



Staff Development Procedures

Howard Lake-Waverly-Winsted ISD

#2687

Teachers will be eligible to attend a workshop on a three year rotation that will coincide with the teacher's formal observation cycle.

Request Process

1. The request needs to be submitted to the site leadership committee on the Staff Development Request Form prior to the scheduled monthly meetings for approval.
2. After attending the workshop staff will be expected to share how they will implement what they learned with fellow staff during one of the following: PLC meeting, staff meeting, or appropriate grade level/department meeting.
3. The district has budgeted \$10,000 per year for workshops. Requests will be subject to availability of funds.
4. *Additional requests may be considered by teachers not in their formal review year if:*
 - Teachers on curriculum review cycle may give a request to the curriculum coordinator to attend a workshop if it is relevant to the curriculum being reviewed.
 - Special or unique requests may be brought to the leadership committee by the site principal.

ISD #2687

Staff Development Request Form

Staff Member _____ Date _____

Conference/Workshop _____ Date(s) _____

Lodging (based upon need) _____

Location _____

Registration Fee _____ Substitute cost _____

Meal(s) \$ _____ District mileage rate _____ X miles _____ = \$ _____

Breakfast \$7.00 Lunch \$11.00 Dinner \$23.00

Total Cost _____

How does this conference/workshop benefit your teaching/working with HLWW students, parents, or staff?

In what setting will you present what you learned?

PLC meeting ___ Staff meeting ___ Department/Grade level ___ Other _____

Employee Signature _____

Approved _____ Denied _____

Reason for Request Denial _____

Principal Signature _____ Date _____