



Staff Development Workshop Request Form

Name _____ Grade / Area Employed _____

Workshop Title and location _____

Workshop Date(s) _____ Reg. Deadline _____ Date Submitted _____

(at least 3 weeks before workshop deadline)

Estimated Expenses: (Note all expenses that apply. See guidelines on the back)

1. **Registration** \$ _____
 2. **Substitute Cost** @ \$125 day \$ _____
 3. **Mileage** If the district requires you to drive your own vehicle- the mileage is 0.50 cents/mile)) \$ _____
Teachers must take a district car if it is available *please include a mapquest that indicates mileage*
 4. **Meals? Submit receipts to Teresa Hoverson AFTER your event.**
(\$8.00 Breakfast, (if you're not required for an over-night, this nor dinner will apply) \$12.00 max, Lunch, \$20.00 Dinner. **Submit ALL receipts after your event.**
Incidental Allowance? (\$5.00 one day, \$20.00 overnight)
 5. **Air Travel?** (Please estimate – D.O. will book flight) \$ _____
 6. **Hotel?** (Please estimate – D.O. will book hotel) \$ _____
- ESTIMATED TOTAL REQUEST** \$ _____

How do you anticipate this event aiding us as a building in meeting our staff or student goals?

Upon your return please complete the following question (a copy of this form will be returned to you). Use the back of this sheet to find the goals for staff and students:

What did you specifically learn that will help us meet the needs of our student/ staff development goals?

Complete and return this to the Staff Development member before taking any other action. (Teresa Hoverson).

Action Taken:

- _____ Granted
_____ Modified and granted
_____ Denied

Comments

Signature of Staff Development Coordinator _____

Signature of Staff Development Member _____

If this request is granted, it will be signed and sent to district Office. You will be notified by pdf with a confirmation. You will also need to call for your substitute and notify Lana Knoke of your absence.

2013-14 Guidelines for Workshop/Conference Approval

1. All workshop/conference requests should fulfill one or more district/building/student goal(s).
2. Approval will be on a first come, first served basis. All requests must be turned in for approval by **May 15**.
3. Generally, no more than two teachers from a team can go to the same workshop.
4. Generally, no more than **\$400 total** can be granted to one person for workshops/conferences for a year. Any cost over \$400 may need to be paid by the person attending.
5. *Expenses for mileage, meals, and incidental costs will no longer be reimbursed. Instead, teachers can claim an allowance for these costs if they will be incurred. See the figures above for specific allowances. For mileage, use <http://www.mapquest.com> for an accurate mileage total. These allowances must be claimed in advance with the Professional Travel Form.*
6. Requests must be completed and given to the staff development committee at least **3 weeks** in advance of the registration deadline. There are no guarantees for late requests.
7. **Two questions you must be prepared to answer after departure are (please be specific):**
 - How will you grow professionally from your attendance at this workshop/conference?
 - How will your attendance at this workshop/conference impact student achievement?
8. Upon your return, share your experience by completing the form
9. **Workshop/Conference Process**
 - Complete the “Staff Development Workshop Request Forms” and attach a copy of the conference information. Give this to a committee member.
 - If the request is granted, it will be signed and submitted to D.O. Be sure to request your allowances for mileage, meals and incidental costs if you will incur them. The district will pre-pay all allowances through a check to you.
 - *Call for your substitute and notify Lana Knoke of your absence.*
 - All registrations, flights, and hotel reservations are done centrally at the D.O.

Staff and student goals (updated 2013-fall)

80% of NPMS students will meet or exceed the state standards on the 2014 MCA's in reading.
70% of NPMS students will meet their NWEA targets as measured on the Fall 2013 reading test to the 2014 Spring reading test.