

Warren School District Documentation of *Incentive* Professional Development

To qualify for the incentive pay, professional development must:

- have prior approval by the supervisor,
- be included in the ACSIP plan,
- be in one or more of the approved professional development areas listed in policy,
- be documented appropriately,
- be off-contract time,
- be in a portfolio for professional development.

The purpose of incentive professional development hours is to encourage certified staff members to obtain intensive, sustained, job-embedded professional development that will result in improved student achievement and that is beyond that required by law (60 hours). The Warren School District will provide a \$500 incentive to every certified employee who completes 30 approved hours of professional development *off-contract* time beyond the 60 hours now required by the state, as long as funds are available. The 60 hours required by the state are built into the certified employee's contract (9 days provided by the district, 1 day "on-your-own"). Certified staff contracts for 190 days include 178 student teacher interaction days, 2 parent-teacher conference days, and 10 professional development days. Thirty hours of approved incentive professional development must be obtained between the last day of a school calendar year and the last day of the next school calendar year. Payment for incentive professional development will be made on June 10 if documentation is received by June 1.

The following will not count toward incentive professional development:

- any professional development received on a day that is already a contract day,
- any professional development received on a day counted as a sick day, personal day, or vacation day,*
- any professional development for which another stipend is being paid (i.e. mentoring, National Board Certification),
- college courses for which contract incentive pay is being obtained.*

Day 11 (hours 61-66)		
	Name of training	Date of training
Day 12 (hours 67-72)		
	Name of training	Date of training
Day 13 (hours 73-78)		
	Name of training	Date of training
Day 14 (hours 79-84)		
	Name of training	Date of training
Day 15 (hours 85-90)		
	Name of training	Date of training

(Please highlight your documentation of these professional development hours in one color and your required 60 hours in another color.)

Please attach a copy of the form documenting your first 10days/60 hours are that are required and contracted. The original of the "first 10days/60 hours" form is to be turned in to your supervisor at your summative evaluation.

Deadline for providing documentation for incentive professional development pay to office of assistant superintendent is **June 1** (payment to be made on June 10).

Teacher's signature

Principal's or Supervisor's signature

Date of completion and documentation

Date of prior approval