

Helena Public Montessori Parents (HPMP)

Montessori Teacher Scholarship Policy

5/20/2010 final version

2/17/2010 revision

1/4/2010 revised further during HPMP regular meeting

12/2/09 revision

5/13/09 original draft

Goal: Adopt a policy for awarding scholarships for training and certification that is sustainable for HPMP and equitable for teachers in the Helena School District. The policy should also set clear expectations for teachers, Principals, and HPMP which will aid in planning for professional development and annual budgets.

General:

- HPMP's scholarship and training priorities in descending order are:
 1. Train existing Montessori teachers for certification.
 2. Provide existing Montessori teachers Montessori related continuing education opportunities
 3. Offer Montessori training to interested teachers/parents.
- All training is dependent upon available funding
- HPMP will only pay for a particular training once
- If more than one teacher is taking a particular training, HPMP encourages the teachers to take the training together
- Exceptions to this policy will be considered by the HPMP Board on a case-by-case basis

Contract:

- Create a contract between HPMP and individual teachers accepting HPMP training funds.
- All HPMP-funded training must be completed within the specified number of years after training plan approval, three years for Elementary I (grades 1-3) teachers and five years for Elementary II (grades 4-5) teachers.

Tuition and Fees (includes registration fees, materials and certification fees):

- The HPMP Board has discretion to review scholarship requests on a case-by-case basis.
- The HPMP Board will give priority to scholarship requests that are accompanied by a training plan (see below)
- HPMP will provide up to \$6000 for Elementary I training and up to \$4000 for Elementary II training. [These amounts are to be re-examined and adjusted periodically as the HPMP Board deems necessary.]
- HPMP prefers that Montessori training be completed at a Montessori training facility
- HPMP prefers that any on-line training be supplemented with mentoring by a former or current Montessori teacher (via District's established Mentoring Program)
- HPMP will pay the tuition directly to the training institution

Additional Training-related Expenses (transportation, food, lodging)

- Based on available funds, HPMP will consider providing funds towards training-related expenses *after* identified/approved training and tuition needs have been met
- HPMP will pay up to \$300/week for each week of training (The HPMP Board can adjust this amount over time to reflect increased costs)
- The HPMP Board will make decisions regarding expenses on a case-by-case basis
- Approved expenses will be paid to the trainee prior to training.

Training Proposal

- Montessori teachers desiring training have a duty to ensure that any training requested meets certification requirements. [For example, "I, _____, certify that _____ training fits with my Montessori training goals and is necessary to complete my Montessori certification program.]
- Elementary II/Intermediate Montessori teachers must ensure that their Elementary I/Lower Elementary Montessori training will meet any prerequisites for the Elementary II/Intermediate training.

- The Training Proposal should include a plan for acquiring the training necessary for the teaching position (A Training at B Facility on C dates lead to A Training at B Facility on C dates which lead to X certification)
- A detailed budget of Tuition costs (registration fees, materials, and certification fees) should be included along with additional training-related expenses if requested for scholarship consideration.

Continuing Education

- HPMP encourages teachers to take the opportunity to observe other Montessori classrooms (local, regional). Contingent upon available funds, HPMP will consider requests to provide funds toward these observation-related expenses.
- HPMP recognizes the value for teachers to occasionally participate in workshops and conferences related to Montessori education. Contingent upon available funds, HPMP will consider requests to provide funds toward these continuing education-related expenses.
- HPMP recognizes the value for teachers in having a consultant come to Helena, observe classrooms, and provide feedback. Contingent upon available funds, HPMP will consider requests to provide funds for Montessori consultants.

The Board will re-examine and adjust our scholarship policy in the future should the Helena School District offer a lending program to Montessori teachers for their training expenses.

Participants involved in drafting this policy:

Original Draft May 2009:

Co-Presidents Amy Lambrecht and Joe DeFilippis, Treasurer Dayna Baumeister, Secretary Diana Hammer, Smith Principal Pam Wright, In-coming Secretary Marika Adamek , In-Coming Co-President Joshua Schultz, Past Co-Presidents Denise Barber, Anne Hedges, Cherche Prezeau; and Mark Lambrecht.

December 2009 revision:

Past Co-Presidents Tracie Kenyon, Liz Stine, Joanna Thamke, Anne Hedges and Cherche Prezeau; Treasurer Roger Hoogerheide, Secretary Marika Adamek, and Co-President Diana Hammer

January 4, 2010 revision:

Past Co-Presidents Tracie Kenyon, and Liz Stine; Smith Principal Pam Wright, Central Principal Merry Fahrman; HPMP members Pam Bucy, Susan Anderson, Lisa Jackson, Elvira Ries-Roncalli, and Tacey Sartorios; and current HPMP Board members Treasurer Roger Hoogerheide, Secretary Marika Adamek, and Co-President Diana Hammer

February 17, 2010 revision:

Comments from Lisa Jackson (via email.)
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May 20, 2010 final version:

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