

**San Mateo High School
Professional Development
2024-25**

Guidelines

- Substitute coverage will be provided by the appropriate department through the use of Department Head Days (not PD funds); communicate with your department chair and obtain their signature before submitting the PD Request.
- PD requests must align to the WASC goals that were generated through our Self-Study process:
 - a. To support our ELD (Multilingual Learners) students' success in content area courses..
 - b. To revise, refine and improve school systems to ensure equitable access to resources and support.
 - c. To expand opportunities for students to explore careers that do not require a college degree and identify opportunities to align the teaching of soft skills.
 - d. To encourage more diverse populations and greater representation in visible academic, co-curricular and extra-curricular programs.
- A request for conference attendance in California requiring a stay of two nights or more and all conferences outside of California must be submitted to the principal within these time frames:
 - Fall semester conferences must be submitted by June 1st
 - Spring semester conferences must be submitted by October 1st
 - Summer conferences are to be included in Spring semester requests
- Professional development funds will cover regular registration fees. When possible, please register for "early bird" discounts. If you register late, the difference between the regular and late registration fees will not be covered.
- Membership fees to join organizations will not be covered.
- The approval of expenses will be contingent upon the availability of funds.

Process

- If the PD Request involves obtaining 3 or more substitutes, follow the SMUHSD procedures outlined on the district's website under Teacher/ PD Resources.
 - In this circumstance, attach your email of approval from the district to your request
- Complete the PD Request Form (below), and have it signed by your department chair.
- Calculate your costs and total carefully.
- Submit the completed PD Request to the principal by the first Monday of each month, allowing Site Council sufficient time to review.
- After Site Council meets, you will be notified whether or not your PD request was approved.

Please Note: The school site professional development budget for 2024-25 is \$10,000.

The current variable rate is \$49.26.

The current professional development rate is \$64.30. Please add 21% when calculating amounts to cover benefits.

Please submit variables at the end of each month.

Request Form

Submitted by: _____ Department: _____ Date Submitted: _____

Other faculty members participating (if applicable):

Brief description of need and justification for funding source request:

If Site Council is unable to fully fund this request, are there other funds available or is there an alternate plan? Check one: YES NO

Please explain:

Name of conference/ workshop (if applicable): _____

Location: _____

Sponsoring Organization (if applicable): _____

Conference/ Workshop OR release date (if applicable): _____

Total Cost: _____

of substitutes required (if applicable): _____

*If three or more substitutes are needed, please attach an approval email from the district.

Cost Breakdown:

With which WASC Goal(s) does this PD request align?

- To support our ELD (Multilingual Learners) students' success in content area courses..
- To revise, refine and improve school systems to ensure equitable access to resources and support.
- To expand opportunities for students to explore careers that do not require a college degree and identify opportunities to align the teaching of soft skills.
- To encourage more diverse populations and greater representation in visible academic, co-curricular and extra-curricular programs.

Explain:

How will you share your learning with colleagues and/or students?

Department Chair's Signature

Principal's Signature