

# Missed Planning Period for Meetings

Submission for Reimbursement for

## Missed Planning/Prep Time Beyond 4 Committee/Curriculum/Student Meetings

Name: \_\_\_\_\_

Employee ID #: \_\_\_\_\_

Location: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

	Date	Time/Period	Building, Grade Level, Team, or District Scheduled Meeting	District Account Number (authorized by an administrator)
1				
2				
3				
4				
5				
6				
7				
8				

**"If a teacher loses more than four (4) planning periods during the school year to attend approved or required building, grade level, department and/or district student related, curriculum and/or committee meetings, the teacher shall be compensated at \$28/hour."**

***District Professional Development/Learning as defined in the BPS-BEA Master Agreement includes:***

- *District Department, Building or Grade Level Student related meetings*
- *District Department, Building or Grade Level Committee meetings*
- *District Department, Building or Grade Level Curriculum meetings*

***Missed prep/planning time for which teachers are NOT PAID under this agreement include:***

- *Field Trips*
- *Personal Absences*
- *Planned Learning Community (PLC)*
- *Individual Student or Parent Meetings*
- *Individual Teacher Meeting with Principal or Supervisor*
- *Professional Development/Learning workshops or training*
- *Co-teaching meetings (paid out at \$35/hour)*
- *IEP meetings*

For questions, please contact Susan File, HR Specialist or Scott Warrow, BEA President.

TOTAL REIMBURSEMENT:

\_\_\_\_\_ @ \$28 = \$ \_\_\_\_\_

Principal's/Supervisor's Signature: \_\_\_\_\_