

**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.

\$ 699.00 building

\$ 0.00 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.  
Yes, \$338.22 for our counselor to attend the Missouri State Counselors conference.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Completed Special Projects Check Sheet

Thank you!

# Professional Development Activity Request

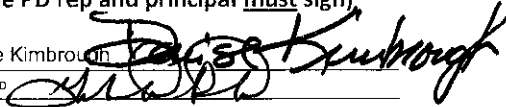
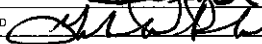
Date March 22, 2017

Activity Request submitted by: Sarah Schraml (name) Santa Fe Trail (school)

Activity aligns with:  
 District CSIP Goal: 1.1 Align curriculum to state and national standards Standard 1.1.1  
 Building SIP Goal: Santa Fe Trail will increase the academic standard point score to 16 academic points for math (MSIP)

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 Denise Kimbrough   
 Bldg principal Gib Rito 

## Professional Development Activity Description

List name of activity and briefly describe: Math Plus National Convention in Kansas City. This math conference will offer break-out sessions allowing teachers to hear nationally known presenters & increase achievement in problem solving and number sense

Location Westin Crown Center Kansas City, MO      Date of activity July 11-13

Participant names Sarah Schraml, Autumn Dickson, Jenny Holtcamp, Gina Thomas

**Substitute Salary**

Substitute costs (\$95 per day w/benefits)  
 0.0  0.0  95.00 = \$ 0.00  
 # of subs      # of days      \$95.00      Total

**Staff compensation**

Stipend (\$25 per hour w/benefits)      0.00

**Purchased Services**

Airfare (total \$)      0.00  
 Registration\* (Total amount)      2,796.00  
 Lodging\*\* (Total amount)      0.00  
 Consultant Fee      0.00

**Materials/Supplies**      0.00

**Grand Total:**      \$ 2,796.00

<u>Expense Summary:</u>	<u>Cost</u>	<u>Fund</u>
	<u>699.00</u>	<u>Building funds</u>
	<u>0.00</u>	<u>Department funds</u>
	<u>2,097.00</u>	<u>Special Projects</u>

**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 type="checkbox"/> Approved <input type="checkbox"/> Not approved  _____ Dr. Elizabeth Savidge
---

Building Name: Santa Fe Trail Activity Date: July 11-13

Please provide a brief description of your building activity including your plan for sharing. We would like to send two teacher representatives from kindergarten and two teacher representatives from first grade.

Santa Fe Building PD funds will pay for one teacher to attend the conference. We are requesting the cost of registration for three additional teachers.

We do qualify for a \$30 per registration discount. This conference will allow our teachers to gain a deep understanding of mathematics. Teachers will learn strategies and techniques to improve number sense and number fluency. Teachers will share information at back to school PD with entire staff and continue presenting Greg Tang strategies throughout the 2017-2018 school year.

### 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.**

# 2017 MATH PLUS Schedule

	Times	K-2 group A	K-2 group B	3-5 group C	3-5 group D	Elective Seminar	6-8 group E
Tuesday – July 11 <sup>th</sup>	6:30-7:30	Yoga	Yoga	Yoga	Yoga		Yoga
	7:30-8:00	Breakfast	Breakfast	Breakfast	Breakfast		Breakfast
	8:15-9:30	<b>Reasoning</b> Greg Tang	<b>Reasoning</b> Greg Tang	<b>Reasoning</b> Greg Tang	<b>Reasoning</b> Greg Tang		<b>Reasoning</b> Greg Tang
	9:45-11:15	<b>Assessment</b> Nicki Newton	<b>Geometry / M&amp;D</b> Cathy Kuhns	<b>WP Progressions</b> Greg Tang	<b>Area Models</b> Sandy Atkins	<b>3-5 CPA Progression</b> Shelly DuBose	<b>Negative Integers</b> Yeap Ban Har
	11:15-11:45	Lunch	Lunch	Lunch	Lunch		Lunch
	12:00-1:30	<b>Number Sense</b> Cathy Kuhns	<b>Assessment</b> Nicki Newton	<b>Differentiate/Division</b> Yeap Ban Har	<b>WP Progressions</b> Greg Tang	<b>3-5 Lesson Planning</b> Sandy Atkins	<b>Linear Equations</b> Shelly DuBose
	1:45-3:00 <b>Elective</b>	<b>K-2 Guided Math</b> Nicki Newton	<b>K-5 Journaling</b> Yeap Ban Har	<b>3-5 Fraction Comp.</b> Sandy Atkins	<b>3-5 Enrichment</b> Cathy Kuhns	<b>3-8 Naked Numbers</b> Shelly DuBose	<b>6-8 Fraction/Ratios</b> Greg Tang
	3:00-4:00 <b>Elective</b>	<b>Word Problems K-2</b> Greg Tang		<b>Math Nights K-5</b> Greg Tang Jr.	<b>Math Practices K-5</b> Sandy Atkins	<b>Anchor Tasks 3-8</b> Yeap Ban Har	<b>Model Drawing 6-8</b> Shelly DuBose
	4:00-5:00	Yoga & Salsa	Yoga & Salsa	Yoga & Salsa	Yoga & Salsa		Yoga & Salsa
	5:00-5:30	Meditation	Meditation	Meditation	Meditation		Meditation
6:30-7:30	Swing Dance Lesson	Swing Dance Lesson	Swing Dance Lesson	Swing Dance Lesson		Swing Dance Lesson	
Wednesday – July 12 <sup>th</sup>	6:30-7:30	Yoga	Yoga	Yoga	Yoga		Yoga
	7:30-8:00	Breakfast	Breakfast	Breakfast	Breakfast		Breakfast
	8:15-9:30	<b>Math Literacy</b> Yeap Ban Har	<b>Math Literacy</b> Yeap Ban Har	<b>Math Literacy</b> Yeap Ban Har	<b>Math Literacy</b> Yeap Ban Har		<b>Math Literacy</b> Yeap Ban Har
	9:45-11:15	<b>WP Progressions</b> Greg Tang	<b>Intervention</b> Christina Tondevold	<b>Fraction Fund.</b> Cathy Kuhns	<b>Differentiate/Division</b> Yeap Ban Har	<b>K-2 Lesson Planning</b> Sandy Atkins	<b>Rational Numbers</b> Shelly DuBose
	11:15-11:45	Lunch	Lunch	Lunch	Lunch		Lunch
	12:00-1:30	<b>Intervention</b> Christina Tondevold	<b>Number Sense</b> Yeap Ban Har	<b>Area Models</b> Sandy Atkins	<b>Fraction Fund.</b> Cathy Kuhns	<b>3-5 Word Problems</b> Greg Tang	<b>Learning Targets</b> Michelle Parks
	1:45-3:00 <b>Elective</b>	<b>K-2 Fact Fluency</b> Christina Tondevold	<b>K-5 Adv. Learners</b> Yeap Ban Har	<b>3-5 Fraction Comp.</b> Sandy Atkins	<b>3-5 Enrichment</b> Cathy Kuhns	<b>3-8 Number Sense</b> Michelle Parks	<b>6-8 Word Problems</b> Greg Tang
	3:00-4:00 <b>Elective</b>	<b>Geometry K-2</b> Yeap Ban Har		<b>Math Nights K-5</b> Greg Tang Jr.	<b>Math Practices K-5</b> Sandy Atkins	<b>Fact Fluency 3-8</b> Christina Tondevold	<b>Collaboration 6-8</b> Michelle Parks
	4:00-5:00	Yoga & Salsa	Yoga & Salsa	Yoga & Salsa	Yoga & Salsa		Yoga & Salsa
	5:00-5:30	Meditation	Meditation	Meditation	Meditation		Meditation
6:30-7:30	Swing Dance Lesson	Swing Dance Lesson	Swing Dance Lesson	Swing Dance Lesson		Swing Dance Lesson	
7:30-10:00	Live Band & Math Game Night	Live Band & Math Game Night	Live Band & Math Game Night	Live Band & Math Game Night		Live Band & Math Game Night	
Thursday – July 13 <sup>th</sup>	6:30-7:30	Yoga	Yoga	Yoga	Yoga		Yoga
	7:30-8:00	Breakfast	Breakfast	Breakfast	Breakfast		Breakfast
	8:15-9:30	<b>Increasing Rigor</b> Juli Dixon	<b>Increasing Rigor</b> Juli Dixon	<b>Increasing Rigor</b> Juli Dixon	<b>Increasing Rigor</b> Juli Dixon		<b>Increasing Rigor</b> Juli Dixon
	9:45-11:15	<b>3-Act Progressions</b> Graham Fletcher	<b>3-Act Progressions</b> Graham Fletcher	<b>Great Expectations</b> Julie Dixon	<b>Great Expectations</b> Julie Dixon		<b>Algebraic Thinking</b> Yeap Ban Har
	11:15-11:45	Lunch	Lunch	Lunch	Lunch		Lunch
	12:00-1:30	<b>Number Sense</b> Yeap Ban Har	<b>WP Progressions</b> Greg Tang	<b>3-Act Progressions</b> Graham Fletcher	<b>3-Act Progressions</b> Graham Fletcher		<b>Great Expectations</b> Julie Dixon
	1:30-2:30	<b>Closing Keynote</b> Ban Har, Juli, Graham & Greg	<b>Closing Keynote</b> Ban Har, Juli, Graham & Greg	<b>Closing Keynote</b> Ban Har, Juli, Graham & Greg	<b>Closing Keynote</b> Ban Har, Juli, Graham & Greg		<b>Closing Keynote</b> Ban Har, Juli, Graham & Greg