All-Staff Development
Non-Reimbursable Reporting Form-*Pink*

Record the information specific to each participant for each appropriate staff development activity. Attach supporting documentation (copies of time cards, conference forms, sign in sheets, etc.) to this form. Sign and date the form below. Submit paperwork to the designated Program Support Specialist for data processing.

Employee		Total # of Hours	Code	Event	Date
Last Name	First Name				

Description of Activities for Classified,Management/Certificated Staff (non-reimbursable)	Code
Conference Workshop	CW
Grant Funded	GF
Information Technology	IT
Staff In-service	SI
Strategic Action Plan	SAP

Submitted by: _____ **Date:** _____

Data entered by: _____ **Date:** _____

G-107 ch   9-21-10

Staff Development
Reimbursable Reporting Form-*Green*
(Teachers & Classroom Aides only)

COLTON REDLANDS YUCAIPA
REGIONAL OCCUPATIONAL PROGRAM
Inspiring Possibilities

Record the information specific to each participant for each appropriate staff development activity. Attach supporting documentation (copies of time cards, conference forms, sign in sheets, etc.) to this form. Sign and date the form below. Submit paperwork to the CES Office Assistant for data processing.

Employee		Total # of Hours	Code	Event	Date
Last Name	First Name				

Description of Activities for Teachers & Instructional Aides (reimbursable)	Code
Conference Workshop	CW
Curriculum Development	CD
Information Technology	IT
Staff In-Service	SI
Strategic Action Plan	SAP
Teacher Induction Program	TIP

Submitted by: _____   **Date:** _____

Data entered by: _____   **Date:** _____

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Staff Development Tracking Directions

Background

CRY-ROP implemented a staff development tracking system to document reporting requirements as well as track activities related to organizational priorities. There are a variety of staff development activities that occur each school year.

CRY-ROP has categorized the activities as follows:

- **Conference/Workshop**- Includes conferences and workshops presented or offered by outside agencies- for example, Educating for Careers, ACSA, CASBO, CAROCP.

- **Information Technology**- Includes in-house training of staff or teachers on technology- for example, our Teacher on Assignment meets with a group of staff to demonstrate a new piece of hardware or software. Also includes training offered by outside agencies. For example, a workshop on how to use Excel offered by SBCSS. We want to track the IT staff development separately, because we have a specific item on our action plan to maximize the use and access to technology.

- **Curriculum Development**- Includes alignment to standards training & work, A-G training and work, advisory committee meetings and articulation meetings. PLC meetings may be tracked in this category, depending on the focus.

- **Teacher Induction Program**- Includes all TIP meetings and presentations. Can also include classroom visits made by the TOA to train and support new teachers.

- **Staff In-Service**- Includes all in-house staff in-service meetings. Generally, there is a fall meeting that includes all staff, and spring meetings, scheduled separately for each campus that target teachers only. Occasionally, there may be special training sessions offered by in-house experts on specific topics. PLC meetings will generally be tracked in this category.

- **Strategic Action Plan**- Includes all meetings associated with development and update of our strategic action plan. For example, LEAP meetings, WASC Leadership meetings, Home Group meetings, Focus Group meetings or training provided by WASC.

- **Grant Funded**- Includes all meetings that are required or paid from a specific grant. For example, WorkAbility I meetings/conferences, Workforce Investment Act meetings/conferences, Perkins meetings/conferences, Tech Prep meetings/conferences. If a teacher is participating in a grant funded activity, it should be coded to this category. A grant might pay for the fee for an activity, but not pay for the staff member's time for the activity. In this case, the activity would not be tracked in this category.

Process

CRY-ROP has developed two tracking forms: **Pink** and **Green**. Each year, CRY-ROP is eligible to receive reimbursement for staff development activities for teacher and classroom aides. In general, the **Green** form is used to track all certificated staff (teachers) and classroom aides' activities. The exception to using the **Green** form for teachers and aides will be grant funded activities. All other staff development activities for all other staff will be tracked on the **Pink** forms. The forms are completed by the Program Support Specialist or Executive Assistant for each department. The Human Resources Program Support Specialist will complete the forms for all business department activity tracking.

Since staff development is delivered in a variety of formats, there are several triggers that should be reviewed by the PSSs and Executive Assistant to ensure the Green and Pink forms are completed, including:

- The Travel Claim Form that includes a box to indicate the total hours of staff development to report

- The CRY-ROP standard sign in sheet for activities that is formatted to match the Green and Pink forms
- The monthly board agenda to approve conferences with dates, times and events
- A monthly email from the PSSs and Executive Assistant to the supervisors requesting information on staff development.

In addition to the systemic triggers, each supervisor in charge of large events (such as all staff in-service or strategic action planning) will be responsible for turning in information to the PSSs and Executive Assistant for the purpose of completing the forms. Finally, because of the nature of the staff development that is delivered by our Teachers on Assignment, each TOA must provide documentation to the PSSs on the staff development that they provide.