

How To Access Professional Development Funds...

1. Print and fill out Staff Development Form **COMPLETELY**.

- Find this on the LEA Website
 - LGSD Homepage ----> Staff Links---> LEA Website ---> Staff Dev. Form

2. If you are acquiring additional funding from somewhere else, secure that first (note it on the same form please and attach requisition info). **Important:** we cannot mix LEA and Title I funding (according to a 2016 law which changed Title I professional development bylaws).

3. Make sure you have **ALL** your paperwork (printouts, flyers, receipts, grade reports, hotel info, etc.) before submitting your request. Jody can't put your request through until everything is in, unless she is encumbering funds for an upcoming class or event.

4. **Don't forget to sign** and have your **supervisor sign** as well.

5. Send to **Jody Rollins** at **Central Elementary**. Please allow for one month to process. She will keep you updated as to when she receives it, when it has been approved (or denied), and how much you were funded.

- This year our Professional Development Fund was fully funded at \$25,000.
- Your LEA Representatives have allowed up to \$800 per person this year.
- Only requests for classes/courses (final grades)/workshops taken after July 1, 2022 will be accepted.
- When taking a course, final grades must be given to Jody by May 1. The only exception to this is if you contact her to explain your specific circumstance. (ie. final grades will not be posted until a specific date)
- Funds CAN be encumbered for future events.
- All funds are on a **first come, first served basis**.
- IRS Mileage Rate as of January 2023 is \$0.655 per mile
- Per diem for meals: Breakfast- \$13.00; Lunch- \$15.00; Dinner- \$26.00
- Sub rate for a full day is \$220 and a half day would be \$110

Any questions about the process please contact:

Jody Rollins

jody.rollins@lagrandesd.org

CE: (541) 663-3517