

WPS PROFESSIONAL DEVELOPMENT APPLICATION 2018-2019

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: Guidance _____ 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. **PD Funds Requested**

Registration Costs _____

Mileage/Tolls _____

Lodging (Must be beyond 100 mile radius) _____

Supplies/Materials _____

Substitute Cost (Appx. \$80.00/day) _____

Other (please indicate) _____ Stipends _____

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 (Required)

Date

Signature of Principal (Required)

Date

Comment: _____

For PD Committee Use Only: _____ Approved _____ Not Approved _____ Incomplete _____ Recorded
Funding Source: District: _____ Individual _____ Revised 7-16-18

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 2018-2019 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 27, 2018	Wednesday August 29, 2018
Monday September 17, 2018	Wednesday September 19, 2018
Monday October 22, 2018	Wednesday, October 24, 2018
Monday November 26, 2018	Wednesday November 28, 2018
Monday December 17, 2018	Wednesday December 19, 2018
Friday January 14, 2019	Wednesday January 16, 2019
Monday February 11, 2019	Wednesday February 13, 2019
Monday March 11, 2019	Wednesday March 13, 2019
Monday April 8, 2019	Wednesday April 10, 2019
Monday *May 13, 2019	Wednesday May 15, 2019
*All Year End PD Application Requests Must Be Submitted by May 15, 2019 to Funds and Meet the Business Office Year-End Procedures	
June 10, 2019 (Summer Applications Reviewed)	June 12, 2019 (Summer Applications Pending July 1, 2019 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**