

MADERA UNIFIED TEACHER
PROFESSIONAL DEVELOPMENT CATALOG

2015/2016

UPDATED: 9/07/15

The following can apply to your allocated \$500.00 when attending a CONFERENCE.

Conference entry/participation fee
substitute
mileage / travel fees/meals

***Members must follow the
"Common Core Professional Development Process"
which is on following page**



Office of Categorical Programs
Marisa DiMauro, Interim Director
Lucy Osuna, Administrative Assistant
675-4500 ext. 203

Common Core Professional Development Process 2015-16

PD travel account code: **01-4035-260-1110-1000-5200-0000-6**

1. All travel request forms **MUST** be typed. Please see the attached travel form. Please forward the attached travel forms to your teachers. Any travel forms that are not typed, will be returned back to your site.
2. Prior to approving a travel request form for your teacher, please verify total conference adds up to the accounts listed on the travel form. If the total conference cost exceeds \$500, you **MUST** list an additional account code to cover the difference. *example: if total conference is \$950 you will write:*

\$500: 01-4035-260-1110-1000-5200-0000-6
\$350: 01-0000-300-1110-1000-5200-0000-6
\$100: Jane Doe donation 01-4035-260-1110-1000-5200-0000-6
3. All original typed travel forms must be submitted to our office with all the required documents in order to process the travel request in a timely matter. Travel forms do not need to be signed by CAO Office. CAO Office will only sign travel forms for Principals.
4. In order to expedite all travel requests forms, it is recommended to hand deliver the travel forms to our office. Otherwise, please make sure you mail original travel forms via interdistrict mail on the mail dates. As you all know, the mail delivery dates are only on Mondays, Wednesdays & Fridays.
5. After travel form has been reviewed and approved, I will scan and e-mail you and your Admin. Asst. the approved scan travel forms. At that time, you or your Admin. Asst. can enter in smartetools and upload the scanned documents. Original travel forms will be sent to you via interdistrict mail.
6. Please turn in travel request forms at least **4 weeks in advance** prior to the conference date. This will assist in processing a PO in a timely manner. In the event, a PO cannot be issued by the conference date. Teacher may have to pay out of pocket and be reimbursed after conference.
7. **Routing process for Pre-approval**
Step 1: Site
Step 2: Categorical Office
Step 3: Business Office
Final step: Purchasing.
7. **Routing process for reimbursement**
Step 1: Site
Step 2: Categorical Office
Step 3: Business Office
Final step: A/P Melanie Serros
8. Principal can use Cal-Card **ONLY** to hold hotel reservation.
9. After conference has taken place, teacher has **5 days** to complete the reimbursement section.
Please note: any expenses not included in the original travel reimbursement claim cannot be added after conference has taken place. *Example: per diem, mileage or parking cannot be added after the fact.*
10. If teacher is not requesting any reimbursement, Please write "**NR**" and forward original travel form to our office.

California Reading Association- Professional Development Institute

Date: October 23-24

Location: Riverside Convention Center

http://californiareads.org/display.asp?p=PDI_2015_Homepage

GOOD TEACHING CONFERENCE SOUTH

Date: February 26-28, 2016 | **Location:** Hyatt Regency Orange County, Garden Grov

<http://www.cta.org/conferences>

GOOD TEACHING CONFERENCE NORTH

Date: April 15-17, 2016 |

Location: Fairmont Hotel, San Jose

<http://www.cta.org/conferences>

2016 PK1 Conference

Date: January 15-17 2016

Location: Hyatt Regency Santa Clara Ca

<http://www.californiakindergartenassociation.org/33rd-annual-pk1-conference/>

California Mathematics Council

North Conference

Getting at the Core of the Mathematical Practices

Date: December 11 – 13, 2015

Location: Asilomar State Conference Center & Pacific Grove Middle School

Pacific Grove, Monterey Peninsula, CA

<http://cmc-math.org/conferences/>

California Mathematics Council

South Conference- Palm Springs

Date: November 6 – 7, 2015

Location: Palm Springs Convention Center and nearby hotels

<http://www.cmc-south.org/conference-info-2015.html>

CATESOL 2015

Technology Through the Ages

Date: November 12-15, 2015

Location: Anaheim Hilton

<http://catesol.org/annualconference/>

California Association for Bilingual Education

Date: March 23-26, 2016.

Location: n Francisco, California

<http://www.bilingualeducation.org/cabe2016/index.php>

CETPA- The California Educational Technology Professionals Association

2015 Annual Conference

Date: December 1-4, 2015

Location: San Diego California

http://cetpa.net/events/2015_annual_conference

2015 California Science Education Conference

Date: October 2-4, 2015

Location: Sacramento Ca

http://www.cascience.org/csta/conf_home.asp

California Council for Social Studies Conference

Date: March 4-6, 2016

Location: Hilton- Orange County, Costa Mesa

<http://www.ccss.org/conference/>

California Art Education Association

Annual State Conference

Proud Past, Bright Future

Date: November 13-15, 2015

Location: Sacramento

<http://www.caea-arteducation.org/conference>

California Association for Health, Physical Education, Recreation and Dance

2016 Conference

Date: March 10-12, 2015

Location: Hyatt Regency & Santa Clara Convention Center

<http://www.cahperd.org/>

California Association for Health, Physical Education, Recreation and Dance

Movement & Acro-Sports Movement

Date: April 30-May 1

Location: Palm Springs Convention Center

<http://www.cahperd.org/>

California All- State Music Education Conference

Date: February 11-14, 2016

Location: San Jose Fairmont and Convention Center

<http://www.calmusiced.com/index.php/cmea-conference/2015-conference>

The Community of California League of Schools

Instructional Technology- Cultivating a Culture of Creativity, Innovation, and Passion for Learning in the K-12 Classroom

Date: January 8-10, 2016

Location: Monterey, CA

<http://leagueofschools.org/events/tech.htm>

The Community of California League of Schools

Annual Conference South- Personalizing Learning in the Common Core Era

Date: October 23-25, 2015

Location: Costa Mesa, CA

<http://leagueofschools.org/events/south.htm>

CUE 2015 Fall Conference

Date; October 23-24

Location: Napa California

<http://www.cue.org/fall>

California Association of Teachers of English

Inspiring Literate Lives

Date: February 19-21 2016

Location: Orange County/ Costa Mesa

<http://www.cateweb.org/>