

## **Appendix V**

### **Professional Development Grant Program**

#### **Description**

The Professional Development Grant Program (PDGP) is designed to provide teachers with the opportunity to develop and to engage in study of topics or programs which will lead to the enhancement of professional knowledge and skills and the improvement of instruction. Teachers may submit grant proposals for funding to support a wide range of programs to maintain and further develop their effectiveness and increase their awareness of current trends.

#### **Rationale**

The PDGP was created to give individuals and small groups of teachers the opportunity to self-direct their own learning. Experts in the field of staff development and school improvement (Joyce, 1990; Hall, 1987; and Fullan, 1990) have suggested that professional growth is a personal experience that requires high commitment to the change process. Research indicates that teachers will be motivated to change their instructional practice and knowledge when they are empowered to manage their own professional development, become aware of a need for improvement through self-analysis, make a written commitment to change, and learn in a supportive environment (Stallings, 1989).

#### **Activities**

Types of activities supported through PDGP may include:

- Out-of-district conferences/workshops
- Academic courses/seminars
- In-district workshops
- Conventions
- Presentations at conferences

#### **Criteria**

Grant proposals will be evaluated by the PDGP Committee and awarded using the following criteria:

- Evidence of improved professional skills and knowledge OR Evidence of acquisition of new knowledge and skills
- Plan for dissemination of information learned and new expertise
- Relation to present job function OR relation to the goals of the district, school or individual
- Specific description of the activities and dates for accomplishing the project

## **Appendix V Professional Development Grant Program (Continued)**

### **Guidelines**

The following restrictions and limitations have been designed to ensure that all proposals are reviewed, processed and awarded fairly and equitably, and that the programs will take full advantage of existing funds.

- No more than 25% of the staff in a grade level or department may apply for the same program in any given year. See the attachment for a listing of department areas.
- Plans that are initiated prior to committee approval will not be granted.
- Plans involving school days must be approved by a teacher's administrator prior to submission and review by the committee.
- Substitutes required for the accomplishment of activities should be funded by the building budget.
- Total grant awards per individual will be limited to a maximum of \$700, of which funding for lodging may not exceed \$200. The committee reserves the right, depending upon the availability of funds, to reduce or eliminate award amounts and reimbursements for lodging. Travel and meals will not be reimbursed.
- Travel as the primary activity to accomplish the project will not be funded.
- Requested materials must be for teacher use. Student materials should be funded by the building budget.
- Proposals designed to meet eligibility for State Professional Certification requirements will not be eligible for funding.
- Academic course work in a program beyond the Professional Certificate that leads to additional certification may be funded at the rate of no more than one course every three years.
- Approved plans must be initiated within 3 months from the approval date.
- Reimbursement for activity expenses must be submitted to the Assistant Superintendent's office within 30 days of the activity or money will be returned to the fund.
- A Personal Assessment Form will be required from all participants, and must be submitted with reimbursement forms in order to be reimbursed.
- In the event that there are more applications than funds available, awards may be based on past funding.
- Registrations for workshops are the responsibility of the teachers attending the workshops.
- Teachers that fail to submit the required follow-up paperwork after attending a workshop may be prevented from receiving additional IPDP funding.

## Procedures

Teachers should follow these procedures when applying for Professional Development Grant funds.

1. Each school has a representative to the PDG committee. You should contact your representative if you have questions about the application process.
2. Complete the PDG form which is available in each school office.
3. Include photocopies of the backup information (i.e. conference brochure) which specifies dates, location, cost, and program description.
4. Remember to have your administrator(department head and Principal)sign the form,
5. Keep a copy for your files.
6. Submit your proposal to the Assistant Superintendent (attn: Beth Squires)by the Friday prior to the monthly committee meeting which is the second Tuesday of the month. Proposals are reviewed by the Grant Committee monthly (September – June). If time is of the essence, check with your school's PDG Committee representative about the date of the next meeting to ensure that your application receives proper review.
7. You will be notified of approval or denial within 5 working days after the committee meets.
8. Teachers should complete Personal Assessment forms at the completion of both individual and group activities, and submit them to the Assistant Superintendent's office.
9. After completion of the activities, you should submit an Expense Report and Personal Assessment Form within 30 days. All receipts and proof of payment must be attached to the forms in order to receive reimbursement.
10. If a teacher is unable to attend an approved activity they must email the IPDP representative from their school with the name of a substitute. The representative will contact Beth Squires at Town School Office.