

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
Month/Day/Year

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
- () Elementary
- () High School
- () Exemplary
- () Other: _____

****Office Use Only****

Sub Information:

Sub Required () Yes () No

Name: _____

Initial: _____ Date: _____

Staff Development Signatures

Staff Development Chairperson

Principal

Superintendent

<p>Approved</p> <p>() Yes</p> <p>() No</p>

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 Reflection Form, and a copy of Expense Report & Claim 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**

Name				
Date(s)				
Full Day? Partial Day?	Time Starting/ Leaving		Time Ending/ Returning	
Location				
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		
		*Implement a consistent discipline plan through PBIS (Positive Behavioral Interventions & Supports)		
		*Increase parent and community involvement		
		*Improve school climate/safety to meet anti-bullying state statutes		
		*Improve learning opportunities for staff		
		*Expand technology, access, and training		
		*Other? Explain		
Expenses				
Registration Fee	\$	Have I already registered? Yes? No? (circle one)		
Cost of Substitute	\$	\$100 full day \$60 half day		
Hotel Cost	\$	Have I reserved the room? Yes? No? (circle one)		
Cost of Meals (see breakdown to the right)	\$	Breakfast: \$6.00 Metro \$11.00 Lunch \$9.00 Metro \$14.00 Dinner \$15.00 Metro \$20.00		
Is a school vehicle available? Yes? No? (circle one) Am I using an available school vehicle? Yes? No? (circle one)				
Approximate cost of mileage if using personal vehicle	\$	if school vehicle is unavailable (\$0.56/mile) if school vehicle is available (\$0.448/mile)		
Other?	\$	(parking? purchase of available literature, books, etc? something else?)		
Approximate total Cost	\$			
Staff Development	District	Elementary	High School	Other
		Signature		Date
	Staff Development Chairperson			
	Principal			
	Superintendent			
Approved? Yes? No? (circle one)				

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.*

Title of Activity/Workshop - _____

Date(s) of Workshop - _____

Was the event worthwhile? Explain.

What knowledge did you gain that you can implement in your classroom or current assignment?

How do you plan to share this information with other staff members?

Signature _____ **Submission Date:** _____