

**Waterville-Elysian-Morristown  
Public Schools  
2024-2025**

**District Plan  
for Quality  
Professional  
Development**

# TABLE OF CONTENTS

<b>TABLE OF CONTENTS</b>	<b>2</b>
<b>PROFESSIONAL DEVELOPMENT COMMITTEE</b>	<b>4</b>
<b>BELIEF STATEMENTS</b>	<b>5</b>
<b>WATERVILLE-ELYSIAN-MORRISTOWN STUDENT ACHIEVEMENT</b>	<b>5</b>
<b>WEM BUILDING SITES</b>	<b>5</b>
<b>PROFESSIONAL DEVELOPMENT PLAN OUTCOMES</b>	<b>6</b>
<b>PROFESSIONAL DEVELOPMENT PLAN COMPONENTS</b>	<b>7</b>
<b>WEM STRATEGIC PLAN</b>	<b>8</b>
WEM Strategic Plan	8
<b>NATIONAL STAFF DEVELOPMENT COUNCIL STANDARDS</b>	<b>9</b>
Section 1. Content Standards	9
Section 2. Process Standards	9
Section 3. Content	9
<b>WEM Professional Development Expense Guidelines</b>	<b>11</b>
Section 1. *Mileage	11
Section 2. *Meals	11
Reimbursement includes meal, tax, and tip (may not exceed 15%).	11
Section 3. Lodging	11
<b>WORKSHOP ATTENDANCE AND PRESENTER</b>	<b>12</b>
Section 1. Stipend outside contract time sponsored by local professional development (usually held in district)	12
Section 2. Workshop attendance stipend outside contract time- not sponsored by local professional development	12
Section 3. Workshop/conference attendance during school time	12
Section 4. Workshop Presenter	12
Section 5. In-District Credit Workshops	13
<b>STATE AND NATIONAL CONFERENCES</b>	<b>13</b>
<b>CURRICULUM WRITING</b>	<b>14</b>
	2

<b>CURRICULUM WRITING GUIDELINES</b>	<b>15</b>
<b>MENTORING PROGRAM</b>	<b>16</b>
<b>WEM PROFESSIONAL DEVELOPMENT CHAIRPERSON JOB DESCRIPTION</b>	<b>18</b>
<b>PROFESSIONAL DEVELOPMENT STIPENDS</b>	<b>19</b>
<b>APPENDICES</b>	<b>20</b>
Section 1. Waterville-Elysian-Morristown Professional Development Request Form	21
Section 2. Travel Expense Reimbursement Form	26
Section 3. Combined Claim and Verification Form	28
Section 4. Waterville-Elysian-Morristown Public Schools Timesheet	29
Section 5. Waterville-Elysian-Morristown Request for Leave Form	30
Section 6. Sample Ballot	31

## **PROFESSIONAL DEVELOPMENT COMMITTEE**

The Professional Development Committee of ISD #2143 hereby requests adoption of our 2019-2020 District Plan for Quality Professional Development in accordance with [§122A.61](#), [Subd.3](#), [§120B.22](#), and [§122A.18](#), - Staff Development Outcomes.

Respectfully submitted,

The Waterville-Elysian-Morristown Professional Development Committee

## **BELIEF STATEMENTS**

We in ISD #2143 believe professional development:

- is an encompassing process used to enhance the professional development of the entire school district with the goal of improving student achievement.
- can create a positive working atmosphere for staff, administration, students, parents, and other community members.
- should provide opportunities for staff input and decision making.
- should provide assistance for helping staff perform at a higher level in their professional lives and should be related to student achievement .

## **WATERVILLE-ELYSIAN-MORRISTOWN STUDENT ACHIEVEMENT**

is based on the following assessments:

- Minnesota Comprehensive Assessments
- STAR

## **WEM BUILDING SITES**

Waterville Elementary

Morristown Elementary

Waterville-Elysian-Morristown Junior High

Waterville-Elysian-Morristown High School

## **PROFESSIONAL DEVELOPMENT PLAN OUTCOMES**

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

# PROFESSIONAL DEVELOPMENT PLAN COMPONENTS

The W-E-M Professional Development plan is based on the  
MN Dept. of Ed.'s "Creating World's Best Workforce" Components  
and  
The W-E-M School Board Educational Goals

## Professional Development Plan Components

(As required by the MN Dept. of ED. Creating World's Best Workforce)

Statement may be best informed by the following questions and use of the following quality practices.

- Question: What are the targeted strategies for improving instruction, curriculum and student achievement?
- Question: How are plans for professional development informed by student outcome data and implementation data (assessments of effort and quality)?
- A comprehensive professional development plan for all educators is in place that clearly outlines selection criteria and essential functions expected of staff along with the goal of educating ALL of Minnesota's students to graduate from high school career and college ready in order to create the world's best workforce.
- A comprehensive professional development plan that reflects best practice is in place to ensure professional growth opportunities are specific to the content required in order to meet the goals and benchmarks outlined in the WBWF Plan.
- A comprehensive professional development plan that reflects best practice is in place that clearly outlines opportunities for ongoing coaching to continue to ensure effective implementation of instructional practices and curriculum aligned to state academic standards.
- A comprehensive plan for professional development is in place to ensure that staff are effective in providing instruction that ensures:
  - all students ready for kindergarten
  - closing the achievement gap
  - all students in third grade achieving grade level literacy
  - all students attaining career and college readiness before graduating from high school
  - all students graduating from high school

## **WEM STRATEGIC PLAN**

### **[WEM Strategic Plan](#)**

The supported link will take you to the WEM Strategic Plan that will include our school's Belief Statement, Mission Statement, Vision Statement, and Focus Area Goals and Objectives.



# **NATIONAL STAFF DEVELOPMENT COUNCIL STANDARDS**

(From National Adult Education Professional Development Consortium)

## **Section 1. Content Standards**

**Professional Learning Communities:** Professional development that improves the learning of all students organizes adults into learning communities whose goals are aligned with those of the school and district.

**Leadership:** Professional development that improves the learning of all students requires skillful school and district leaders who guide continuous instructional improvement.

**Resources:** Professional development that improves the learning of all students requires resources to support adult learning and collaboration.

## **Section 2. Process Standards**

**Data-Driven:** Professional development that improves the learning of all students uses disaggregated student data to determine adult teaming priorities, monitor progress, and help sustain continuous improvement.

**Evaluation:** Professional development that improves the learning of all students uses multiple sources of information to guide improvement and demonstrate its impact.

**Research-Based:** Professional development that improves the learning of all students prepares educators to apply research to decision making.

**Design:** Professional development that improves the learning of all students uses learning strategies appropriate to the intended goal.

**Learning:** Professional development that improves the learning of all students applies knowledge about human learning and change.

**Collaboration:** Professional development that improves the learning of all students provides educators with the knowledge and skills to collaborate.

## **Section 3. Content**

**Equality:** Professional development that improves the learning of all students prepares educators to understand and appreciate all students; create safe, orderly and supportive learning environments, and hold high expectations for their academic achievement .

Quality Teaching: Professional development that improves the learning of all students deepens educators' content knowledge, provides them with research-based instructional strategies to assist students in meeting rigorous academic standards, and prepares them to use various types of classroom assessments appropriately.

Family Involvement: Professional development that improves the learning of all students provides educators with knowledge and skills to involve families and other stakeholders appropriately.



## **WORKSHOP ATTENDANCE AND PRESENTER**

(All workshop attendance must be preapproved by the Staff Development Committee for reimbursement.)

### **Section 1. Stipend outside contract time sponsored by local professional development (usually held in district)**

Non-Certified staff will be paid at the regular hourly rate. Certified staff will be paid at the rate of \$27 per hour. Upon completion of the workshop, participants should obtain a certificate of attendance to be attached to the wage voucher. Attendance at workshops outside of contract time may be taken for either this stipend or for credit toward advancement on the salary schedule, but not both.

Guidelines for local credit are determined by the Superintendent and must be approved in advance. Mileage, lodging and meals will not be paid.

### **Section 2. Workshop attendance stipend outside contract time- not sponsored by local professional development**

Professional Development funds will pay for the registration fee, lodging, mileage and meals according to the Professional Development guidelines.

Guidelines for advancement on the salary schedule are determined by the Superintendent and must be approved in advance.

### **Section 3. Workshop/conference attendance during school time**

Professional Development funds may be used for district staff to attend workshops, conferences, seminars and school visitations during the contract day. Registration, substitute costs, lodging, meals and mileage will be paid if these fall under the existing professional development guidelines.

Guidelines for advancement on the salary schedule are determined by the Superintendent and must be approved in advance.

Faculty and their student teachers may attend workshops or conferences together. The registration fee will be paid by Professional Development to further professional growth.

### **Section 4. Workshop Presenter**

A staff person will be paid the rate of \$37 per hour to be a presenter for a school related activity during non-contract hours. Payment at the same rate will be paid for preparation time (one hour preparation for one hour of presentation) as requested on an individual basis. The total number of hours is not to exceed 16. This policy is for WEM staff and not outside presenters. Presenters must turn in their notes/syllabus to the Professional Development Committee for approval and to receive payment.

## **Section 5. In-District Credit Workshops**

These in-district workshops will be offered during non-contract hours. Submit the blue form to the Superintendent for pre-approval. Workshop presenters will provide a completion certificate and yellow form for in-district credit for the workshop. The Superintendent may require additional time or activities outside the workshop to receive in-district credit.

## **STATE AND NATIONAL CONFERENCES**

Professional development requests are not to exceed \$1000 per person for a state or national conference. If it exceeds this expenditure, it needs Professional Development Committee approval.

Requests may be appealed to the Professional Development Committee for individual review based on:

- applications
- department
- grade levels
- the World's Best Workforce
- the curriculum cycle
- time of year
- length of conference
- previous attendance at a state or national conference.

Funding will be based on availability within all sites if necessary.

If the conference will be attended during the summer months (or after July 1), it will be funded from the following year's budget.

## **CURRICULUM WRITING**

Any full or part-time teacher or school administrator may apply for curriculum writing at the rate of \$ \$27.00/hr to be done during non-contract hours. Each approved project will receive a maximum of 16 hours.

Curriculum writing projects will be presented for review and approval to the Professional Development Committee. (Use Professional Development form.)

Selection of all projects will be based on the needs of the school district and completeness of the application form. Curriculum projects include writing new units of study or revising existing curriculum using the specific guidelines outlined by the Professional Development Committee.

Upon completion, fill out a timesheet and attach to the Staff Development Completion form. Turn completion form and timesheet into the Staff Development Chair for approval. The Staff Development Chair will then submit forms to administration for approval before payment will be received.

An Involuntary Administration Required Move for preK-4th grade can request up to 24 hours at \$27 per hour. An Involuntary Administration Required Move for grades 5th-12th can request up to 12 hours for each new course that the teacher has not taught in the past 5 years at \$27 per hour. For grades 5-12 a maximum of 24 hours can be requested if teaching 2 or more new courses.

Involuntary room change directed by administration can request up to 8 hours at \$27 per hour unless a designated time is provided by the district during contract hours.

## CURRICULUM WRITING GUIDELINES

The curriculum project should include, but is not limited to the following format:

1. Introduction: A statement related to why the project is needed.
2. Learner Outcomes: These should be written for each separate area/objective that you will be assessing. ie., "The learner will ...  
State under each outcome the material that will be covered and the teaching strategies that will be used to reach this objective.
3. Assessment: Indicate how you will measure / assess each learner outcome. Include the measurement tool if possible.
4. Re-assessment: Indicate how you will reteach or reevaluate any outcome that is not reached.
5. Enrichment: Indicate, if appropriate, what enrichment activities you will use for students who have already achieved the outcome.
6. List the learning area and standards your curriculum writing addresses.

## MENTORING PROGRAM

The goal of the mentoring program is to build collaborative relationships between new to the district teachers and tenured teachers.

The mentor program will provide monthly meetings for mentees which will focus on:

- Strategies to engage all learners
- Classroom management techniques for implementation at any grade level
- Educational rights of students
- School policies and practices
- Data driven instruction

Mentors will...

- Advocate for and support the needs of mentees
- Deliberate about strategies for managing classroom dilemmas
- Familiarize mentee with district layout, curriculum, resources and day-to-day routines
- Focus mentee's instructional planning on standards, student needs and achievement, creating an optimal learning environment
- Listen actively to the mentee and provide coaching as needed

Qualities of an Effective Mentor

- *Mentor selection criteria:*
  - Tier 4 Teacher
  - Tenured in our district (ideally with at least 5 years of in district experience)
  - Based on grade level, subject matter, and or geography
- *Mentoring knowledge and skills*
  - Demonstrate solid content knowledge
  - Consider diverse student needs to personalize and differentiate instruction
  - Create and manage a productive classroom learning environment
  - Assess student learning and modify instruction to meet student needs
  - Understand beginning teacher development and adult learning theory
  - Have a growth mindset
- *Personal and professional dispositions*
  - Communicate openly, honestly, and sensitively with students, staff, and parents while maintaining confidentiality
  - Friendly, optimistic, trustworthy, approachable, encouraging and accessible
  - Model reflective practices
  - Demonstrate commitment to own professional growth and learning

Mentors (Split, if Co-Mentoring)	1st year in district \$300
	2nd year in district \$200
	3rd year in district \$100



## **WEM PROFESSIONAL DEVELOPMENT CHAIRPERSON JOB DESCRIPTION**

1. Call and chair Professional Development meetings.
2. Coordinate and distribute information on the activities of the Professional Development Committee.
3. Provide leadership within the district in determining Professional development needs and opportunities.
4. Coordinate and implement annually the Professional development plan as approved by the Professional Development Committee.
5. Represent the Professional Development Committee at workshops, meetings, and conferences related to Professional development.

## PROFESSIONAL DEVELOPMENT STIPENDS

Professional Development Committee Chair	\$27/hr for prep plus \$27/hr for meetings
Professional Development Committee Members	\$27/hr for meetings
Mentor Coordinator (Split, if Co-Coordinating)	\$1400
Mentors (Split, if Co-Mentoring)	1st year in district \$300 2nd year in district \$200 3rd year in district \$100
Leadership Team Members	\$250 stipend per member
PBIS Team Members	\$250 stipend per member, no more than 10 members per building site
Continuing Education Chair	\$27/hr for prep plus \$27/hr for meetings
Continuing Education Committee Members	\$27/hr for meetings
Technology Committee Members	\$27/hr for meetings
Teacher Growth and Development Committee Members	\$27/hr for meetings
Safety Committee Members	\$27/hr for meetings
Wellness District and Staff Committee Members	\$27/hr for meetings
Compensation for departments	\$27/hr (principal discretion on number of members)

\*All committee members being paid at an hourly rate have a max of \$250 per school year per committee.

\*The Chair for both the Continuing Education and Professional Development Committee can receive a maximum of \$250 for meetings and an additional \$250 for prep at \$27 per hour.

## APPENDICES

## **Section 1. Waterville-Elysian-Morristown Professional Development Request Form**

**INSTRUCTIONS:** Please complete the checklist below when requesting Professional Development.

### **BEFORE Approval of Request**

- Fill out the attached form completely. Include all information that applies to your request.  
(Any questions should be directed to the PD Chair - Laura Sammon in Morristown.)
- Include with this form completed registration forms (or plan to register online following the approval of the request.) Place all necessary registration forms in an addressed envelope and submit with this form.
- Complete and attach a Combined Claim and Verification Form for the registration fee (or contact the Business Manager about using the district credit card for online registrations.) The Business Office will issue a check and mail it with the completed registration forms unless arrangements are made to pay by credit card.
- Attach two copies of the completed registration form and any conference brochures and/or printouts of online information.
- Estimate the miles you will travel on behalf of the district, using Google Maps. You are still responsible for recording actual miles traveled.
- Determine the price of lodging including all taxes, if applicable. If you will be paying for the hotel with a district check, submit a Combined Claim and Verification Form at least one week before you leave.
  - Do not make the reservation until the request has been approved.
- If a substitute teacher is requested, please include how many hours are needed.
- If requesting a stipend for time, include your hours x \$27 per hour to calculate total.

### **AFTER Approval of Request**

- Register online, if applicable.
- Contact the Business Manager to pay registration fee via check or the District credit card.
- Make hotel reservations, if applicable.
- If your plans change and you will no longer be able to complete your request, please contact the PD Chair (Laura Sammon in Morristown) and administration (Bobbie Bastian or Jennifer Wilson).

### **AFTER Conference/Workshop**

- Complete Travel Expense Reimbursement Forms for reimbursement of mileage, meals, hotel and registration, as applicable.
  - Detailed receipts or printouts of online payment confirmation are required for registration, meal and hotel reimbursement (credit card statements are not adequate support.)
  - Submit claims to the PD Chairperson - Laura Sammon in Morristown. Claims will not be paid without the PD Chair approval.
- Complete a green timesheet for non-contact time stipend. Submit timesheets to the PD Chairperson - Laura Sammon in Morristown. Timesheets will not be paid without PD Chairperson approval.
- Complete Professional Development Evaluation Form and submit it to the PD Chairperson - Laura Sammon in Morristown.

### **Codes for Paperwork**

Select the appropriate code to use on Claim Forms and all Travel Expenses. \* When submitting PD Timesheets, replace "366" with "185"

District Wide	E01.005.640.000.316.366	Waterville Elementary	E01.030.640.000.316.366
Morristown Elementary	E01.010.640.000.316.366	High School	E01.040.640.000.316.366
Junior High	E01.020.640.000.316.366		

## Professional Development Completion Form

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Professional Development for \_\_\_\_\_

Date of completed Professional Development: \_\_\_\_\_

Check the option below of how you will plan to share your Professional Development experience.

- Share and explain to PD committee members (Elementary - Michele Sutcliffe, Morristown - Laura Sammon or Heather Snesrud, High School - Mike Richards)
- Share and explain to an administrator (Myles Knutson or Jennifer Wilson)
- Share and explain to grade level
- Share and explain to all staff

Following your sharing, please have a staff member sign below that they learned about your Professional Development. Turn completion form into the Professional Development Chair - Laura Sammon in Morristown along with all forms for payment or reimbursement that have been approved from the PD committee.

Observer of Professional Development: \_\_\_\_\_

Signature of Observer: \_\_\_\_\_

# Waterville-Elysian-Morristown Professional Development Request Form

Staff Name \_\_\_\_\_ Request Date \_\_\_\_\_  
Event Name \_\_\_\_\_ Event Date(s) \_\_\_\_\_  
Event Address \_\_\_\_\_

**EFFECTIVE PROFESSIONAL DEVELOPMENT MUST MEET THE FOLLOWING CRITERIA:**

- 1) Focus on the school classroom and research-based strategies that improve student learning.
- 2) Provide opportunities for teachers to practice and improve their instructional skills over time.
- 3) Provide opportunities for teachers to use student data as part of their daily work to increase student achievement.
- 4) Enhance teacher content knowledge and instructional skills.
- 5) Align with state and local academic standards.
- 6) Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring.

**Professional Development Requests should focus on meeting the goals of the district developed by the school board.**

**2019-2020 SCHOOL BOARD GOALS**

*Developed October 28, 2019*

- Ensure the school district's scores continue to exceed state and national averages on standardized assessments.
- Develop and implement a sustainable and well-defined support system that enables all learners to achieve at high levels.
- Develop and implement a technology plan that addresses all technology needs throughout the Pre-K-12 curriculum.
- WEM will develop and implement a comprehensive communications and community outreach plan focused on school success and building stronger community relationships.
- Ensure that the facilities and infrastructure of the school district are designed to optimize learning in a safe, secure, and healthy environment.

**GOALS: Circle the area that best describes your PD request.**

Curriculum Development

Ongoing Training and/or  
Development

Examining Data and/or Student  
Work

Coaching/Mentoring

Other: \_\_\_\_\_

**GOAL: Describe what your goal is and the reason for your request.**

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**ACTION PLAN: Describe the steps you will take to meet your goal above.**

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## Waterville-Elysian-Morristown Professional Development Request Form

**Expenses: Fill out each category that applies to your request. Place a checkmark in the boxes that apply to your request.**

<b>Registration</b> (Must select one)	<input type="checkbox"/> Is attached <input type="checkbox"/> Will be completed online by staff	\$ _____			
<b>Registration Fee</b> (Must select one)	<input type="checkbox"/> Will be paid by District credit card <input type="checkbox"/> Will be billed to the district <input type="checkbox"/> Will be paid by staff (required reimbursement claim)	\$ _____			
<b>Mileage Costs</b> (Must select one)	<input type="checkbox"/> Will be paid by staff (requires reimbursement claim) <input type="checkbox"/> Will carpool with _____ <input type="checkbox"/> Will use a school vehicle (requires request form)  <div style="text-align: right;">_____ Miles x Rate \$ _____</div>	\$ _____			
<b>Meals</b>	<input type="checkbox"/> Will be paid by staff (requires reimbursement form)			Total of all meals includes all taxes  \$ _____	
		number of meals	x		meal rate
	breakfast				
	lunch				
	dinner				
<b>Lodging</b> (Must select one)	<input type="checkbox"/> Will be paid by District credit card <input type="checkbox"/> Will be paid by staff (requires reimbursement claim) <input type="checkbox"/> Check request submitted after reservations are made  <div style="text-align: right;">Rate \$ _____ x Days _____</div>	\$ _____			
<b>Stipend</b>	Individual _____ hours x rate \$ _____  Group # people _____ x _____ hours x rate \$ _____	\$ _____			
<b>Substitute</b>	_____ hours x rate \$ _____	\$ _____			
<b>Other</b>	<input type="checkbox"/> Attach Explanation	\$ _____			
<b>Total Cost</b>		\$ _____			

## Professional Development Approval Form

Staff Name: \_\_\_\_\_ Approval Date: \_\_\_\_\_

Request for: \_\_\_\_\_

The Staff Development Committee has met and approved the following:

Registration:
Mileage:
Meals:
Lodging:
Stipend:
Substitute:
Other:

Please use your checklist to fill out the appropriate paperwork before and after your professional development request. Turn in all paperwork following completion to the PD Chair.

<b>Approval</b>	<b>Business Office Use Only</b>	
	Last Name	Initials
PD Staff	_____	_____
Principal	_____	_____
Superintendent	_____	_____
Date of Final Approval	_____	
	Registration	Paid _____ N/A
	Mileage	Paid _____ N/A
	Meals	Paid _____ N/A
	Hotel	Paid _____ N/A
	Stipend	Paid _____ N/A
	Substitute	Paid _____ N/A



**Section 2. Travel Expense Reimbursement Form**

<b>Waterville-Elysian-Morristown Travel Expense Reimbursement</b>		Office Use Only
<b>Employee Name:</b>	_____	
<b>Dates of Travel:</b>	____ / ____ / ____ to ____ / ____ / ____	
<b>Program/Department:</b>	<input type="checkbox"/> Special Education <input type="checkbox"/> Integration (AVID) <input type="checkbox"/> Title Program <input type="checkbox"/> Staff Development <input type="checkbox"/> Athletics <input type="checkbox"/> Transportation <input type="checkbox"/> Community Education <input type="checkbox"/> Other: _____	
<b>Code:</b>	_____	
<b>Workshop Name or Meeting Description:</b>	_____	
<i>Mileage (complete all travel details)</i>		
<b>Address of Workshop/Meeting:</b>	_____ _____ _____	
<b>Departed from:</b>	<input type="checkbox"/> Work <input type="checkbox"/> Home/Other (Include Address): _____ _____	
<b>Travelled:</b>	<input type="checkbox"/> One-Way <input type="checkbox"/> Round Trip	
<b>Miles Claimed:</b>	_____	x Current IRS Rate of: \$ _____
	Mileage Claim:	\$ _____
<i>Lodging (attach paid invoice/receipt and include hotel taxes)</i>		
	Lodging Claim:	\$ _____
<i>Meals (attach detailed receipts and itemize receipts on reverse page)</i>		
	Meal Claim:	\$ _____
<i>Other (attach paid invoice/receipt):</i>	_____	
-----	Other Claim:	\$ _____
<b>Employee's Signature</b>		Total Claim: \$ _____
-----		
<b>Supervisor's Signature</b>		

*Summary of Meals (attach detailed receipts)*

Claim Limits (including tax and 15% tip)	Receipt Total	Actual Tip <small>(up to 15% of food cost)</small>	Claim Total
breakfast: \$ 11.00			
lunch: \$ 17.00			
dinner: \$ 24.00			
Date: <u>    </u> / <u>    </u> / <u>    </u>			
Breakfast	\$ <u>    </u>	\$ <u>    </u>	\$ <u>    </u>
Lunch	\$ <u>    </u>	\$ <u>    </u>	\$ <u>    </u>
Dinner	\$ <u>    </u>	\$ <u>    </u>	\$ <u>    </u>
Date: <u>    </u> / <u>    </u> / <u>    </u>			
Breakfast	\$ <u>    </u>	\$ <u>    </u>	\$ <u>    </u>
Lunch	\$ <u>    </u>	\$ <u>    </u>	\$ <u>    </u>
Dinner	\$ <u>    </u>	\$ <u>    </u>	\$ <u>    </u>
Date: <u>    </u> / <u>    </u> / <u>    </u>			
Breakfast	\$ <u>    </u>	\$ <u>    </u>	\$ <u>    </u>
Lunch	\$ <u>    </u>	\$ <u>    </u>	\$ <u>    </u>
Dinner	\$ <u>    </u>	\$ <u>    </u>	\$ <u>    </u>
Date: <u>    </u> / <u>    </u> / <u>    </u>			
Breakfast	\$ <u>    </u>	\$ <u>    </u>	\$ <u>    </u>
Lunch	\$ <u>    </u>	\$ <u>    </u>	\$ <u>    </u>
Dinner	\$ <u>    </u>	\$ <u>    </u>	\$ <u>    </u>
Date: <u>    </u> / <u>    </u> / <u>    </u>			
Breakfast	\$ <u>    </u>	\$ <u>    </u>	\$ <u>    </u>
Lunch	\$ <u>    </u>	\$ <u>    </u>	\$ <u>    </u>
Dinner	\$ <u>    </u>	\$ <u>    </u>	\$ <u>    </u>
			Meal Total: \$ <u>    </u>



**Section 4. Waterville-Elysian-Morristown Public Schools Timesheet**

**Waterville-Elysian-Morristown Public Schools  
Timesheet**

Office Use Only	

Employee Name: \_\_\_\_\_

Pay Period: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Program/Dept: \_\_\_\_\_

Position: \_\_\_\_\_

Substituted For: \_\_\_\_\_

Code: | \_\_\_\_\_

Code: | \_\_\_\_\_

Day	Date	Hours Worked					TOTAL	Absent		Hours Worked					TOTAL	Absent	
		In	Out	In	Out			Hours	Code	In	Out	In	Out			Hours	Code
Sun																	
Mon																	
Tue																	
Wed																	
Thu																	
Fri																	
Sat																	
TOTAL HOURS										TOTAL HOURS							

Code: | \_\_\_\_\_

Code: | \_\_\_\_\_

Day	Date	Hours Worked					TOTAL	Absent		Hours Worked					TOTAL	Absent	
		In	Out	In	Out			Hours	Code	In	Out	In	Out			Hours	Code
Sun																	
Mon																	
Tue																	
Wed																	
Thu																	
Fri																	
Sat																	
TOTAL HOURS										TOTAL HOURS							

Code: | \_\_\_\_\_

Code: | \_\_\_\_\_

Day	Date	Hours Worked					TOTAL	Absent		Hours Worked					TOTAL	Absent	
		In	Out	In	Out			Hours	Code	In	Out	In	Out			Hours	Code
Sun																	
Mon																	
Tue																	
Wed																	
Thu																	
Fri																	
Sat																	
TOTAL HOURS										TOTAL HOURS							

Total Reg Hours: \_\_\_\_\_ Total OT Hours: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

Absence Reasons		
S = Sick Leave (self)	P = Personal Leave	F = Family Illness
CI = Child Illness	B = Bereavement	V = Vacation
SD = Staff Development	SA = School Activity	H = Holiday
J = Jury Duty	O = Other (UNPAID)	M = Military Leave

## **Section 5. Waterville-Elysian-Morristown Request for Leave Form**

- Complete a time off request using TimeClocks Plus.
- In TimeClocks Plus use the code 6 - School Activities.
- Complete request only after receiving approval from the PD Committee for your request.

## **Section 6. Sample Ballot**

### SAMPLE BALLOT

To give an amount of Professional Development Funds back to the District, a vote MUST be taken.

DISTRICT NAME

Date

Delineation of Dollar Amount and Percentage to be voted on  
School Year

- Yes, I vote to waive the dollar amount and percentage as requested by the School Board.
- No, I vote not to waive the dollar amount and percentage as requested by the School Board.

Ballots should be distributed using a clear procedure that ensures that all licensed staff have an opportunity to vote. This process should include procedures to ensure the privacy rights of those voting, as well as the integrity of the election itself.

Election results should be tallied as previously determined with results shared immediately.