

## **BSCTA PROFESSIONAL DEVELOPMENT BULLETIN**

**TO:** All Members

**FROM:** Lori Gschwind, Chairperson of the Professional Development Committee (PDC)

**DATE:** September 2020

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The guidelines for the allocation of the Professional Development Fund (PDF) are on the reverse side. **Please note that the annual limit for the PDF reimbursement is \$1,500 per person.** Purple PDF applications can be obtained from the Professional Development Committee (PDC) building representatives. Complete the required information on the PDF form. Prior to making three back-to-back copies, allow a representative to check for accurate completion of the application. Return the purple PDF form, along with the three copies to the representative who will forward it to the PDC. Forms that are completed incorrectly or are not initialed by a PDC representative will be returned. **No application will be approved retroactively, except for the month of September.** Due dates for the PDF applications are posted in each building and on the BSCTA web site.

Applications for *Special Grant Leaves* for the spring of 2021 are due on Monday, September 21, 2020.

The following is a list of PDC building representatives for each school:

BROOK AVENUE .....Kathleen Villalba  
FIFTH AVENUE ..... Kirsten Shivak  
GARDINER MANOR.....Sandra Sasso  
HIGH SCHOOL.....Toniann McKeown  
MARY G. CLARKSON .....Suzi Cascio and Vivian Delquaglio  
MIDDLE SCHOOL .....Maryann Almes  
SOUTH COUNTRY.....Kelli Kanaley

# **PROFESSIONAL DEVELOPMENT FUND GUIDELINES FOR**

**2020 – 2021**

## **A. COURSES**

1. 50% reimbursement for courses that are given or sponsored by SCOPE, NYSUT, and other in-service agencies including graduate credit when offered. Travel/Study courses offered by SCOPE, NYSUT, or other in-service agencies will be considered as conferences and reimbursed according to the rules for conferences below.
2. 50% reimbursement for all college and university graduate course work regardless of actual tuition amounts is limited to **\$1,500**. Fees, materials and travel costs will not be reimbursed.
3. **50% must be paid by applicant.**

## **B. CONFERENCES**

1. All conferences, regardless of location in the continental United States will be reimbursed 80% up to a **maximum of \$1,500**.
2. No more than two (2) people from a building up to a maximum of seven (7) people from the entire district will be approved to attend a regional conference.
3. No more than five (5) people per building for any one day conference offered by NYSUT, SCOPE, or other in-service agency.
4. Preference shall be given to those members who have not attended in recent years.

## **C. CERTIFICATION**

Professional staff members who have obtained their permanent certification in their primary tenure area may be reimbursed for courses leading to a new certification or additional degrees. ***Courses leading to building or district administration certification will not be reimbursed.***

## **D. LIMITATIONS**

1. No individual can receive more than **\$1,500** per year from the Professional Development Fund.
2. The above provision shall be reviewed as more funds become available or if fewer applications are made to the fund.
3. A copy of the District reimbursement check must be given to your PDC representative. Failure to do so may result in future applications being denied.
4. Any application submitted with false or inaccurate information will result in a member losing PDF privileges.
5. **PDF may not be used for the following:**
  - a. **Courses taken toward permanent certification** (first master's degree)
  - b. **Courses leading to an administrative degree**
  - c. **Curriculum training**