

After Pre-Approval is Received

12. When should a purchase order pertaining to a conference be created?

When the conference request has completed the approval process. Preferably, two (2) weeks in advance.

13. Who creates the purchase order and registers for the event?

The building secretary will create the purchase order AFTER the participant notifies the secretary of the approval. All BACKUP material needs to be given to the secretary before a purchase order can be created.

Registration is completed by the participant unless otherwise indicated.

14. What do I do when the workshop is complete?

Either you or the workshop provider will mark your workshop complete. Always check to complete an evaluation/feedback form, if it is required. Most conferences require this, even in district. PD hours will not be logged if feedback/evaluation form is not completed.

Historical PD Hours

15. How do I add PD hours that I have already taken?

You will need to fill-out the Historical PD Record Form that is located in MLP under Fill-in Form Section. It is important that you fill out the form with as much information about the workshop to earn your PD hours. Please keep in mind that not every collaborative opportunity is eligible for required PD hours. After the form is completed and submitted, your building principal will be the first approval, the Dir. of PPS is the 2nd approver for all special educators & related service providers, the Dir. of PE is the 2nd approver for PE Teachers and the Exec. Dir. of Curriculum and Instruction will be the last approver. The assistant to the Exec. Director will submit pre-approved completed PD hours to NYTEACH.

Approving Staff Requests

1. What do I do after receiving an Email concerning approval status for a staff member?

Log into MLP, click on 'District Admin' tab 'My List to Approve' will appear.

2. Should I fill-in the account code section?

Yes. The administrator of the building is responsible for entering the cost of the conference under the building conference code.

Unless you have received approval from the Exec. Director of Curriculum & Instruction for use of grant funds, any activity without codes will be denied and sent back to you.

3. What do I do if a staff member needs a substitute?

It is the responsibility of the teacher to request a substitute. Keep in mind that you will need to deny the activity if too many substitutes are already needed in the district or your building.

4. Should I be concerned about the purpose code?

Yes. Check to see if the correct PURPOSE has been indicated.



Who do I contact for assistance?

Jean Sablinski
sablinski.j@beaconk12.org

My Learning Plan



©Toons4Biz * illustrationsOf.com/7803

Commonly Asked Questions for Administrators

Beacon City School District

1. What is My Learning Plan?

My Learning Plan (MLP) is a web-based electronic program that has many uses including:

- a. Requesting BOCES and Teacher center courses
- b. Requesting district conference day workshops or in-district courses
- c. Requesting out of district courses
- d. Tracking NYS required Professional Development (PD) hours

2. What else can MLP do?

- a. Provide a history of your course work
- b. Allow you to enter additional Professional Development hours that are not a course such as time spent with the Steph Harvey literacy consultants
- c. Approve workshop requests from my staff

3. How do I access MLP and log-in?

Make sure to login from the district webpage, staff tab, My Learning Plan (MLP)

Username = last name.initial

Password = same as computer

Requesting Approval for Professional Development

4. When Should I Use MLP?

Whenever you are planning on attending an external or Beacon district conference or workshop.

If the conference is not in the activity catalog, complete a "Request for Conference Form" (which is available on MLP) and submit through MLP. This will be added to MLP for approval process.

5. Do I ever use the "old" paper form?

No. Only staff NOT registered in MLP (aides, bus drivers, cafeteria workers, custodial workers).

6. If I am approved for an out of district workshop can I be reimbursed for travel costs?

Yes, in some cases, mileage is reimbursed from your school or your home whichever is closer to the location of the workshop and the return trip. It is easy to estimate mileage by using an online driving direction program like www.mapquest.com

If this portion of the request form is NOT filled in with estimated costs, you will NOT be reimbursed. All estimates of cost must receive pre-approval.

7. Can I be reimbursed for meals?

Many workshops offer morning refreshments and lunch may be included. Under these conditions, breakfast or lunch would NOT be reimbursed. In the event that a workshop has participants take lunch on their own, yes lunch would be reimbursed. Request on the form what you think you will need to have reimbursed and the administrator will pre-approve or disapprove.

8. What are the reimbursement rates:

Mileage: IRS rate (can be found on the web)

Meals if approved:

<u>Meal</u>	<u>Actual Cost</u>
<u>Reimbursement up to:</u>	
Breakfast	\$6.00
Lunch	\$9.00
Dinner	\$18.00

ALL ORIGINAL/ITEMIZED receipts need to be attached to a claim form when submitting for reimbursement for auditing purposes. Reimbursement can not be made without a receipt.

9. What about road tolls, parking fees, etc. Will they be reimbursed?

Yes,. If estimated on the request form and pre-approved.

10. What if the MLP form is returned?

Answer the question provided on the form, click submit. The form will return to the approval checklist.

If the form is NOT returned, it will remain stagnate and not move forward.

11. How often should I check my conference request?

OFTEN, especially if a purchase order is needed, then all pertinent material can be given to the building secretary to create the purchase order. It is NOT the Secretary's obligation to check MLP for everyone's form.