

# Professional Development Activity Request

Date 5-5-2017

Activity Request submitted by: Jana Baker District (THS, VHHS, WCHS)  
(name) (school)

Activity aligns with:  
 District CSIP Goal: #1 - Increase student achievement and performance  
 Building SIP Goal: \_\_\_\_\_

Activity Focus Area(s):  
 Literacy  Curriculum  Technology  
 At-risk  Mathematics  Instructional Strategies/Improvement

Funding Source(s):  Building  Department— Dept. name \_\_\_\_\_  
 Special Projects (District PD funds)

Approved by: (Both the PD rep and principal must sign)  
 \_\_\_\_\_ Bldg. PD rep Paula E. Borkert  
 \_\_\_\_\_ Bldg principal

## Professional Development Activity Description

List name of activity and briefly describe: NCTE (National Council of Teachers of English) National Convention  
 Please see attached Description

Location St. Louis, Missouri Date of activity 11-16 to 11-19, 2017

Participant names THS - Kassidy Chuning and Rebecca Greenstreet (chosen by NCTE to present "High School Matters")  
VHHS - Chris Loggins and Ted Diepenbrock  
WCHS - 2 teachers to be determined

### Substitute Salary

Substitute costs (\$95 per day w/benefits)  
 6  1.5  95.00 = \$ 855.00  
 # of subs # of days \$95.00 Total

### Staff compensation

Stipend (\$25 per hour w/benefits) \_\_\_\_\_

### Purchased Services

Airfare (total \$) \_\_\_\_\_  
 Registration\* (Total amount) 1,560.00  
 Lodging\*\* (Total amount) 1,800.00

Consultant Fee \_\_\_\_\_

### Materials/Supplies

**Grand Total:** \$ 3,360.00

### Expense Summary: Cost Fund

1,560.00	Building funds
1,800.00	Department funds
+ 517.80	Special Projects
+ 517.80	Travel Reimbursement

2655 855. +

### Required Forms (Must be attached to this request)

Authorized Leave Form \*  
 (A separate form must be completed for each participant)

Time Sheet  
 (A separate time sheet must be submitted for each participant)

- Travel Request/Reimbursement Form
- Travel Request/Reimbursement Form \* Please include copy of registration
- Travel Request/Reimbursement Form\*\* You will need to make your own hotel reservations.
- Consultant Form
- Request for Materials and Supplies Form

Activity:	<input checked="" type="checkbox"/> Approved
	<input type="checkbox"/> Not approved
<u>Elizabeth Savidge</u>	
Dr. Elizabeth Savidge	

Bldg 0000

Building Name: THS, VHHS, WCHS Activity Date: Jan - March PD Days

Please provide a brief description of your building activity including your plan for sharing.

Attendees of the Convention will share/present learning to secondary ELA teachers at cross district PD meetings January, February, and March. Attendees will also present learning to building department members and building school wide staff where applicable.

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**Criteria for High-Quality Professional Development**

*\*Mark all that apply to the activity described above.*

**Part I: High-quality professional development:**

- actively engages teachers, over time.
- is directly linked to improved student learning so that all children may meet the Show-Me Standards at the proficient level.
- is directly linked to district and building school improvement plans.
- is developed with extensive participation of teachers, parents, principals, and other administrators.
- [\*Parent participation may be at the CSIP level]
- provides time and other resources for learning, practice, and follow-up.
- is supported by district and building leadership.
- provides teachers with the opportunity to give the district feedback on the effectiveness of participation in this professional development activity.

**Part II: Some types of activities that might be considered high-quality professional development if they meet the above requirements are:**

- study groups.
- grade-level collaboration and work.
- content-area collaboration and work.
- specialization-area collaboration and work.
- action research and sharing of findings.
- modeling.
- peer coaching.
- vertical teaming.
- other \_\_\_\_\_

**Part III: Topics for high-quality professional development may include:**

- content knowledge related to standards and classroom instruction.
- instructional strategies related to content being taught in the classroom.
- improving classroom management skills.
- a combination of content knowledge and content-specific teaching skills.
- the integration of academic and vocational education.
- research-based instructional strategies.
- strategies to assist teachers in providing instruction to children with limited English proficiency to improve their language and academic skills.
- strategies to assist teachers in creating and using classroom assessments.
- instruction in the use of data to inform classroom practice.
- instruction in methods of teaching children with special needs.
- instruction in linking secondary and post-secondary education.
- involving families and other stakeholders in improving the learning of all students.
- strategies for integrating technology into instruction.
- research and strategies for the education and care of preschool children.
- research and strategies for closing achievement gaps between diverse groups of students.
- other \_\_\_\_\_

**Please make a copy of this completed form for your records.**

**Guidelines for Requesting Funds from District PDC**

**Special Projects Check Sheet**

Before submitting your Professional Development Activity Request forms, please check for completion of the following items. Please submit this Special Projects Check sheet when requesting Professional Development funds.

- Complete Professional Development Activity Request forms
- Attach authorized leave form(s) if applicable
- Attach explanation or flyer of the conference or workshop explaining the purpose
- Check fund sources from building or department before sending to the District PDC
  - building
  - department

Were you able to attain any funds? Please list the amounts you received.

\$ 1560.00 building

\$ \_\_\_\_\_ department

- Please send Professional Development Activity Request forms to the Directors of Special Projects, Annette Martin or Emily Heflin at Luff Elementary, prior to the last day of the month.
- Have you accessed these special funds before? This school year? Please explain.  
NO  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Completed Special Projects Check Sheet

Thank you!

## **Activity Description**

Each November thousands of literacy educators from across the country make the journey to a Convention that inspires their practice and rejuvenates their profession. They leave with new strategies for reaching their students, new allies in the work of excellent teaching, and new connections with luminaries in the field. This literacy convention is one of the largest in the world. With more than 700 concurrent sessions and more than 6,000 attendees. Attending teachers would have access to the greatest experts in the field and the opportunity to shape a program around the issues most relevant to our district, school, and community.

## **Why Send 6 ISD Secondary ELA Teachers:**

- The NCTE National Convention is rarely held in close enough proximity to be affordable to send teachers from our district.
- This convention is known for its high-quality sessions.
- Many literacy focused conventions and workshops are geared more to primary, intermediate, and middle school. The NCTE convention is very secondary focused and provides a valuable learning opportunity relevant for 9-12 English teachers.

**The following 3 hotels all provide free breakfast, are within walking distance of the convention center, and are under \$200 per day (taxes not included) for a double room. We would require 3 rooms for 3 nights.**

### **Drury Plaza Hotel at the Arch**

2 S. 4th Street  
St. Louis, MO 63101

#### **Rates:**

Double:\$168

### **Drury Inn & Suites Convention Center**

711 N. Broadway  
St. Louis, MO 63102

#### **Rates:**

Double:\$168

### **Embassy Suites St. Louis Downtown**

610 North 7th Street  
St. Louis, MO 63101

#### **Rates:**



Double:\$194

# 2017 NCTE Annual Convention

## St. Louis, Missouri

Join thousands of educators, experts, authors, administrators, publishers, and others in St. Louis, Missouri, for the 2017 NCTE Annual Convention!  
November 16-19, 2017

Register

SHARE  (<http://www.facebook.com/sharer/sharer.php?u=http://convention.ncte.org/2017-convention/general-info/>)  ([http://twitter.com/share?text=General Info&url=http://convention.ncte.org/2017-convention/general-info/](http://twitter.com/share?text=General+Info&url=http://convention.ncte.org/2017-convention/general-info/))

Menu 

## General Info

### General Info

Program Participant Guide (<http://convention.ncte.org/2017-convention/general-info/program-participant-guide/>)

First Timers (<http://convention.ncte.org/2017-convention/general-info/first-timers/>)

Exhibitor Info (<http://convention.ncte.org/2017-convention/general-info/exhibitor-info/>)

Advertising Info (<http://convention.ncte.org/2017-convention/general-info/advertising-info/>)

Volunteer Info (<http://convention.ncte.org/2017-convention/general-info/volunteer-info/>)

Sponsors (<http://convention.ncte.org/2017-convention/general-info/sponsors/>)

FAQ (<http://convention.ncte.org/2017-convention/general-info/faq/>)

## General Information

Join thousands of educators, experts, authors, administrators, publishers, and others in St. Louis, Missouri, for the 2017 NCTE Annual Convention!

“2017 is our year to celebrate ourselves, sing ourselves, sharing and melding our assumptions and our aspirations, ‘For every atom belonging to me as good belongs to you’ (Whitman, “Song of Myself,” 1855). And who ultimately benefits from this renewal, this rebuilding, this self-empowerment? Our students today, tomorrow, and forever. We will tell and share our narratives ourselves. We will refuse to lose one single mind among our students. The aim is high, the path wracked with crooks and turns. We are English teachers, and we must recapture our voices, tell our stories, and be about the mission.”

*Program Chair Jocelyn A. Chadwick*





The 2017 NCTE Annual Convention takes place November 16–19. Preconvention workshops and special events take place November 16 and November 19–21.

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(<http://twitter.com/share?text=Registration&url=http://convention.ncte.org/2017-convention/registration/>)

Menu



## Registration

# Registration Rates

Registration for the 2017 NCTE Annual Convention includes access to all General Sessions, concurrent sessions, Special Interest Group meetings, the Now Screening film festival, NCTE Central, and the Exhibit Hall.

The deadline for advance registration is **November 6, 2017**. Download registration form PDF (</app/uploads/2017/04/NCTE-10008-Convention-Form-FINAL2.pdf>).

Register Now

### Advance Registration

(\* After November 6th)

Member: \$260 (\*\$290)

Nonmember: \$340 (\*\$370)

Student Member: \$110 (\*\$120)

Emeritus Member: \$130 (\*\$145)

### Preconvention Workshops

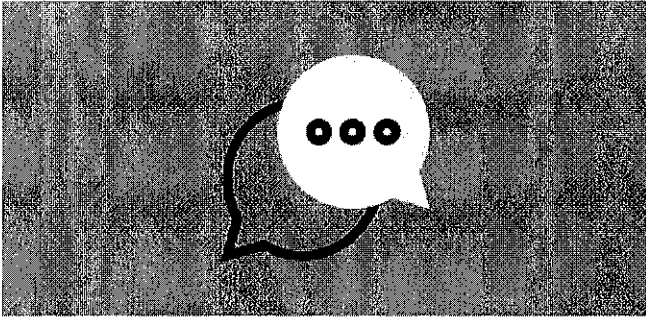
(\* After November 6th)

Member: \$140 (\*\$150)

Nonmember: \$165 (\*\$175)

Student Member: \$85 (\*\$95)



Meal functions (breakfasts and luncheons) are not included in convention registration and require a ticket and additional fee. Please see the registration form for details on these events. Meal ticket fees may be refunded if canceled in writing prior to November 6, 2017. No meal ticket fees will be refunded after November 6, 2017.




## Workshops

An additional registration fee is required for workshops on Thursday, November 16, as well as the CEL Annual Convention (Sunday, November 19, and Monday, November 20) and the ALAN Workshop (Monday, November 20 and Tuesday, November 21). NCTE Annual Convention registration is not required to attend a workshop. Requests for refunds on workshops must be made before Monday, November 6, 2017, and must be accompanied by a registration receipt. The amount of the refund will be reduced by a processing fee of \$25. No refunds will be issued after November 6, 2017.

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 (<http://www.facebook.com/ncte.org>)       (<http://www.twitter.com/ncte>)

 (<http://www.linkedin.com/groups?mostRecent=&gid=1228057>)

 (<http://www.pinterest.com/nctedotorg>)



 (<https://www.youtube.com/user/NCTEEnglish>)

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Menu



## Schedule

### Thursday, November 16

**11:30 a.m.-3:30 p.m.**

Preconvention Workshops (*\*additional registration required*)

**4:00 p.m.-5:30 p.m.** ☆

Thursday General Session: "Our Family Gathering: A Conversation with Students and Educators"

**5:45 p.m.-7:15 p.m.**

Section Get-Togethers

### Friday, November 17

**8:00 a.m.-9:15 a.m.** ☆

Friday General Session: Poet and Writer Jimmy Santiago Baca

**9:30 a.m.-10:45 a.m.**

A Sessions

**11:00 a.m.-12:15 p.m.**

B Sessions

**11:00 a.m.-6:30 p.m.**

Exhibit Hall Open

**11:30 p.m.-1:30 p.m.**

Ticketed Luncheons

**12:30 p.m.-1:45 p.m.**

C Sessions

**2:00 p.m.-3:15 p.m.**

D Sessions

**3:30 p.m.-4:45 p.m.**

E Sessions



2:15 p.m. - 3:30 p.m.

N Sessions

CEL Convention (*\*additional registration required*)



## Monday, November 20

CEL Convention (*\*additional registration required*)

ALAN Workshop (*\*additional registration required*)



## Tuesday, November 21


ALAN Workshop (*\*additional registration required*)

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 (<https://www.youtube.com/user/NCTEEnglish>)

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**NCTE Registration Information:** Must register by August 31 if presenting at conference, so we need to register by that date due to Cassidy's and Rebecca's presentation. The registration should be charged to the schools (except for me)

## 2017 Annual Convention - Registration Form



**Please note:** Registration fees are based on membership. To receive member discounts, you can [log in to the website now](#), or you will be prompted to do so when you begin the checkout process.

Online registration is only available for **individual registrants**. Multiple event registrations with Purchase Orders must be processed through Customer Service. ←

### Attending Teachers:

#### WCHS:

Laurence (Patrick) Wilcox.....729841  
Chris Wells .....729940

#### Truman:

Rebecca Greenstreet.....730246  
Kassidy Chuning.....730054

#### Van Horn:

Ted Diepenbrock.....727638  
Chris Loggins.....729784

#### District:

Jana Baker.....628334

Hotel  
Rooms  
NCTE  
4 rooms