

**2016-2017 STAFF DEVELOPMENT FUND REQUEST (Form A – p.1)**

Complete & then email (to your building principal) an electronic copy (PDF) of Form A.

**GENERAL INFORMATION:**

1. Employee name: \_\_\_\_\_
2. Title of workshop: \_\_\_\_\_
3. Location: \_\_\_\_\_
4. Date(s): \_\_\_\_\_
5. Registration Cost: \_\_\_\_\_

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

1. How many breakfasts will you be requesting? \_\_\_\_\_
2. How many lunches will you be requesting? \_\_\_\_\_
3. How many dinners will you be requesting? \_\_\_\_\_
4. Estimated TOTAL COST: \_\_\_\_\_

**MILEAGE:** Based on current IRS rate (\$.535). *Personal vehicle rate is two-thirds of the current IRS rate (\$.36).*

1. Distance to be traveled (calculate round trip): \_\_\_\_\_
2. Will you be requesting use of the school vehicle? \_\_\_\_\_
3. Estimated TOTAL COST: \_\_\_\_\_

**LODGING:**

1. How many nights will you be requesting? \_\_\_\_\_
2. What is the estimated rate/night (including taxes & fees)? \_\_\_\_\_
3. Estimated TOTAL COST: \_\_\_\_\_

**SUBSTITUTE (Salary) COSTS:** \$100/day (District cost is \$115.15/day)

1. How many days will need a sub for? \_\_\_\_\_
2. Estimated TOTAL COST: \_\_\_\_\_

**CERTIFIED STAFF STIPEND** (Mandatory work occurring outside of the contract day):  
\$175/full day, \$25/hour

1. Was the workshop a full day session? \_\_\_\_\_
2. If not a full session, state the hours worked. \_\_\_\_\_
3. Estimated TOTAL COST: \_\_\_\_\_

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

1. State the hours worked (include travel time in the estimate) \_\_\_\_\_
2. Estimated TOTAL COST: \_\_\_\_\_

**GRAND TOTAL (estimated costs):** \_\_\_\_\_

**2016-2017 STAFF DEVELOPMENT FUND REQUEST (Form A – p. 2)**

**Which “District Plan Outcomes” are expected to be 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” are expected to be 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)

**Does this request pertain to your current IGDP?** *Explain*

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**How does this request relate to your teaching discipline?** *Explain*

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