

Dear School Board Members,

The Professional Development Committee met earlier this month to review our handbook for the 2025-2026 school year. We had a couple changes that are explained below. I am representing the committee as the chair and am proposing the 2025-2026 Professional Development Handbook for approval at the September board meeting.

Thank you,  
Laura Sammon

## 2025-2026 PD Handbook Changes

### Front Cover

- Changed school year date to reflect current year.

### P. 4 Professional Development Committee

- Changed school year date to reflect current year.

### P.19 READ Act Training

- As staff in the district are completing the MN READ Act training, the Union and the district wrote an MOU to receive a stipend for the completion of the training from the state. Together, a statement regarding the training and payment for additional staff in the upcoming year has been added to the PD handbook. This understanding will be reviewed each year as we move forward.

### P. 21 Professional Development Form

- Changed administrator names to reflect current staff.

### P.22 Professional Development Completion Form

- Changed administrator name to reflect current staff.

### P.30 Request for Leave Form

- Changed system used to request time off from Time Clocks Plus to SMART eR to reflect current system.