



Directions for Submitting a Curriculum / Professional Development Proposal

Curriculum / Professional Development Proposal

A curriculum / Professional Development Proposal is an initiative designed to implement the goals of the Marshfield Public Schools. These goals include: implementation of Marshfield Curriculum; continuation of professional development that supports the district-wide goals; planning for writing or revision of curriculum; implementation of resources that support district-wide goals. A curriculum proposal should be planned to provide an opportunity for a team of teachers to collaboratively develop curriculum and curriculum related products that have district-wide value.

Curriculum / Professional Development Proposals will be written in collaboration/consultation with and submitted to the respective Department Head / Academic Coordinator / Director of Elementary Curriculum. The Department Head / Academic Coordinator / Director of Elementary Curriculum will submit proposals to the Assistant Superintendent for review/recommendation by the Professional Development Committee.

Curriculum / Professional Development Proposals All requests must be on the approved Curriculum / Professional Development Proposal Form. These forms are available on the website at mpsd.org on the lower right side of the main page.

Review and Recommendation for Funding of Curriculum / Professional Development Proposals

The Professional Development Committee will form three sub-committees for the purpose of reviewing Curriculum / Professional Development Proposals. Each of the three sub-committees will review each Proposal with respect to its curriculum relevance, critical need, degree of collaborative effort, and district-wide implications. The full Professional Development Committee will then discuss the recommendations of the sub-committees and will make the final determination regarding the funding of each Curriculum / Professional Development Proposal.

Funding Cycles for School Year 2007-2008

Two funding cycles have been established.

Cycle I

May 25, 2007

Curriculum / Professional Development Proposals will be submitted to Department Head / Academic Coordinator / Director of Elementary Curriculum. The work for Curriculum / Professional Development Proposals in this cycle must be started after July 1, 2007 and completed by December 28, 2007.

June, 2007

The Professional Development Committee will review all proposals for approval.

June, 2007

Each person who submitted a Proposal will be notified regarding the Professional Development Committee's recommendation for funding.

Cycle II

December 7, 2007

Curriculum / Professional Development Proposals will be submitted to Department Head / Academic Coordinator / Director of Elementary Curriculum by December 7, 2007. The work for Curriculum Proposals in this cycle must be completed between January 1, 2008 and June 1, 2008.

December, 2007

The Professional Development Committee will review all proposals for approval.

December, 2007

Each person who submitted a Proposal will be notified regarding the Professional Development Committee's recommendation for funding.