

WPS PROFESSIONAL DEVELOPMENT APPLICATION 2015-2016

All requests must be completed in full for consideration - Incomplete applications will NOT be processed.

Name of Applicant: _____ Unit A: _____ Unit B: _____ Date: _____

School: _____ Grade Level: _____ Content Area: _____ Other: _____

Contact Information: Phone Number: _____ School Email: _____

WORKSHOP/CONFERENCE INFORMATION

Title: _____

Address: _____

Start Date: _____ End Date: _____

Substitute Required: Yes: _____ No: _____ Number of Days: _____

Provide a brief description of the training including expected outcomes for students.

PD REIMBURSEMENT REQUESTS

Indicate the amount requested in each category.	<u>PD Funds Requested</u>
Registration Costs	_____
Mileage/Tolls	_____
Lodging (Must be beyond 100 mile radius)	_____
Supplies/Materials	_____
Substitute Cost (Appx. \$80.00/day)	_____
Other (please indicate) _____	_____
Total Amount of PD Funds Requested:	_____

To Be Completed By Administrator Only
Grant Funded: Yes ___ No ___

Amount Funded:	Grant Name:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please read and initial that you understand the following statements:

- ✓ **I understand that extra documentation may be required if amount requested is over \$1,000.00.**
- ✓ **I understand that any and all proposals must be submitted to the WPS Professional Development Committee in accordance with the Unit A & Unit B PD Application Schedule prior to participating in professional development.**
- ✓ **I understand this approval is contingent upon my willingness to provide future staff development for Westfield Public School District.**
- ✓ **I understand that I must not register or pre-pay any costs prior to approval.** Initial _____

Signature of Applicant

Date

Signature of Principal (Required)

Date

Comment: _____

For PD Committee Use Only: ___Approved ___Not Approved ___Incomplete ___Recorded
Funding Source: District: _____ Individual _____ Revised 7-30-15

WPS PROFESSIONAL DEVELOPMENT APPLICATION

District Strategic Objective: Staff Development

Develop a focused, coordinated staff development program to cultivate the professional skills of all staff.

WPS PD Goals:

- To provide high quality professional development that focuses on increasing teachers’ expertise in teaching to high standards.
- To improve teacher effectiveness with high quality professional development training that will result in increased student achievement and narrowing student achievement gaps.

Unit A & Unit B Professional Development PD Application & Committee Meeting Schedule 2015-2016 School Year

Unit B Meeting Time: 2:30 PM – 3:00 PM @ Westwood Conference Room

Unit A Meeting Time: 3:15 PM – 4:30 PM @ Westwood Conference Room

All PD applications MUST BE submitted in advance for approval.

Deadline for Submitting Applications 2 Working Days Prior to Meetings	PD Committee Meeting Dates
Monday August 24, 2015	Wednesday August 26, 2015
Monday September 21, 2015	Wednesday September 23, 2015
Monday October 19, 2015	Wednesday, October 21, 2015
Monday November 16, 2015	Wednesday November 18, 2015
Monday December 14, 2015	Wednesday December 16, 2015
Friday January 15, 2016	Wednesday January 20, 2016
Monday February 22, 2016	Wednesday February 24, 2016
Monday March 14, 2016	Wednesday March 16, 2016
Monday April 25, 2016	Wednesday April 27, 2016
Monday *May 16, 2016	Wednesday May 18, 2016
*All Year End PD Application Requests Must Be Submitted by May 16, 2016 to Encumber Funds and Meet the Business Office Year-End Procedures	
June 13, 2016 (Summer Applications Reviewed)	June 15, 2016 (Summer Applications Pending July 1, 2016 Budget Approval)

Please contact Laura Surprise in the Office for Assessment & Accountability at 642-9320 or l.surprise@schoolsofwestfield.org for all questions regarding Unit A & Unit B Professional Development