



FUNDING OF EMPLOYEE PROFESSIONAL DEVELOPMENT, DOSSIER, EDUCATIONAL ENRICHMENT AND ENDORSEMENT EXPENSES	Effective: <u>January 20, 2021</u>	Page 1 of 2
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1. PURPOSE

The Board of Health Leadership High School recognizes importance of staff improvement. HLHS encourages self-improvement that benefits the collective growth of the school through seminars, conferences workshops, education, additional certifications and site-based learning in the community. The Board thus provides the following Employee Professional Development Policy.

2. SCOPE

- 2.1. This policy applies to employees of HLHS. This funding is not available to persons who provide services to the school under professional services or other contract as they are not school employees.

3. REFERENCES/RELATED policies

- 3.1. HLHS Internal Controls Policy (Purchasing process)

4. RESPONSIBILITIES

- 4.1. Staff- for completing Request for Funding of PD and/or Certification Expense and following purchasing process.
- 4.2. Administration- approval or denial of Request.

5. DEFINITIONS

- 1.1. "Funding" means payment of expenses mentioned in this policy upon proof of completion of PD or receipt of endorsement or certification by:
 - 1.1.1. Reimbursement to employee upon proof of prepayment
 - 1.1.2. Payment by school check to applicable vendors upon receipt of invoice.
- 1.2. "Employed" means any full time or part time employee employed at the time that the activities in this policy took place or endorsement/certification was obtained.

6. POLICY

- 6.1 In order to be considered for funding, professional development activities, classes, trainings, and certifications while employed at HLHS requests must be submitted on the required request form to the leadership team of the school. The leadership team will evaluate each request based on the following criteria:
 - 6.1.1 Is the professional development an allowable expense by an applicable funding source
 - 6.1.2 Does the knowledge or skills acquired support the mission, vision and values of the School



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- 6.1.3 Does the training support the four school-wide goals and three pillars of HLHS
- 6.1.4 Is the training required to maintain the licensure of the employee
- 6.1.5 Transferability – Knowledge or skills acquired must benefit the greater school community.
 - 6.1.5.1 Improve curriculum development
 - 6.1.5.2 Develop greater capacity to serve diverse learners, such as increasing in level of licensure, allowing the employee to take on more responsibilities and hence, give back to the school community in a greater way.
 - 6.1.5.3 Increase capacity and expertise in the execution of “learning by doing.”
 - 6.1.5.4 Is available funding for professional development being utilized equitably for staff
 - 6.1.5.5 How many requests are received per year by each employee
 - 6.1.5.6 If multiple requests are received the committee may decide to pay a portion of the costs of each training
- 6.2. Endorsement and/or Certification Applications and related expenses approved by Administration may only be initiated or completed upon notification that a Purchase Order has been issued by the Finance Department.
- 6.3 Any request for funding by a member of the leadership team shall follow the same process but will be reviewed by the Governing Council. The Governing Council will have the final authority to make any decisions with regard to such requests.

7. ATTACHMENTS

Form Titles
n/a

8. REVISION HISTORY

Version Number	Effective Date	Description of Document Revision
Revision 1		
Original	1/20/2021	

STATEMENT OF ACCEPTANCE

This Policy was approved by the Board of the Health Leadership High School on 1/20/21.
 The effective date of this Policy is 1/20/21.

Any future additions, deletions, or amendments of this Policy are to be recorded on the



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REVISION HISTORY of this policy. These revisions will state the date of revision, section revised, and authorization of the revision. A copy of the complete revision will become a permanent part of this Policy.