

Dear School Board Members,

The Professional Development Committee met earlier this month to review our handbook for the 2023-2024 school year. We had a couple changes that are explained below. I am representing the committee as the chair and am proposing the 2023-2024 Professional Development Handbook for approval at the September board meeting.

Thank you,
Laura Sammon

2023-2024 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

- In the first paragraph, it read *"Each approved project will receive a maximum of 16 hours or 32 hours if changing grade levels or teaching a new course."*
- It now reads *"Each approved project will receive a maximum of 16 hours. If changing grade levels or teaching a new course a maximum of 32 hours can be available."*
- This change was made to clarify that a regular request would have a maximum of 16 hours and only if you are changing grades or teaching a new course can you apply for the 32 hours.