

EdVisions Co-op's Professional Development Request Procedure

The Co-op's Mission statement is: to provide administrative, technical and educational support to Teacher Professional Partnerships, Charter Schools and the educational community in general in such a way that it improves administrative efficiency, encourages the personal professional development of educators and improves the quality of education for students.

The Co-op Board will review personal professional development requests from Co-op members on a case by case matter, and approve them based on availability of funds. Please follow the steps below in preparing your request for funds.

Who is eligible:

All Co-op employees who are actively working at a Co-op school.

What activities are eligible:

Professional development activities such as trainings, conferences, workshops and seminars that further the mission of the Cooperative's work with students and staff.

PD Funds are not intended for academic tuition, stand-alone certification exams, annual certification/licensure fees, stand-alone membership fees for associations/organizations/clubs or required training for the employee's position. If the membership fee is part of the registration or training program, it may be considered.

What is the request process:

1. Submit a letter of request to the Co-op Director, this will be taken to the Co-op Board Meeting. Plan ahead as the Co-op Board meets bi-monthly.
 - a. include :
 - i. PD Activity
 - ii. Cost & Funds requested for PD (matching funds, school allocations etc...)
 - iii. How you will disseminate the information with other Co-op sites? ex...present at Spring Conversation Day
2. The Co-op Board will consider each eligible request. The Board will send approval or denial of the request on the basis of the majority ruling. Written notice of action upon the request will be sent to the applicant by the Director of the Co-op.
3. Requestee will work with Co-op CFO on funds allocation or reimbursement of funds.

If you have any questions please contact Andrea Harder, andrea@edvisionscooperative.org or 507-276-5830.