

## SEK INTERLOCAL#637

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September 16, 2020

The PDC committee with members present: Sara Ozbun, Jennifer Thompson, Rhonda White, Sheena Parks, Tracie Newberry, Jennifer Vaughn, Angie Lovell, Lisa Strickland, Charlene Strong, Amanda Blythe, Lorry Pichler, Kelli Hendrickson and Nicole Gilmore.

The committee viewed their annual training video and the attendance will be submitted by Tracie Newberry.

The committee meets on the 3<sup>rd</sup> Wednesday of each month at 2 p.m. The dates are: 10/21, 11/18, 12/16, 1/20, 2/17, 3/17, 4/21 and 5/19. The guidelines were re-typed and passed out to members.

The budget for PDC for the 20-21 year is \$20,000.

Requests for attendance and points were reviewed and approved.

## PDC Guidelines for Request

- All learning event requests need to go through the PDC Toolbox for approval. This includes Greenbush learning events.
- One half of department groups may attend their state conferences (examples: Psychologist, Gifted, Early Childhood, Speech). Departments are encouraged to work out who plans to attend before submitting requests when possible. In the event more than one half of the department is requesting to attend their state conference, the PD Committee will review and approve/deny based on the given circumstance(s).
- Individuals outside of a department who desire to attend specialized trainings (ex: a resource who is requesting to attend a school psych or speech conference) will go through the PD Committee for review and approval.
- Practice of Committee: Commercial workshops are discouraged if knowledge can be obtained locally or through a KSDE opportunity.
- Request must be complete: Incomplete requests will be returned for more information. As the PDC meets once a month, this may result in applicant missing the opportunity to attend the learning event. Early applications are strongly encouraged to ensure early bird registration discounts. Individuals who register themselves without approval will be responsible for payment.
- The Professional Development Committee has a set budget to work with each year. The goal of the committee is to allow all staff opportunity to grow professionally while ensuring efficiency in expenditures of the budget. Staff is expected to share transportation and lodging. PDC will approve payment of registrations, hotels, and requests to use the Interlocal vehicles.
- If individual lodging is preferred, staff may arrange for their own with PDC approval. Staff will be required to submit a request for reimbursement at 50% of the conference room rate with receipt.
- Reimbursement requires submission of Reimbursement Form to the Interlocal office.
- Consideration for partial reimbursement of attendance at a National conference will only be considered if PDC funds have not been allocated to that person for other conferences and/or learning events in that school year.
- Committee consensus is that movies and books may be approved for request if it is a documentary or non-fiction and related to improving job skills or knowledge.
- Teaching a college class is a compensated job beyond the day to day duties and not eligible for in-service points.
- SEK Interlocal #637 staff is not required to write their own goals. The Interlocal staff use the consortium goals that Greenbush provides. Districts asking Interlocal staff to write goals for their PDC does not apply to Interlocal staff because they are not requesting points from the Districts.
- Please make sure that you include your College Course Codes in the Title of the College Course you take before submitting your points for approval. KSDE requires that they are your PDP Transcript.
- When requesting points list dates and times of instruction. Non-working luncheon cannot be included for points.