# NCSD TEACHER QUALITY PD PROGRAM

# 2017-18 TEACHER PRE-APPROVAL FORM AND PAYMENT VOUCHER FORM

**All TQ work** ***must be pre-approved by the overseeing administrator* and must come from one of the categories below.**

1. **TQ Core - tends to be more restrictive and can be used for the following:**
2. Aligning district standards, benchmarks, scales and curriculum to the Iowa Core and ensuring local curriculum has rigor and relevance
   1. Research, learn and discuss
   2. Apply and Evaluate
3. Identifying essential content for all students
   1. Develop, apply and evaluate
4. Engaging in a process to review instructional practices to check consistent and accurate implementation aligned to Iowa Core
5. Participating in PD to support improvements in instruction and assessments in literacy, math, science, social studies and 21st Century Skills.
   1. Attending conferences/workshops related to Iowa Core; registration costs covered
   2. Travel costs up to $300; school vehicles will be used whenever possible
   3. District PD outside the contract day related to Iowa Core
6. Engaging in improvement to instruction and assessments aligned to Iowa Core.
   1. Grade level assessments and Content area (department) assessments
   2. Standardized assessments—research, assess/evaluate, modify programming
   3. KU course organizer/unit organizer development and preparation for implementation
   4. Plan/implement modifications to instructional programming
   5. Research, develop, assess/evaluate, implement
7. **TQ PD - funds are less restrictive and can be used for High Quality Professional Development such as:**
8. Strengthening PBIS—research, learn and discuss, apply, evaluate—develop and implement instruction
9. Participating in PD not directly tied to Iowa Core. Projects must include purpose of study. Examples include:
   * 1. Book Studies
     2. NCSD-taught classes
     3. Differentiation
     4. Instructional strategies
     5. Classroom management
     6. Technology in the classroom
     7. Technical training
     8. Capturing Kids Hearts
     9. Counselor training dealing with unmotivated children
     10. Physical Fitness Training Techniques
     11. Registration for conferences not aligned to Iowa Core/21st Century Skills
     12. Travel costs up to $300

# Programs/Plans NOT Approved for TQ PD

1. Routine work as a teacher for NCSD—examples include but are not limited to: routine curriculum writing/constructing regular, expected teaching materials, making centers or units of study, assessing/grading student work, report card work, parent conferencing, cleaning/organizing.
2. Presentations to the public—examples: Open House, PT Conferences, Board Presentations
3. Mandatory Trainings
4. Lodging/hotel costs
5. Food
6. Blanket curriculum writing (must develop, enhance, align)
7. Student materials/texts/technologies
8. Staff orientations
9. Teachers meeting with paraprofessionals outside the contract day
10. Work that occurs during the contract day

**REQUIRED INFORMATION FOR PRE-APPROVAL** Circle one: Regular PD CORE PD

List educators involved in the collaborative TQ PD work:

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Explain 1) the nature of and 2) the goal(s) of the work that you plan to do

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Explain the outcome/results of your TQ/PD work. How will it impact student learning?

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\*\*Note: You should turn in to your administrator a product/artifact that will be used to deliver your new ideas to students

# Pre-Approval

**Signatures**: Teacher Administrator Date \_\_\_\_\_\_\_\_\_\_\_

# REQUEST FOR TEACHER COMPENSATION

# (One Teacher per Form)

**Teacher Name** **Number of additional hours worked**

**List dates/hours outside of the school day: e.g. Sept 6, 3:30-5:00**

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**List on the line directly below which of the TQ PD Work area(s) (#1-10 from the front) your work aligns with.**

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**List any differences between your planned work and the outcome below:**

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**Payment Request:**

**Registration Cost: PO # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Conference Name/Vendor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Substitute Cost (circle one): Half Day - $60 Full Day - $120**

**Paid Time Outside of Contract Day: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Teacher Signature Date

Building Administrator Signature Date

**Administrator - Circle Account to Use:**

TQPD Regular 10 0010 1100 100 3376 121 Building Funds District Funds

TQPD CORE 10 0010 1100 100 3373 121 Building Funds District Funds

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**For Office Use Only:**

Teacher’s Printed Name Building

Paid Time Outside of Contracted Day: \_\_\_\_\_ hours X $25.00/hour=

Central Office Signature Date