

Professional Development Budget — FAQ

SEN pays for conferences, courses, books, and coaching connected to our work and mission. Here's how your PD benefit works.

UPDATED JANUARY 2023 · INTERNAL USE ONLY

To sign up for a PD opportunity or conference, send a short email to your direct supervisor with a brief description and links to the relevant materials and websites. You don't have to take PTO while attending PD activities, but please ensure that your participation will not interfere with your daily work.

1 How much is my PD benefit annually?

Each SENator has **\$2,250 annually** to spend on individual professional development.

2 Do unused funds roll over, or do they expire?

Unused funds **expire yearly** (to maintain even budgeting for the organization).

3 What are the dates of the annual cycle?

Funds are available starting at the start of the fiscal year, which for SEN is **July 1**, and expire on **June 30**.

4 Are there any limitations on what I can use my funds for?

We ask that you use the funds to support your development connected to your work at SEN. Funds are commonly used:

- to buy books, subscriptions, and webinars,
- to attend learning events or conferences,
- to travel to participate in excellent school visits,
- to pay for individual coaching.

5 Do I need to apply to use my funds or get approval somehow?

Please review your plan with your manager before finalizing it. This will allow your manager to support you as needed with applications, calendar management, etc., and to make connections through the rest of the leadership team for other SENators that might be looking for similar development opportunities.

6 How do I pay for things using my PD funds?

a. Materials, registration fees, travel, etc. — Use your SEN AMEX. When you complete your Expensify report, choose class **Program: Professional Development Funds**.

Waiting for you to submit this expense.

Eduardo Contreras
eduardo@school empowerment.net...

Cash Open

A Credit card receipt; Can't auto-match due to a broken bank connection which you need to fix. Mark As Cash

Merchant * Apple Inc.

Date * 2023-01-27

Total * 2,013.00 USD \$

☒ Reimbursable

Category Supplies

Attendees You

Classes Type to search...

Description Back Office, Admin

Report Fundraising

Professional Development Funds

Program: Business Development

Program: Cross-Organizational Activities

Program: District/Executive Coaching

Program: Lawrence Culture Coaching

Program: Massachusetts SQRs

Detach Receipt

Save

In Expensify, pick the class "Professional Development Funds"

b. Coaching / services that are invoiced — Submit the invoice to Liberty Consultants (amy@libertyconsultants.com) and copy the COO.

7 What if I'd like to spend more than \$2,250?

If spending more than \$2,250, you will need to use personal funds to cover the remainder. You can either pay with a personal card and submit for reimbursement for the portion covered by SEN, or request billing in two separate invoices — one to SEN and one to you personally.

8 Where can I go for ideas about how to use my funds?

- Visit the PD Usage bank
- Email the team for ideas
- Email ESK
- Talk to your manager
- Ask your network for input on LinkedIn