

PLAINVIEW-OLD BETHPAGE CENTRAL SCHOOL DISTRICT

106 Washington Avenue, Plainview, New York 11803

Joanne F. Mannion

Assistant Superintendent for Curriculum & Instruction



MEMORANDUM

TO: All Staff
FROM: Joanne F. Mannion, Assistant Superintendent
DATE: September 2020
RE: In-Service /Graduate Credit and Conference Requests

Please be reminded that conferences and graduate/in-service credit requests must be submitted using MyLearningPlan (see attached).

In order for your request to be approved on a timely basis, you must submit your request at least two weeks in advance in order to assure it is approved in time for you to attend for graduate/in-service credit. If special circumstances apply, please call the Curriculum Office directly for approval.

Please remember the following points when applying for a conference and graduate or in-service credit(s):

IN-SERVICE/GRADUATE CREDIT

- All Masters' programs must be reviewed by the Assistant Superintendent for Curriculum and Instruction for consideration prior to registering for coursework.
- A course should not be attended until it receives district-level approval and appears under "**Approved & In Progress**" on MyLearningPlan. If you are seeking credit toward salary advancement, approval from one supervisor is not sufficient authorization for attendance in the course. (*In order to avoid incurring unnecessary expenses, do not register and/or pay until you receive final district approval.*)
- Approval for in-service/graduate course work will be returned to you through My Learning Plan.
- Upon completion of the course work, you must log onto My Learning Plan and indicate the course is completed. Additionally, submit a copy of the certificate of completion to Natalie Sopack in the Office of Human Resources. Your records will be updated so that requests for lane changes are accurately documented.
- Please note: For Graduate credit courses must be defined – either Towards a Masters or Above a Masters on My Learning Plan. Before registering for coursework, please make sure courses from continuing education agencies will be accepted by the affiliated college for graduate credit within their institution. In such instances when the courses are not accepted at the institution for graduate credit, we will most often accept them for in-service credit.

CONFERENCES-(IN PERSON OR VIRTUAL)

Conference requests fall into three different categories:

1. **BOCES**

BOCES workshops (Nassau, Western Suffolk and Eastern Suffolk BOCES) should be submitted on a BOCES conference request form using the appropriate catalog found on the left-hand side of the screen under "Activity Catalogs" on MyLearningPlan. Purchase orders are not necessary for BOCES conferences. Select "cross contract" and/or "district must generate check" as the payment option. Registration forms are not required once the BOCES conference form is submitted. If you do not register according these directions, you will not be included on the BOCES's registration roster

2. **OUT-OF-DISTRICT**

Out-of-District Conference Requests should be submitted on the regular conference request form found on the left-hand side of the screen under "Fill-In Forms".

3. **IN-HOUSE TRAINING**

In-House Training workshop request forms should be used for all in-district training workshops. These workshops can be found using the In-House Training Catalog located in the District Catalog under "Activity Catalogs".

When submitting any of the above requests, please be mindful of the following:

- A conference should not be attended until it receives district-level approval and appears under "**Approved & In Progress**" on MyLearningPlan. Approval from one supervisor is not sufficient authorization for attendance at the conference. In order to avoid incurring unnecessary expenses, do not register and/or pay until you receive final district approval.)
- Once your conference is approved, please be sure to **submit a fully completed conference registration form to the building secretary if a purchase order is to be issued.**
- If you are pre-paying for the conference and requesting reimbursement or if there is no cost, you may send your conference registration form to the specific agency upon receipt of approval from District Office. Detailed **original** receipts for approved expenses should be sent to the Business Office within 30 days of conference attendance.
- If you are prepaying registration and/or require reimbursement for travel and/or meals, please refer to the reimbursement instructions (see attached).
- Documentation of attendance must be submitted to the Business Office upon completion of conference, i.e. name tag, agenda, certificate, etc.
- **Requests for subs must be done on MLP.** Building secretaries will not be responsible for securing subs for coverage during a conference or in-house training workshop.
- Upon completion of all conferences, you must log on to My Learning Plan and mark conferences complete.

**How to Submit a Request for Approval to Attend Conferences,
In-service/Graduate Courses**

Purpose:

The purpose of this step-by-step guide is to outline the steps you should follow in order to request to attend a Conference or to request to participate in a course on MyLearningPlan.com.

Step-By-Step Guide

1. Open the Internet and go to <http://www.mylearningplan.com> .
2. Click the "Log In" Button and enter your username and password to log in.*
3. Once logged in, select the correct form to submit.
4. On the left side of your screen, click on the appropriate form name to open the form. For example, click "Conference Request" to submit a request to attend a conference. **When registering for any BOCES conferences (Nassau BOCES, Western Suffolk BOCES or Eastern Suffolk BOCES), please use the appropriate BOCES Catalog link which is listed under "Activity Catalogs." If you do not register using the correct BOCES link you will not be officially registered.**
5. The form will be displayed. Complete all of the Required Information. Required fields are outlined in red. Click the "Submit" button at the bottom of the form.
6. **If done correctly**, you will see a "Form Saved!" message and an outline of the approval process that your form will follow.
7. Congratulations! You have successfully submitted a form. Please note that after receiving approval, registration is the responsibility of the attendee. **If a purchase order is needed, please provide your building secretary with the necessary information.**
8. If after receiving approval it is necessary to cancel a conference, click on the appropriate conference listed in your "Current Activities." Select "Drop." Please be sure to notify your building secretary as well as the Curriculum Office.
9. **After completion of conferences, click on the appropriate conference listed in your "Current Activities." Select "Mark Complete." Enter actual costs, if any, and "Submit." If reimbursement has been requested, PROMPTLY SEND ORIGINAL DETAILED RECEIPTS and PROOF OF ATTENDANCE to Patricia Bulerin in the Business Office. Documentation of attendance should be submitted to the Business Office after all conferences. For in-service/graduate courses, "Mark Complete" and send transcripts/ certificates to Natalie Sopack in the Personnel Office.**

***Please Note: In order to insure that your form is routed properly, verify that the information contained in your "My User Profile" section is correct. Your building(s) and department should be accurately identified.**

REIMBURSEMENT INSTRUCTIONS

August 2020

Before you attend a conference or meeting, please enter estimates for all your expenses through MY LEARNING PLAN and have each category (registration fee, transportation, tolls, meals, lodging, etc.) approved by your administrator. Please take into consideration baggage fees and cabs (when flying to a conference) or mileage distance, rates and tolls (when traveling by car).

You will only get reimbursed for **approved** amounts through My Learning Plan.

When you return from your conference/trip/meeting, go into MY LEARNING PLAN and enter the actual totals for each category. Then **Mark it COMPLETE**. Print off a full copy and forward it, along with all your receipts and proof of attendance, to the **Business Office, Attention: Carol Portugal**.

POB CSD auditors review ALL checks before they are released, so please follow the above guidelines so reimbursements can be processed as quickly as possible.

IMPORTANT:

1. **RECEIPTS:**

Please send original **itemized** receipts (not just the total credit card charge receipt).

2. **Meals:** \$100 maximum allowed per day- including tax and tip

This is based on \$15 Breakfast, \$20 Lunch \$65 Dinner

(Tip: 18% maximum allowed based on **pre-tax** total)

3. **PROOF OF ATTENDANCE:**

No reimbursements will be made of any kind unless acceptable proof of attendance is sent to the Business Office. Forward a certificate of completion. If that is not available, send name tag, original handouts, etc.

4. **TRANSPORTATION/MILEAGE:**

The district reimburses for mileage (not gas receipts). If you will be driving to a meeting, go to Google Maps and print out directions from origin to site of event (with total mileage indicated on top). This mileage total will be reimbursed at the current rate of \$0.575 per mile. The mileage rate usually changes on January 1. Check the POB website for current rate. (You do not need to use this form).

District Offices
Business & Finance
Employee Section
Mileage Form

For tolls, attach your EZPass statement and highlight appropriate charges.

MILEAGE REIMBURSEMENTS:

(for teachers, clericals, aides, etc. who travel from school to school as part of their positions)

Mileage forms and Instructions are posted on the POB website:

District Offices

Business & Finance

Employee Section

Mileage Form

Current rate: \$.575 per mile (as of January 1, 2020)

Please fill out form in ink. Sign and print your name where indicated.

Forward **original** form to your building administrator for signature, and the **original** form should be forwarded to the Business Office.

Notes: Please do not include sick days, snow days, holidays.

Please submit monthly and do NOT combine months