

Macomb Intermediate School District

**PROFESSIONAL DEVELOPMENT OPPORTUNITY FUND  
Guidelines and Procedures  
2004-09**

**I. Guidelines for subsidy of fees/tuition:**

1. Macomb County teachers may apply for up to 50% of fees of \$75 or more for eligible workshops, as indicated on the MISD website.
2. Application for fee subsidy and substitute reimbursement must be made at the time of registration. No refunds will be issued.
3. Workshop or conference must be offered by MISD, with fees payable to MISD. (MISD frequently hosts workshops for other organizations, but does not collect the fee/tuition.)
4. The following offerings are eligible for subsidy:
  - Core academic areas of literacy, mathematics, science and social studies
  - School Improvement (examples: MI-Plan, MEAP testing strategies, differentiated instruction)
  - Compliance with No Child Left Behind and Education YES! mandates
  - Instructional technology offerings to classroom teachers
5. Specifically NOT eligible for the subsidy are the management academies, management technology, paraprofessional academy and administrative activities.
6. Teachers attending under the fee subsidy and/or substitute reimbursement provisions must sign in upon arrival and departure. Districts will be invoiced for full fee if registered staff does not cancel within the allowable period prior to the workshop.

**II. Guidelines for reimbursement of substitute costs:**

1. Reimbursement of district daily rate for substitutes up to a maximum of \$100 will be paid for teachers attending workshops described in section I. Request for reimbursement must be made at time of registration.
2. Teachers attending under the fee subsidy and/or substitute reimbursement provisions must sign in upon arrival and departure.

**III. Application procedures for subsidy of fees/tuition and/or substitute reimbursement:**

- Registration must be completed on the website in advance of the workshop.
- Request for the fee subsidy and/or substitute reimbursement must be made at the time of registration. No refunds will be issued.
- It is assumed that staff has received administrative approval for attendance and substitute arrangements have been made.
- Districts should submit request for reimbursement of substitute expenses quarterly: September 15, December 15, March 15 and June 15.
- Questions should be directed to Dr. Gayle Green, Assistant Superintendent for Instruction, via email at [ggreen@misd.net](mailto:ggreen@misd.net).