

# PROFESSIONAL LEARNING FUNDING PROCESS

## DIRECTIONS FOR HIRING

### CONSULTANTS/PRESENTERS

(effective September 1, 2018)

It is required that schools consult with the Archdiocese of Louisville PRIOR to hiring a consultant/presenter because several documents and a formal contract with JCPS will be required. If the contract exceeds \$4999, the contract must be approved at one of the regularly scheduled JCPS Board of Education meetings and the process can take 8 -10 weeks. All consultants/presenters are paid directly by JCPS.

### APPLICATION PROCESS:

**Step 1:** Submit **ALL** completed forms with the required documentation to the Archdiocese. They should be mailed or brought to The Pastoral Center, 3940 Poplar Level Road, Louisville, KY, 40213, ATTN: Debbie McGillicuddy or Terry Crawley unless directed otherwise by the Archdiocese of Louisville.

**Step 2:** Complete **ALL REQUIRED** Professional Learning Funding Request Forms listed below. These forms can be found on the archdiocesan website at [www.archlou.org](http://www.archlou.org).

A. **Archdiocese of Louisville Professional Learning Funding Request Form**

1. Please note that the school's Instructional Improvement Plan or the PGP(s) of the person(s) requesting the funding **MUST** accompany the request form. Failure to do so will delay the approval process.
2. The person requesting the funding must be identified by name and position s/he holds in the school.
4. The principal must complete the *Principal's Comments* section AND sign the form. Failure to do so will delay the approval process.

B. **JCPS Title II, Part A Funds Needs Assessment Form**

1. Please note: JCPS will **ONLY** accept information contained on this form. Therefore **NO** attachments to this form will be accepted.
2. The JCPS Form must be completed in its entirety with **ALL** requisite signatures. Failure to do so will delay the approval process.
3. When completing the first box on the second page of the form, the data listed **MUST** be local/school data (i.e. test data, eWalk data, anecdotal evidence, etc.) and it **MUST** relate to student achievement/progress. If it is not, the form will be returned for revision.

C. **Archdiocese of Louisville Form C: Funding Request for Consultants/Presenters**

1. All information **MUST** be included on this form and submitted with all other paperwork pertaining to this proposed event. Failure to do so will delay the approval process.
2. When securing a presenter/consultant, it is always desirable to have one all-inclusive fee.

Questions may be directed to Terry Crawley ([tcrawley@archlou.org](mailto:tcrawley@archlou.org)) or Debbie McGillicuddy ([dmcgillicuddy@archlou.org](mailto:dmcgillicuddy@archlou.org)) at 585-3291.

**08/06/18**