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Statement of.....

Policy and Responsibility

SUBJECT: TEACHER IMPROVEMENT COMMITTEE

MEMBERSHIP:

The teacher improvement committee will consist of eight members. The teachers and principals will serve three-year terms. Two of the committee members will be replaced each year. The representative from the teacher association with the majority of teacher membership and the Assistant Superintendent of Curriculum and Instruction will be permanent members of the committee. The four teachers will be selected by the teacher association with the majority of teacher membership and the administrators will be selected by the District staff.

Elementary teacher Feeder to Hillcrest Jr. High
Elementary teacher Feeder to Riverview Jr. High
Jr. High teacher
Sr. High teacher
Elementary principal
Secondary administrator
Representative from the teacher association with the majority of teacher membership
Assistant Superintendent of Curriculum and Instruction

The Assistant Superintendent of Curriculum and Instruction will maintain the fiscal integrity of the program by maintaining a cumulative log of participants and funding expenses. This person will call the committee together on a regular basis to evaluate proposals requesting funds. A summative report of the actions of the Teacher Improvement Committee will be presented to the Board at the end of each school year.

DISTRIBUTION OF FUNDS:

GRADUATE STUDIES

Fifteen percent will be designated for teachers who are matriculated students accepted into and pursuing a graduate degree. Teachers may apply for up to \$300 per year. Their application must be to the committee by September 10, and will be accepted on a first-come basis.

INDIVIDUAL PROFESSIONAL DEVELOPMENT

Forty-five percent of the fund is designated for individual professional development. This portion will be divided in three equal allotments: one for fall, winter, and summer conferences. A teacher must have principal's approval, and there must be evidence of individual development. University credit will not be paid for.

A person can access a maximum of \$300 in graduate studies and individual professional development in one fiscal year.

GROUP PROFESSIONAL DEVELOPMENT

Forty percent will be for group professional development. These proposals can be for consultant fees, conference setting, and materials. A team approach is required in that the team must include teachers and administrators. The deadline for applications will be March 1 of the fiscal year. Any monies not distributed in graduate studies or group development, will be placed in the individual professional development category.

TEACHER AWARENESS:

The Assistant Superintendent of Curriculum and Instruction will inform the principals of the budget and the procedures to access the funds. The principal will inservice faculty members on how to access teacher improvement funds on a yearly basis.

The Assistant Superintendent will also regularly ask principals to report on how funded persons and projects have affected their staff.

INDIVIDUAL PROFESSIONAL DEVELOPMENT REQUEST

NAME _____ SCHOOL _____

TEACHING ASSIGNMENT _____ YEARS IN DIST. _____

PROGRAM REQUESTED _____

DATE _____ PLACE _____

OBJECTIVE FOR REQUEST _____

SUBSTITUTE DAYS NEEDED _____ TOTAL DAYS _____

ITEMIZE THE EXPENSES INVOLVED FOR THIS REQUEST:

MEALS (# DAYS) _____	\$ _____
LODGING-ACTUAL EXPENSE _____	\$ _____
TRAVEL (# MILES) _____	\$ _____
REGISTRATION FEE _____	\$ _____
SUBSTITUTE _____	\$ _____
TOTAL	\$ _____

PROGRAM ATTACHMENT REQUIRED

I understand that if I am unable to attend, I must find another district teacher to take my place, request a refund, or reimburse the District.

TEACHER SIGNATURE

I am aware of this request and feel that participation will help improve the educational expertise of the teacher and improve the school and district programs.

SUPERVISOR/PRINCIPAL

COMMITTEE ACTION

APPROVED _____

DISAPPROVED _____

COMMENTS:

**MURRAY CITY SCHOOL DISTRICT
GRADUATE STUDIES REQUEST**

DUE by September 10

Date received _____

NAME _____ SCHOOL _____

TEACHING ASSIGNMENT _____ YEARS IN DIST. _____

GRADUATE PROGRAM YOU HAVE BEEN ACCEPTED INTO _____

UNIVERSITY OFFERING THE PROGRAM _____

REQUESTED COMPENSATION \$ _____

DATE OF APPLICATION _____

LETTER OF MATRICULATION ATTACHED YES _____ NO _____

COURSES FOR PROGRAM REQUIREMENT ATTACHED YES _____ NO _____

If anything is missing please explain why.

COMMITTEE ACTION

APPROVED _____
DISAPPROVED _____
COMMENTS:

**MURRAY CITY SCHOOL DISTRICT
GROUP PROFESSIONAL DEVELOPMENT REQUEST**

DUE BY MARCH 1

TITLE OF PROJECT _____

PROJECT COORDINATOR signature: _____

SUPERVISOR/PRINCIPAL signature: _____

PLANNING TEAM:

Number of Educators impacted by this project. _____

SHORT DESCRIPTION OF PROJECT:

ATTACH ANY ADDITIONAL INFORMATION TO THIS DOCUMENT

PROJECT COSTS:

CONSULTANT	\$ _____
MATERIALS	\$ _____
FACILITIES	\$ _____
SUBSTITUTE	\$ _____
MISC.	\$ _____
List misc.	
TOTAL	\$ _____

COMMITTEE ACTION

APPROVED : _____

NOT APPROVED: _____

COMMENTS:
