## Waubun – Ogema – White Earth Community Schools Independent School District #435 Waubun, MN 56589

# Staff Development Request

Person Requesting Leave	
Date(s) of Activity	( ) Half Day ( ) Full Day
Partial Day: Time Starting/Leaving:	Time Ending/Returning:
Name and/or Explanation of Activity	
Staff Development To be filled out by SD Committee  ( ) District Wide	**Office Use Only**
( ) Elementary	Sub Information:
( ) High School	Sub Required ( ) Yes ( ) No
( ) Exemplary	Name:
( ) Other:	Initial: Date:
Staff Development Signatures	
Staff Development Chairperson	Approved
Principal .	( ) Yes
Superintendent	( ) No

### Staff Development Procedures - Ogema Site

#### 1. Pre Meeting

- fill out papers in this packet, bring it and any other registration information to the staff development meeting.

## 2. Meeting - 1st and 3rd Wednesdays of the month@7:45 in the Media Center

- committee will review requests making sure that requests fall under the staff development plan and that the staff member is eligible to go.
- chairperson signs the paperwork
- principal signs the paperwork

#### 3. Post Meeting

- staff member make copies of paperwork with signatures, put the copies in the staff development binder and mail paperwork to superintendent's office
- submit an online leave request through the Time Clock link is located on the Waubun school web page on left hand side (if no sub is needed and/or school is not in session, this still needs to be done with no sub needed - staff development entered into the note section)
- check out a school vehicle (if needed) by contacting Kelly Kent in the District Office
- check with Michelle Heisler if you need a hotel reservation she can reserve for you with the school's credit card if you give her advanced notice

#### 4. After Workshop

- Turn in Expense Report or Claim Form if reimbursement is needed. (This is under "forms" on the home page)
- place <u>Reflection Form</u>, and a copy of <u>Expense Report & Claim</u>
   Form in the Staff Development Binder BEHIND your request and make a checkmark by your name on the page in the front of the binder.

## Staff Development Site Request - 2015-2016 Waubun-Ogema-White Earth Community Schools Independent School District #435 Waubun, MN 56589

Date(s)  Full Day? Parfial Day? Iteaving  Location  Title of Activity/Workshop  Purpose of Activity/Workshop  Which ISD#435 School Board Staff Development Goal does this Activity/Workshop  *Implement a consistent discipline plan through PBIS (Positive Behavioral Interventions & Supports)  *Improve school climate/safety to meet anti-bullying state statutes (check one or multiple if applicable)  *Expean technology, access, and training  *Other? Explain  Expenses  Registration Fec  S Have I already registered? Yes? No? (circle one)  Cost of Meals (see breakdown to the right)  Is a school vehicle available? Yes? No? (circle one)  Approximate cost of mileage if using personal vehicle  S (parking? purchase of available literature, books, etc? something else?)  Approximate total  Cost  Cost of Mear?  S (parking? purchase of available literature, books, etc? something else?)	Name				<del></del>	
Full Day?   Partial Day?   Leaving   Returning   Returning		<del></del>				
Partial Day?   Leaving   Returning		Time Starting	7	Time Fedina		
Title of Activity/Workshop  Purpose of Activity/Workshop What do I hope to gain from this?  Which ISD#435 School Board Staff Development Goal does this Activity/Workshop fulfill?  (Check one or multiple if applicable)  *Expand learning opportunities for students  *Increase parent and community involvement *Improve school climate/safety to meet anti-bullying state statutes (check one or multiple if applicable)  *Expanses  Registration Fee  \$ Have I already registered? Yes? No? (circle one)  Cost of Substitute  \$ \$100 full day \$60 half day  Have I reserved the room? Yes? No? (circle one)  Cost of Meals (see breakdown to the right)  Is a school vehicle available? Yes? No? (circle one)  Approximate cost of mileage if sunday an available school vehicle? Yes? No? (circle one)  Am I using an available school vehicle is unavailable (\$0.56/mile) if school vehicle is available (\$0.56/mile)  Other?  \$ (parking? purchase of available literature; books, etc? something else? if since  Cost of Development  District  Elementary  High School  Other  Staff Development Chairperson  Principal  Superinfendest	Partial Day?	Leaving		Returning	/ i	
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Approved? Yes? No? (circle one)		Superintendent				
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# Staff Development Reflection Form

Waubun-Ogema-White Earth Schools

Please complete and return form to, M Pariso (Waubun) or S.D. Binder (Ogema), after you attend the workshop.

Little of Acti	vity/Workshop -
	vity/Workshop
Was the ever	nt worthwhile? Explain.
What knowle	edge did you gain that you can implement in your classroom or current
assignment?	be a series of the series of t
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How do you t	olan to share this information with other staff members?
	observe this information with other staff members?
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