

PROFESSIONAL DEVELOPMENT
REQUEST FOR PAYMENT

PLEASE COMPLETE AND SUBMIT THIS FORM TO
Dr. Sara Ahern

Under the provisions of the HSC-HFT 2008-2011 contract, Article IX.D

a. Graduate Courses:

For in-house credit for participants, \$ 50 per delivery hour for instructor:

_____ hr(s) X \$ 50/hr = \$_____

b. Workshops for PDPs:

\$25.00 per workshop hour and \$15.00 per hour for preparation time not to exceed more than 1/2 the workshop time.

Workshop presentation: _____ hr(s) X \$ 25/hr = \$_____

Prep time (<= 1/2 above): _____ hr(s) X \$ 15/hr = \$_____

Facilitators for parts a. and b. receive \$15.00 per contact hour.

Facilitator: _____ hr(s) X \$ 15/hr = \$_____

c. Professional Day Presentations:

Additional compensation for teachers who present or facilitate during a professional day include (choose only one from the following):

- 1) **Instructor** who has taught 6 or more hours may attend a one-day conference approved by the Director of Curriculum and/or Curriculum Administrator paid by Holliston Public Schools as a school business day or receive a \$25.00 per hour stipend for preparation.

Prof day prep: _____ hr(s) X \$ 25/hr = \$_____

- 2) **Presenter** (1-4 hours) will be paid \$25.00 per hour for preparation.

Prof day presentation: _____ hr(s) X \$ 25/hr = \$_____

- 3) **Facilitator** will be paid \$15.00 per hour for preparation.

Prof day prep: _____ hr(s) X \$ 15/hr = \$_____

d. Non-credit/non-PDP Workshops

Non-Professional Day Activities approved by the Assistant Superintendent/Director of Curriculum requiring presenters and/or Facilitators will be paid in accordance with Section 3a and 3b. Non-credit/Non-PDP workshops will be paid \$15.00 per hour.

Non-credit/PDP presentation/facilitation: _____ hr(s) X \$ 15/hr = \$_____

Total Payment Request: _____ Account Number: 91235100 511071

Signature (Teacher): _____ Date _____

Signature (Sara Ahern): _____ Date _____