



The Professional Development Fund

The Professional Development Fund (PDF) is money set aside under Article VII of the contract between the Bay Shore Classroom Teachers Association and the Bay Shore Union Free School District to be used for **teacher-initiated** professional development. The contract calls for a specific amount of money to be made available on an annual basis for the duration of the contractual agreement. The money available is for each contractual year, July 1, through June 30, and there is no provision for carry-over into the following year. The fund is intended to broaden professional growth opportunities for members.

The Professional Development Committee (PDC) considers funding activities for the professional development of members of the unit, which include the following: special grant leaves and in-service leaves (for specific information, refer to the contract), and professional education. Professional education includes graduate, undergraduate, or in-service courses in which a member enrolls to increase or improve skills relating to his/her primary assignment. **Members may request reimbursement for tuition paid for courses provided the courses are not for permanent or administrative certification.**

Application Procedure

The application procedure requires an application form (shown above) for each activity, conference, or course, which can be obtained by the PDC building representative. Directions are printed on the application and time lines will be enforced. In order to meet contractually imposed time lines, it is the member's responsibility to submit his/her application to their PDC building representative on the following dates:

Fall activities/conferences/courses and Special Grant Leaves for the spring of 2020

- ◆ Monday, September 16, 2019

Spring activities/conferences/courses

- ◆ Monday, January 6, 2020

Summer activities/conferences/courses beginning July 1, 2020

- ◆ Monday, May 4, 2020

All activities, conferences, or courses that are approved by the PDC will be written on an **orange** form titled, *Professional Development Fund (PDF) Approval and Completion Form*, and given to each member who applied for funds. The front of the form indicates the amount of funds allotted, and the back of the form details the necessary paperwork required for reimbursement.

Reimbursement Procedure

Maintain copies of all paperwork pertaining to professional development. After completing a course, activity, or conference approved for reimbursement, submit the following information to the building principal:

Course or Activity:

- Claim form (located in the school office)
- **Copy** of the approved PDF purple application
- **Original** Transcript
- Absence Approval Form (required if absent during the school day)
- Proof of payment (copy of check or credit card invoice)
- Course/Activity completion certificate

Conference:

- Claim form (located in the school office)
- **Copy** of the approved PDF purple application
- **Original** Conference badge
- Absence Approval Form (required if absent during the school day)
- Proof of payment (copy of check or credit card invoice)
- Itemized invoice for any hotel expenditures
- Itemized receipt of eating establishment (includes date, name, foods, non-alcoholic beverages)
- Conference completion certificate

Upon receiving the District reimbursement check, please attach a copy of the check to the orange **Professional Development Fund (PDF) Approval and Completion Form**, and submit it to the building PDC representative. **Failure to do so may result in future applications being denied.**