

# What you should know about HOT

## HOT: Higher Opportunities for Teachers Committee

The Higher Opportunities for Teachers Committee functions as a support system for Oak Grove Elementary faculty and staff members who would like to engage in professional development experiences that go beyond those offered through DeKalb County and Oak Grove Elementary School. The HOT Committee reviews professional proposals initiated by these persons and utilizes Oak Grove Elementary Foundation funds to support experiences that both align with the mission of Oak Grove Elementary School and positively impact student achievement through professional development.

## How to Submit a Professional Proposal

The professional proposal form and a sample completed proposal form can be found on the Oak Grove Foundation section of the Oak Grove website. Any additional materials (brochures, course schedules, books, etc.) should be emailed to Kristen Logan at [kristenvlogan@yahoo.com](mailto:kristenvlogan@yahoo.com) for presentation to the committee.

## Acceptance of a Proposal

You will be notified by the committee if your proposal has been accepted. This acceptance is contingent upon the recipient's agreement to summarize his or her experience in the Oak Tree upon completion.

## Frequently Asked Questions

1. When will HOT review my proposal?

HOT meets monthly and will review the month's proposals at that time. Proposals must be submitted to the Foundation **at least one week prior to our monthly foundation meeting.** Letters of acceptance or denial will be sent out shortly after each meeting.

2. Can I apply retroactively for a proposal?

You may apply for a proposal that has already occurred. This does **not** ensure that your proposal will be accepted.

3. Are all HOT proposals accepted? If not, why?

Not all HOT proposals are accepted. This does not always reflect on the validity of the proposal. HOT considers the need for professional development, the impact of the proposal on Oak Grove Elementary students, and the number of staff members with that pre-existing knowledge. Should your proposal be denied, the reasons for denial will be listed. You may also be asked to attend a HOT meeting to provide further explanation of your proposal.

4. What if my proposal is denied?

You may appeal the decision with additional information.

5. Can I apply for funding for a substitute?

No. You must seek substitute funding from Principal Mindee Adamson.

6. Does HOT approve travel expenses?

As applicable the Foundation will pay for registration fees, materials required for a conference, and a gas per diem (to match the listed federal gas reimbursement rate) to and from the conference within a 50-mile radius from the OGE school or the attendee's home (whichever is closest). The Foundation will not cover meals, lodging or airfare.

7. Does HOT only approve workshops, seminars, and conferences?

NO! HOT is very interested in supporting creative and alternative means for engaging in professional development. Thoughtful consideration should be given to what experiences might best support your development. **HOT does not approve proposals to purchase materials in isolation.**

8. How may I increase the chances of my HOT proposal being approved?

The more information you provide to the committee, the more knowledgeable it will be in making its decision. Any additional materials may be given to Kristen Logan. HOT also considers the alignment of the proposal to Oak Grove Elementary's CSIP.

9. May I apply as a group for a proposal?

No. HOT is interested in understanding each applicant's specific reasons for engaging in professional development. This cannot be acquired through a group proposal. If you are applying for the same professional development as another teacher, please feel free to collaborate on your application.

10. Who makes decisions regarding HOT proposals?

The current chair of HOT, along with members of the HOT committee. Committee members include Oak Grove Foundation members and a member of the Oak Grove faculty. Each member has a deciding vote. Majority rules.

### **Our Thanks**

Thank you in advance for considering your own professional development. While the HOT committee cannot fund every experience, it applauds the active role you are taking in developing your profession and increasing the achievement of Oak Grove students. Please continue to seek out these experiences, whether funded through HOT or alternative means.