

# Meridian School District

## Individual Professional Development

### Certificated Staff Pre-Approval Form

As specified in the Meridian School District/Meridian Education Association Collective Bargaining Agreement, each MEA member is eligible for one (1) additional day that may be scheduled by the employee and used at the individual employee's professional judgment to engage in professional development activities consistent with the Meridian School District Professional Development Plan when approved in advance by the employee's immediate supervisor. This day is to be paid at the employee's per diem rate. Compensation for part-time or part-year employees will be calculated on a prorated basis.

Proposed date of activity \_\_\_\_\_

Proposed hours of activity. Unless employee is part-time or part-year, hours must be either full day (7 hours) or ½ day (3.5 hours) \_\_\_\_\_

**The proposed activity falls within the following section(s) of the Meridian School District Professional Development Plan. (Please complete all that apply.)**

\_\_\_\_\_ **District Level** - Please describe the proposed activity and how it relates to the District Strategic Plan.

---

---

---

---

\_\_\_\_\_ **Building Level** – Please describe the proposed activity and how it relates to the Building School Improvement Plan.

---

---

---

---

\_\_\_\_\_ **Individual Level** – After completion of the “Personal Capacity Plotting Worksheet,” using the “Assessing Teacher Capacity” rubric, teachers will develop a “Professional Growth Plan.” Please describe the proposed activity and how it relates to the Professional Growth Plan.

---

---

---

---

Signature(s) More than one certificated person may apply together for a cooperative project.

---

---

---

---

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date