED expenses completed and signed by the principal (or your immediate supervisor).**
 - ⊖ **Documentation (letter/brochure/agenda) of conference.**
 - ⊖ **Completed S2j form – signed by the principal (or your immediate supervisor).**
 - ⊖ **Request for Substitute Form (goldenrod, available in your school office) – signed by you and your principal.**
 - ⊖ **Back-up plan – signed by the principal (or your immediate supervisor) – to be used in the event that a substitute is unavailable. (Attachment B)**
 - ⊖ **Career Education vehicle checklist, if needed.**
2. **DURING the activity:**
 - ⊖ **Keep clear, isolated expenses receipts.**
3. **AFTER the activity, these items are submitted to the Office of Career Education:**
 - ⊖ **Request to Attend a Professional Meeting form with the actual expense section completed and Personnel office approval.**
 - ⊖ **Clear, isolated receipts for actual expenses for the attendee only.**
 - ⊖ **Narrative of experience addressed to the Superintendent.**

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Conference Assessment Sheet

Bulletin 19 - Attachment A

Please answer the following questions and return with conference forms and checklist:

Describe the rationale for attending this conference. Include how this is in alignment with your graded course of study, how it aligns with the APS Strategic Plan, how it aligns with your building improvement plan, etc.

Describe how your students will benefit from this experience.

How will information received be disseminated to other staff?

Substitute Back-Up Plan Bulletin 19 - Attachment B

Check the box that applies.

This is the Substitute Back-Up Plan for _____
Teacher
 on _____ .
Date

NOTE: If you are unable to start the day at the building you must complete this section.

Period HR	Coverage Teacher	Subject/Duty	Room
1			
2			
3			
4			
5			
6			
7			
8			
9			

I plan to report to the school the day of the field trip to assure the substitute. If a substitute is not available I will remain at school for the day and cancel the field trip.

 Teacher

 Date

 Principal

 Date