

Jacksonville North Pulaski School District



Professional Development Manual 2018-2019



JACKSONVILLE NORTH PULASKI SCHOOL DISTRICT REQUEST FOR LEAVE OF ABSENCE

Employee Name

Date

Employee ID #

Work Location

Position

I hereby apply for leave of absence on the following dates:

Beginning Date

Ending Date

Total Days Requested

Type of Leave Requested: (Check One)

- | | |
|-----------------------------|---|
| _____ Sick Leave (110) | _____ Jury Duty (130) |
| _____ Personal Leave (115) | _____ Military/Training (135) |
| _____ Vacation Leave (120) | _____ Leave Without Pay (090) |
| _____ School Business (145) | _____ <u>Professional Development (147) PD Fund</u> |

Employee's Signature

Principal/Supervisor Signature

Approved

Denied

(White) Copy - Central Office, (Yellow) Copy - Building Secretary, (Pink) Copy - Employee

JNPSD Meal/Parking Reimbursements

- a. Meal expenses will be reimbursed for professional development or school business trips that require an overnight stay only.
- b. If the hotel has breakfast provided or other meals are provided by the conference/meeting but staff members make other meal arrangements, those expenses will not be reimbursed.
- c. Original itemized receipts (not generic credit card receipts) must be signed and submitted for reimbursement. Non-reimbursable items (such as alcoholic beverages, entertainment, etc....) should NOT be included on your receipt. Only reimbursable items should be listed. No “mixed” receipts will be accepted for reimbursement.

d. **The limits per meal are as follows:**

Meal	Arkansas	Out of State
Breakfast	\$8	\$10
Lunch	\$12	\$15
Dinner	\$20	\$25

- e. Expense Report: After returning from the professional development or school business trip, the “Final Out of District Travel Reimbursement Form” (Form FTE) will be completed and submitted to the principal or supervisor.
- f. The principal or supervisor will review and sign the report. The report will be sent to the district business office.
- g. Attach all receipts, approval paperwork, etc..... to the report. All original receipts must be signed by the staff member.
- h. Attach signed receipts for other expenses, such as parking fees that apply toward allowable reimbursements in the board policy.

**Jacksonville North Pulaski School District
Out of District Mileage Chart**

Alma	152
Arkadelphia	81
ASU- Newport	79
Bald knob	47
Batesville	80
Beebe	22
Benton	43
Bentonville	221
Blytheville	178
Brinkley	60
Brookland	124
Bryant	33
Cabot	11
Cave City	94
Clarksville	195
Conway	39
Dardanelle	85
El Dorado	131
Eureka Springs	207
Fayetteville	197
Forrest City	85
Fort Smith	166
Gosnell	169
Greenwood	128
Harrisburg	101
Harrison	40
Heber Springs	49
Helena-West Helena	109
Highland	125
Hope	125
Hot Springs	68
Hoxie	110
Little Rock	14

Manila	150
Marianna	90
Marion	118
Maumelle	25
Memphis, TN	128
Monticello	102
Morrilton	60
Mountain Home	137
Mountain View	89
Newport	76
North Little Rock	13
Osceola	164
Ozark	128
Paragould	136
Pea Ridge	228
Pine Bluff	57
Plumerville	52
Pocahontas	129
Rogers	217
Russellville	83
Searcy	36
Sheridan	47
Siloam Springs	226
Springdale	206
Texarkana	157
Trumann	121
Tuckerman	84
Van Buren	141
Vilonia	23
Walnut Ridge	112
West Memphis	119
Win Rock Institute-Petit Jean	77
Wynne	95

Mileage is from Jacksonville

****Any other destination will require mileage printout from MapQuest****

FORM ODM

In District Mileage Chart

BL	Bobby G. Lester	PW	Pinewood
BM	Bayou Meto	TAY	Taylor
CO	Central Office	TRANS	Transportation Shop
D	Dupree	HA	Homer Adkins
JHS	Jacksonville High School		
JMS	Jacksonville Middle School		

	BL	BM	CO	D	JHS	JMS	PW	TAY	TRANS	HA
BL	0.0	7.2	2.8	3.5	4.3	0.3	5.2	5.8	3.0	5.7
BM	7.2	0.0	10.0	10.1	8.0	7.3	11.8	13.0	6.9	12.8
CO	2.8	10.0	0.0	1.5	2.4	2.9	3.1	3.7	2.6	3.2
D	3.5	10.1	1.5	0.0	1.2	3.6	2.1	4.4	2.3	4.0
JHS	4.3	8.0	2.4	1.2	0.0	4.2	0.9	3.5	2.8	7.3
JMS	0.3	7.3	2.9	3.6	4.2	0.0	5.3	5.9	2.7	5.8
PW	5.2	11.8	3.1	2.1	0.9	5.3	0.0	2.8	3.6	5.6
TAY	5.8	13.0	3.7	4.4	3.5	5.9	2.8	0.0	6.0	3.6
TRANS	3.0	6.9	2.6	2.3	2.8	2.7	3.6	6.0	0.0	7.8
HA	5.7	12.8	3.2	4.0	7.3	5.8	5.6	3.6	7.8	0.0

JACKSONVILLE NORTH PULASKI SCHOOL DISTRICT

FORM FTE

FINAL OUT OF DISTRICT TRAVEL REIMBURSEMENT FORM

Date: _____

Employee Name: _____

Position: _____

Building/Location: _____

Purpose of Travel/Event Attended: _____

DATE		DETAILED EXPENDITURES						MILEAGE WILL BE REIMBURSED IF SCHOOL VEHICLE IS NOT AVAILABLE					
Mo	Day	DESTINATION	LODGING	MEALS	AIRFARE	RENTAL CAR/TAXI	TOTAL PER DAY	FROM	TO	MILES DRIVEN	Mileage Rate	AMOUNT CLAIMED	
											\$0.42		
											\$0.42		
											\$0.42		
											\$0.42		
											\$0.42		
											\$0.42		
											\$0.42		
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											\$0.42		
											\$0.42		
											\$0.42		
											\$0.42		
											\$0.42		
		OUT OF POCKET TOTAL						MILEAGE TOTAL				\$0.42	

Employee Signature

Funding Source

PER DAY TOTAL _____

MILEAGE TOTAL _____

Supervisors Signature

TOTAL CLAIMED _____

Supt/Asst. Signature

CHECKLIST BEFORE TURNING IN FOR REIMBURSEMENT

YOU MUST ATTACH THE FOLLOWING ITEMS:

1. Professional Meeting Attendance Request Form with Approved Signature
2. Professional Meeting Documentation
3. Signed Original Itemized Receipts (NOT credit card receipt)
4. If claiming mileage, attach Transportation Request showing no vehicle available
5. MapQuest for mileage (If destination is not on district approved mileage chart).

Overnight Meal Allowances	In State	Out of State
(A) Breakfast	\$8.00	\$10.00
(B) Lunch	\$12.00	\$15.00
(C) Dinner	\$20.00	\$25.00

Approved: June 20, 2017



Jacksonville | North Pulaski
SCHOOL DISTRICT

Transportation Request Form

****SUBMIT 5-10 DAYS PRIOR TO APPROVED TRIP****

Employee Name / Email	
Employee Phone #	
School Name	
Requested Travel Date(s)	
Number of Students	
Number of Staff	
Bus Pick up Time	
Bus Pickup Location	
Destination / Purpose	
Return Time (Back to School)	

Vehicle Needed:

Bus		Car	
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Principal / Supervisor Signature

Transportation Director Signature

Transportation Department Use Only

Bus #	
Bus Driver	

School Vehicle Info

Available	
Make / Model	
Not Available	

Form T

Preapproval for Professional Development Credits from a College Course

(3 hours college course = 15 PD hours)

ADE Rules Governing Professional Development states:

4.6.2.1 Up to fifteen (15) hours may be credited to the professional development requirements for licensure

Name _____ School _____

Position in district _____

University _____ Number of College Hours _____

Course No. and Title _____

Semester or Session _____

Reason for Taking the Course: _____ advanced degree requirement

_____ required by ADE for licensure _____ professional

Enrichment - How is this related to your Personal Growth Plan (PGP)

Signature: _____ Date: _____

Building Administrator Signature: _____ Date: _____

Directions:

- Complete and submit form to Assistant Superintendents' Office. It will be returned to you upon approval.
- Complete the course.
- Submit a copy of the grade report or transcript after completion with this form to your building administrator.
- Enter the hours in escWorks under manage transcript.

Director of Curriculum/Assistant Superintendent Signature: _____

Date: _____ PD Credit Awarded: _____

JNPSD Professional Development Terminology

Professional Development (PD): Professional development may be defined as training, programs, and activities which will lead to new learning, professional growth, expansion of skills, and increased job competence.

Professional development, growth-producing experiences may occur through:

- Planned in service program, courses and workshops offered within the school system or educational service cooperative.
- Coaching - assisted visits to other classrooms.
- Attendance at professional conferences.
- Other planned efforts that are personalized to the needs of the district, department, or individual may include book study, small group curriculum/instruction study & development, and learning-focused peer consultation.

School Business: School business is defined as conducting business for the school or district as an employee representing the school and district such as:

- Attending a business meeting as a representative of the school or district in which no professional learning is occurring (AAA Meeting, ASCD board meeting, AAEA or constituent organization board meeting, etc.)
- Taking scholars on a field trip, college visit, school sanctioned competition, (out of district ball games, quiz bowl competition, etc.)
- Attending a meeting in district or out of district to serve on a committee or at the request of building administrator or Central Office (PD committee, PPC, scheduling, etc.)

If you are unclear about whether to select School Business or Professional Development, please ask your building administrator.