

Letter of Agreement
Between the
Shoreline Children's Center Association
and the Shoreline School District

November 14, 2011

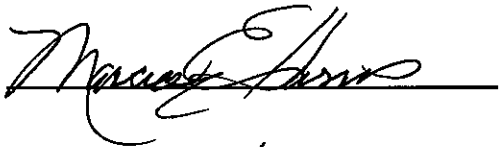
The parties mutually agree that the following procedure will be used as a pilot for the Professional Development Pool (CBA Section 24.3 and 24.3.1) for the 2011-2012 school year.

1. All employees shall be granted six (6) hours of professional development for the 2011-2012 school year. Such hours must be used in the year they are granted.
2. Employees will be paid for up to six (6) hours at their regular hourly rate for attendance at pre-approved professional development classes, workshops or other experiences. Said professional development must be educational in content and relevant to improving the staff member's ability to perform his/her job duties and responsibilities.
3. Application for pre-approval must be made to the Children's Center Administrator prior to attendance at the desired training.
4. For the 2011-2012 school year only, professional development hours may be used for Children's Center Committee work. Beginning with the 2012-2013 school year, professional development funds may no longer be used for Committee work.
5. Beginning February 1, 2012 any unused or undesignated professional development hours will be put into a Professional Development (PD) pool. At that time, all employees will have access to pool hours through the application process.
 - a. On February 1, 2012, and continuing through August 31, 2012, any employee may request usage of pooled hours. Hours will be granted to employees on a first come, first served basis.
 - b. Application for pool hours must include the name and subject matter of the course, the hours needed from the pool, and the date said hours will be used (see attached template). An application must be submitted to the Children's Center Administrator prior to attendance at the training/experience.
 - c. Employees who wish to reserve their pool hours for use after January 31 can do so by emailing a reservation request to the Children's Center Administrator stating the employee's intent to use the hours. The reservation must include the name and subject matter of the course, the hours needed to participate, and the date(s) of intended use.

6. The District shall track employee usage of Professional Development funds, and provide monthly updates to the Labor/Management Committee.
7. The parties agree to meet prior to the start of the 2012-2013 school year to address any necessary changes to this agreement.

Employees are encouraged to bring any questions to the Labor/Management Committee through their SCCA building representative or Children's Center Administrator.

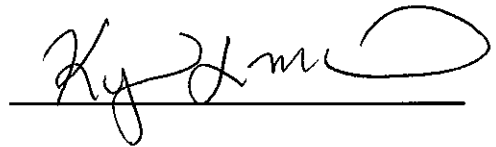
For the District



11-14-11

Date

For the Association



11/14/11

Date

Professional Development Fund Request (template)

For pre-approval of professional development funding, please supply the following information to the Center Administrator. This request may be emailed.

Date Requested:

To:

Worksite/position:

From:

RE:

I am requesting usage of Professional Development funds for attendance at the following:

Name of class, workshop, or experience

Briefly describe the training topic and relevance to your position (1-2 sentences):

Date(s) of attendance:

Number of hours requested:

Employee Signature

Date