



TEAMSTERS Local #502
Commonwealth Association of School Administrators

855 N. Broad Street • Philadelphia, PA 19123

Telephone #:(215) 236-7222 FAX #:(215) 236-9230 Email casapresident502@gmail.com



PROFESSIONAL GROWTH TRUST PARTNERSHIP PROGRAM DESCRIPTION

The Agreement between the Board of Education of the School District of Philadelphia and the Commonwealth Association of School Administrators (CASA) provides for the establishment of a Professional Growth Trust funded by the School District. The funds allocated to the Trust shall not become part of the General Fund but should be accounted for in a separate fund whose fund balance will be carried forward from year to year. The following is an excerpt from the current Agreement between the Board of Education of The School District of Philadelphia and the Commonwealth Association of School Administrators:

Creation of the Trust Fund
Section 7.6

b. Effective July 1, 1998, the School District shall establish a Professional Growth Partnership. Effective September 1, 2015, the Professional Growth Partnership shall be funded annually by the School District in an amount equal to five hundred dollars (\$500) per member of the CASA bargaining unit. Effective September 1, 2018, the Professional Growth Partnership shall be funded annually by the School District in an amount equal to six hundred dollars (\$600) per member of the CASA bargaining unit. Such contributions to the Partnership shall be in four (4) equal installments.

c. The Partnership shall be used to support individual and collaborative professional development programs that are required by or consistent with the School District's Professional Educational Plan in compliance with the requirements of Act 48 and Act 45.

d. The governance of the Professional Growth Partnership shall be the responsibility of designees appointed in equal numbers by the Board and/or SRC and CASA. The designees shall set policy for programs and operating procedures which shall be subject to review and approval by the Board and/or SRC and Superintendent/CEO, consistent with the School District's Professional Education Plan and in compliance with the requirements of Act 48 and Act 45.

Trustees

Ms. Karen B. Gokay, Director of Employee and Labor Relations, and Dr. Shawn Bird, Chief of Schools, are the Trustees for the School District of Philadelphia, with a third member to be identified. Dr. Robin Cooper, President of CASA, and two (2) CASA designees will represent the Commonwealth Association of School Administrators. As fiduciary agents, the Trustees will meet on a quarterly basis to discuss any and all matters pertaining to the Partnership. These meetings are necessary to ensure that guidelines are being followed to ensure that the Partnership is administered properly.

Approved Activities

Activities selected by CASA-represented administrators should directly reflect and be consistent with the goals set forth in the District's Comprehensive Professional Education Plan.

The Trustees recognize that CASA-represented administrators desire tuition reimbursement, travel funds, and professional memberships. Therefore, travel funds are available from the Trust in a fund separate from the individual and collaborative grants. These funds can be used for attendance at national conferences and professional association meetings and would be available until the total amount allocated annually is expended.

Revisions

To ensure accountability and appropriate use of School District funds, CASA, in partnership with the School District, has revised the requirements for participation and accessing Professional Growth Partnership funds. For the 2017-2018 school year, the current process will remain the same with the exception of precluding the purchase of the same equipment that was purchased last year. For example, if a CASA member purchased a computer last year, he/she cannot secure reimbursement for a computer again this year so as to avoid any questions about duplicate purchases.

Current 2017-2018 School Year

- ✓ Computers may be purchased ONLY if you have not purchased a computer within the last three (3) years.
- ✓ Other technology equipment may be purchased provided that you did not purchase the same item last year.

***IMPORTANT: All purchases are subject to review.**

Beginning 2018-2019 and for the duration of the contract, the following guidelines will be in place:

Professional Growth Partnership reimbursement will prioritize on:

2018-2021

1. Reimbursement for participation in seminars and conferences.
2. Reimbursement for the cost of approved courses successfully completed.
3. Reimbursement for the creation of seminars including the cost of leadership fees, space rental, and food.
4. Reimbursement for the dues paid for membership in state and national associations.
5. Reimbursement for Professional Association Memberships and Meetings.
6. College Coursework (must maintain a grade of "C" or better).
7. Individual Grants.
8. Collaborative Grants.

In addition, technology purchases will be allowed; however, approval for technology purchases is on a three (3)-year rotating basis. For example, if technology is purchased and approved for 2018-2019 reimbursement, the member is not eligible to seek reimbursement for any technology until 2021-2022. Technology is limited to:

1. Computers
2. IPADS
3. Computer hardware and software
4. Smart Phones

In order to secure reimbursement from the Professional Growth Partnership, members must adhere to the following requirements:

- Mandatory Attendance at a Professional Growth Trust Meeting to hear first-hand the updated guidelines that must be followed.
- Submission of an application.
- Understanding that Professional Growth Partnership funds are to be utilized by the CASA-represented recipient only.
- Understanding that original receipts must be provided and that any credit card purchases must be done with credit cards in the recipient's name or through verifiable financing, supported by documentation, offered by the vendor.
- Understanding that reimbursement is only appropriate for activities in which the member actually participates and that proof of attendance, membership, fees, purchases, etc., is required.

In the event that there is any evidence that the member did not adhere to the above requirements, the Trustees of the Committee reserve the right to permanently exclude members from the Partnership.

In the event that fraudulent activity is uncovered, the member will be subjected to an investigation. If, after such investigation, wrongdoing is uncovered, disciplinary action, up to and including termination, and/or legal charges against the member may occur.