

# Professional Development Activity Request

Date October 27, 2022

Activity Request submitted by: Amy Knost  
(name)

Mallinson / Sugar Creek  
(school)

**Activity aligns with:**

District CSIP Goal: Increase student achievement and performance

Building SIP Goal: Building Instructional Focus areas are cognitive engagement, effective formative assessment, and trauma sensitive training.

**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 Molly Junk  
 \_\_\_\_\_ Bldg principal Thomas

Reg's Lodging

**Professional Development Activity Description**

List name of activity and briefly describe: Missouri Music Educators Association (MMEA) Conference. I will go for deep professional development for being a better music teacher, learning to better incorporate literacy and math into my lessons, and to support my students who (hopefully) represent ISD in the All-State Children's Choir.

Location Tan Tar A, Osage Beach, Missouri                      Date of activity January 25-28, 2023

Participant names Amy Knost

**Substitute Salary**

Substitute costs (\$95 per day w/benefits)  
 1            x 3                      x 285                      = 285.00  
 # of subs            # of days            \$95.00                      Total

**Staff compensation**

Stipend (\$20 per hour w/benefits) \_\_\_\_\_

**Purchased Services**

Airfare (total \$) \_\_\_\_\_  
 Registration\* (Total amount) 75.00  
 Lodging\*\* (Total amount) 375.00  
 Consultant Fee \_\_\_\_\_

**Materials/Supplies**

**Grand Total:** 735.00

**Expense Summary:**            Cost                      Fund  
285.<sup>00</sup>                      Building funds  
450.<sup>00</sup>                      Department funds  
                                     Special Projects

**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  Prissy LeMay
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Building Name: Mallinson Elementary

Activity Date: January 25-28, 2023

Please provide a brief description of your building activity including your plan for sharing. I will attend the MMEA conference and participate in as many sessions as possible. I am an avid note-taker and plan to glean as much as I can to bring back to my music department. I will share out good teaching techniques and plans, I will share out lessons, and I hope to learn and share strategies that will make our ISD students better readers and students. I also hope that what I learn and share will help my music team become better teachers.

(I would like to note that there are some Mallinson students auditioning to be in the All-State Children's Choir. If they make it in, my attendance would be needed.)

### 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.**