

2023-2024
APPLE VALLEY HIGH SCHOOL
PGP GUIDELINES

The purpose of PGP is to encourage teacher development by providing for participation in professional growth opportunities that would not be possible through other sources of funds or policies. The goal of the Apple Valley High School PGP Committee is to provide these opportunities to as many staff as possible. With that in mind, the following guidelines will serve:

1. Individuals, groups, or departments are encouraged to apply for PGP grants.
2. For 2023-24, we plan to focus PGP resources on efforts related to three the three key pieces of our AVHS learning model:
 - 2a) **Relationships:** Building strong relationships is key to learning
 - Projects that help you and other teachers build stronger relationships with students.
 - Project that help you and other teachers build stronger relationships with parents
 - Projects that help teachers will become stronger working relationships with teachers within and between academic disciplines, schools, etc.
 - These types of projects should show a connection to how you will use these improved relationships to provide more impactful instruction.
 - Advance school goals related to ACT reading skills, graduation rates, passing/proficiency rates, attendance, family engagement, and/or STEM education/experiences
 - 2b) **Engagement:** Creating even more authentic, powerful learning experiences for students. PGP projects focused on this area must include some or all of these following:
 - Inquiry: STEM Innovator. Don't know what this is? Ask Ruth Larson, Ed Murrey, Kaitlin Lee or one of the other experienced STEM Innovator teachers. This can be applied to any discipline.
 - Must emphasize:
 - Shift from what is taught to what is to be learned.
 - Facilitating or creating learning experiences to be impactful through inquiry.
 - Should capitalize on student interests, curiosity and cultural assets.
 - Should help our students become problem finders and solution makers (*STEM Innovators*)
 - 2c) **Collaboration:** Professional development projects that ensure that all students have access to the same essential outcomes, knowledge, and skills where teams/teachers:
 - Identify and articulate through PD:
 - What do we want students to learn? (*Essential learning outcomes/learning targets*)
 - How will we know they have learned it? (*Common assessments*)
 - What will we do if they don't learn it? (*Intervention*)
 - What will we do if they do learn it? (*Enrichment*)
3. Shared activities between schools, such as speakers and workshops, are encouraged.
4. School activities should not duplicate or conflict with district-wide planned activities.

5. Trips involving travel expenses must be for the purpose of attending a specific organized event (conventions, seminars, symposiums, workshops, clinics, etc.).
6. PGP funds cannot be used to purchase capital equipment or curriculum/classroom supplies.
7. PGP funds cannot be used for payment of college credit tuition.
8. Applications should attempt to minimize the need for substitute teachers (**\$165/day or \$180/day** for retired a196 faculty, **\$99/half-day** and **\$108** for retired 196 faculty) in the planning of PGP activities. Substitute teacher costs must be accounted for in the PGP budget proposal. Individuals or teams should consult Pete Buesgens to identify potential dates prior to submitting the PGP request.
9. Approximately **\$5,000** has been allocated to AVHS for 2022-23. The PGP Committee will allocate approximately 50% of the funds to be used through December 31 in an effort to preserve equitable funding for the remainder of the school year. Awards *may* be limited to a maximum of **\$500** per person per year in order to serve more people.
10. An applicant applying for an event which includes overnight travel *may* only be allowed **one** grant per year (either as an individual or as a group). Priority may be given to an individual who hasn't traveled overnight.
11. Funds can be applied for help with mentorships of new teachers, STEM or other school goals (observations, classroom visits, coaching of teaching strategies, etc).
12. The meal guidelines are as follows:

a. Full day	\$50
b. Breakfast only	10
Lunch only	15
Dinner only	25
c. Savings on one meal may be used to help defray the cost of another meal <u>on the same day</u> .	
d. An exception to this policy will be banquets or luncheons that are included in the registration cost.	
13. Expenses for car rental, telephone, or alcoholic beverages will not be reimbursed.
14. **Avoid out-of-pocket purchases with your own funds if at all possible. Use your department's Pcard or see Shawn Stehly about using the Principal's Pcard.** If you absolutely cannot use a Pcard, all out-of-pocket expenses must be submitted for reimbursement on an Employee check request along with attached receipts upon return.
15. Note: you can only expense your own meals for reimbursement.

16. See the bookkeeper to discuss how best to pay for registration, airfare, and hotel expenses. You can use your pcard or talk to Shawn Stehly about using the principal's pcard.
17. Adequate documentation (registration forms or the link or attached pdf) should be submitted with your application.

Please fill out your application as completely as possible, including the signature of the principal and a copy of the conference itself, including the program as well as the registration form.

- **NOTE:** Teachers must be willing to bring any learnings they gain from PGP projects back to share out with others at AVHS to extend the impact of our investment in them. We ask that you briefly include how you would share this learning out to our AVHS staff upon completion of your project should it be approved.