



New York State Master Teacher Program Guidance on Use of Program Implementation Funds

New York State Master Teacher Program (NYSMTP) implementation funds are intended to cover the costs of implementing a robust professional development (PD) program at each Master Teacher Program site. Following each campus' Business Office protocols, the funds can be used for expenses such as honorarium for campus faculty and other content or pedagogy experts who are participating in or leading professional development events, organizing cohort meetings, etc.

If a site has planned its full calendar of events and other financial commitments and has remaining program implementation funds, they may be used to financially support Master Teachers (MTs) interested in engaging in a PD activity *not* created or sponsored by the Site Coordinators or host campus under the following circumstances:

- The PD event design, purpose and/or focus are aligned with one or more of the three NYS MTP knowledge domains: knowledge of content, of pedagogy or of students' families and communities.
- A group of Master Teachers are participating together (this group is strongly encouraged to enhance their participation by facilitating a related PLT or mini-course, presenting at the event, etc.).
- Expenses are billed to the campus's Master Teacher Program, not to any individual Master Teacher. This means that to facilitate Master Teachers' attendance, for example, one invoice would have to cover the cost for all MTs for each type of expense such as conference registration fees, bus or van rented for transport, lodging, etc. ***Program implementation funds cannot be used to directly reimburse Master Teachers for travel and related expenses on an individual basis.***

Site Coordinators are asked to work with their respective campus Business Offices to ensure that they are following protocol. An approval by the NYS Master Teacher Program Director for this use of funds does not supersede the protocols in place at each campus for this use of program funds.

The process for requesting funds to participate in PD events outside of those sponsored by the host campus is outlined in the document *Guidelines for External PD Support*. Master Teachers are required to submit an *Application for External PD Support* to their Site Coordinators. The Site Coordinators will review the applications and inform the Master Teachers of the decision.

If the Master Teacher receives this additional funding, s/he must complete the *External PD Reflection Form* and submit it to his/her Site Coordinator within two weeks of participating in PD event. This form is designed to encourage consideration of how this PD activity has helped them meet their goals for professional growth within the NYS Master Teacher Program.

Supporting Documents:

1. *MTP Site Guidelines for External PD Support*
2. *MT Application for External PD Support*
3. *MTP Site Example Rubric for Evaluating Application for External PD Support*
4. *MT External PD Reflection Form*