



**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