

2016-2017 STAFF DEVELOPMENT “Form B – page 1”

revised 12/6/16

Complete, sign, attach receipts and submit a HARD COPY to SD Chairperson.

GENERAL INFORMATION:

1. Employee name: _____
2. Title of workshop: _____
3. Location: _____
4. Date(s): _____

REGISTRATION (attach receipts):

1. Was the school CC used to pay for the registration? _____

TOTAL REIMBURSEMENT REQUEST: _____

TOTAL SD COST: _____

MEAL REIMBURSEMENT: Breakfast (\$10), Lunch (\$10), Dinner (\$18)

1. Attach receipts for reimbursement

TOTAL REIMBURSEMENT REQUEST: _____

TOTAL SD COST: _____

MILEAGE: \$.36/mile (personal vehicle rate), \$.54/mile (school vehicle rate)

1. What was the distance traveled (include the round trip total)? _____
2. Did you use the school vehicle? _____
3. Was the school vehicle unavailable? _____
4. Attach receipts if you used the school CC to purchase gas.

TOTAL MILEAGE REIMBURSEMENT REQUEST: _____

TOTAL SD COST: _____

LODGING:

1. What rate did you pay per night? _____
2. Was the school CC used to pay for the lodging? _____

TOTAL LODGING REIMBURSEMENT REQUEST: _____

TOTAL SD COST: _____

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SUBSTITUTE PAY (Salary): \$100/day (district cost is \$115.15)

1. How many days did your sub teach? _____
2. Who was your sub? _____

TOTAL SD COST: _____

CERTIFIED STAFF STIPEND (Mandatory work occurring outside of the contract day):

1. Was the workshop a full day session? _____
2. If not a full session, state the hours worked. _____

TOTAL STIPEND REIMBURSEMENT REQUEST: _____
(\$175/full day or \$25/hour)

SUPPORT STAFF STIPEND (Based on individual pay rates, normal rate of pay)

1. State the hours worked (include travel time in the estimate) _____
2. What is your hourly rate of pay? _____

TOTAL STIPEND REIMBURSEMENT REQUEST: _____

GRAND REIMBURSEMENT TOTAL: _____

GRAND SD TOTAL: _____

Employee Signature: _____ **(date)** _____

SD Chair Signature: _____ **(date)** _____

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Which “District Plan Outcomes” were met? (check all that apply)

- _____ 1. Improve student achievement of state and local education standards in all areas of the curriculum, including areas of regular academic and applied and experiential learning, by using research-based best practices methods.
- _____ 2. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, English learners, and gifted children, within the regular classroom, applied and experiential learning settings, and other settings.
- _____ 3. Provide an inclusive curriculum for a racially, ethnically, linguistically, and culturally diverse student population that is consistent with the state education diversity rule and the district's education diversity plan.
- _____ 4. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district.
- _____ 5. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution.
- _____ 6. Effectively deliver digital and blended learning and curriculum and engage students with technology.
- _____ 7. Provide teachers and other members of site-based management teams with appropriate management & financial management skills.

Which Fosston School “Target Areas” were met? (check all that apply)

- _____ 1. The Minnesota Academic Standards through data-based decision making to reduce the achievement gaps. (WBWF)
- _____ 2. Positive Discipline/Classroom Management
- _____ 3. Technology training for staff to improve the tools to build a knowledge base, experiment, and reinforce skills that will enhance student achievement
- _____ 4. Response to Intervention (RTI)
- _____ 5. School readiness, (WBWF)
- _____ 6. Grade level literacy, (WBWF)
- _____ 7. College and Career readiness, (WBWF)
- _____ 8. Graduation Rates, (WBWF)

Give an overall evaluation of your experience and explain how you will implement the knowledge gained from this workshop into your curriculum and/or professional growth goals.
