

Dear School Board Members,

The Professional Development Committee met earlier this month to review our handbook for the 2022-2023 school year. We had a few changes that are explained below. I am representing the committee as the chair and am proposing the 2022-2023 Professional Development Handbook for approval at the September board meeting.

Thank you,
Laura Sammon

2022-2023 PD Handbook Changes

Front Cover

- Changed school year date to reflect current year.

P. 8 School Board Strategic Plan

- An updated document will be attached once completed by the School Board.

P. 14 Curriculum Writing

- Added the phrase “or teaching a new course” at the end of the first paragraph. This allows for a better understanding of how it could apply to secondary teachers who are not changing grades but teaching new courses and developing the curriculum for that course.

P. 19 Professional Development Stipends

- We removed the line that says CSI team members receive a stipend of \$27/hour as we no longer have a CSI team.

Appendices

- Updated the Professional Development Request Form which adjusted the page numbers for the remainder of the pages in the appendices.
- Removed the old pink time off request form and replaced it with directions to request time off through the electronic TimesClock Plus system.