

Professional Growth and Development Policy

St. Margaret's supports lifelong learning for faculty and staff. St. Margaret's provides funding assistance for approved conferences, workshops, educational experiences and coursework for degrees, credentials and specialized certificates. St. Margaret's Professional Development assists employees in further education in an effort to enhance current skills, improve future potential, and benefit the school community.

◆ Funding for conferences, workshops and seminars:

Faculty and staff seeking funds for conferences, workshops and seminars can find directions to secure Professional Development funds online under the Academics/ Professional Development Webpage – document “Grant Application Instructions”. Applicants must submit a completed Form (*Conference Grants*) including the *Itemized Expense Sheet* to their division principal or supervisor. Completed forms will include the endorsement of the department chair (if applicable) and division principal/supervisor. After principal/supervisor approval the forms should be submitted to the Academic Dean's office for final approval.

Conferences, Workshops and Seminars (Conferences) that enhance school-wide initiatives will be given priority approval. Faculty members not receiving current or current calendar year funding from Professional Development will also be given priority approval. Faculty members who are actively teaching will be limited to up to 2 approved conferences per year and will only be approved for 2-3 classroom instruction days, at the discretion of the division principal, for conference attendance so as to impact the normal class schedule as little as possible. It should be noted that not all applications meeting the requirements will be approved and Professional Development funds are not exhaustive.

Reimbursement for approved Conferences will be made at 100% on an approved basis. The school will cover registration and other reasonable costs, including travel and accommodations for pre-approved conferences. Faculty and staff are expected to share information and experiences with colleagues and document the use of funding. Meals will be reimbursed up to a maximum of \$60.00 per day. Copies of itemized receipts (with a description of the items) must be returned with a check request for reimbursement. The school will not reimburse for alcohol.

Funding for Professional Development is NOT RETROACTIVE. Faculty and staff must secure approval BEFORE attending a conference or event as the School will not honor requests for funding after the fact.

After a conference or upon payment of registration, employees must submit actual receipts attached to a *Check Request Form* (green) to the Academic Dean for reimbursement of funds. Requests for reimbursements without appropriate documentation will not be approved. The Academic Dean reserves the right to approve, deny, or request revisions of funding proposals. Variances in funding are to be expected with travel expenses. In order to facilitate this, the Academic Dean will approve up to a \$200.00 variance or 20%, whichever is more, when accompanied by appropriate receipts. Reimbursement requests must be received by July 1 for conferences completed during the school year and by October 1 for conferences completed during summer.

◆ **Funding for Undergraduate or Graduate Programs of Study:**

For full-time faculty and staff who currently have an Undergraduate degree, St. Margaret's provides Educational Assistance under Section 132(d) of the Internal Revenue Code as a "working condition fringe benefit". The School provides Educational Assistance to all regular full-time staff for approved undergraduate work under Section 127 of the Internal Revenue Code. Graduate Program and Undergraduate Program Study will be approved as funds permit and is subject to approval. Graduate Program and Undergraduate Study funds are limited to courses of study in the employee's job-related field. Applicants are expected to have completed one year of employment at SMES and if study grant is approved, remain at SMES full time for a year after degree is completed.

Undergraduate or Graduate Program Applicants need to complete a *Formal Study Grant Application* which is located online under the Professional Development webpage. Forms should be submitted to the Academic Dean's Office and need approval of the Headmaster and Academic Dean. Reimbursement for Undergraduate or Graduate Degree Programs will be made at 50% (tuition and fees only - books, supplies, traveling expenses, etc. are not covered) for coursework applicable to the current or impending position, up to a maximum of \$5,250 per calendar year (January –December). Once the grant is approved, funds will be reimbursed upon proper documentation of tuition and fees with a *Check Request* (green) signed by the Academic Dean. Reimbursement requests must be received by July 1 for coursework completed during the school year and by October 1 for coursework completed during summer. Funding for Professional Development is NOT RETROACTIVE.

◆ **Funding for Credentials or Other Specialized Certificate Courses:**

Faculty or staff seeking funds for credential or certificate courses need to complete a *Credential or Certificate Course Form* which is located online under the Professional Development Webpage. Forms should be submitted to the Academic Dean's Office and need approval of the Headmaster and the Academic Dean. Credential and Certificate courses will be approved as funds permit and is subject to approval. Approval will also be based on the employee's current and/or impending position in the School. Reimbursement for approved Credential or Certificate courses will be made at 100% up to a maximum of \$5,250 per calendar year (January-December). Proper documentation and a *Check Request* (green) should be submitted to the Academic Dean. Reimbursement requests must be received by July 1 for coursework completed during the school year and by October 1 for coursework completed during summer. Funding for Professional Development is NOT RETROACTIVE.

◆ **Other Professional Development Resources:**

In addition to funding for professional development workshops, study grants and credentialing programs, St. Margaret's has a wide variety of professional development opportunities.

◆ **Professional Development Library**

The SMES Library houses a separate Professional Development Section with resources for faculty and staff. Look up the PRO series for more information.

◆ **Associations**

SMES departments have various memberships to associations to benefit faculty, staff and instruction. (For example, the school has an ASCD institutional membership with purchase discounts and online workshops as well as a membership with the National Council of Teachers of Social Studies with publications, etc.) Please ask your department chairperson or division principal for further information.

◆ **Professional Development Workshops**

The school offers periodic webinars and workshops for faculty and staff professional development. SMES faculty members are also available for consultation in 21C learning, curriculum mapping and other school-wide initiatives.