



**Unit A & Unit B Professional Development
PD Application & Committee Meeting Schedule
2019-2020 School Year**

**Unit B Meeting Time: 2:30 PM – 3:00 PM @ Westwood Conference Room
Unit A Meeting Time: 3:00 PM – 4:00 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
Friday August 30, 2019	Wednesday September 4, 2019 (Unit A Only)
Monday September 16, 2019	Wednesday September 18, 2019 (Unit B Starts)
Friday October 11, 2019	Wednesday, October 16, 2019
Monday November 18, 2019	Wednesday November 20, 2019
Monday December 16, 2019	Wednesday December 18, 2019
Monday January 13, 2020	Wednesday January 15, 2020
Monday February 10, 2020	Wednesday February 12, 2020
Monday March 16, 2020	Wednesday March 18, 2020
Monday April 13, 2020	Wednesday April 15, 2020
Monday *May 18, 2020	Wednesday May 20, 2020
*All Year End PD Application Requests Must Be Submitted by May 15, 2020 to Encumber Funds and Meet the Business Office Year-End Procedures	
June 8, 2020 (Summer Applications Reviewed)	June 10, 2020 (Summer Applications Pending July 1, 2020 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