

Professional Development Activity Request

Date November 21, 2014

Activity Request submitted by: Kate Hamilton, Jennifer Epperson, Heather Mitchell
(name)

TH Benton, Truman, Nowlin, Randall
(school)

Activity aligns with:

District CSIP Goal: 1.2 Utilize technology to improve student achievement
 Building SIP Goal: 1.9 Implement effective, research based instructional practices across the district.

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 _____
 Bldg principal [Signature]

Professional Development Activity Description

List name of activity and briefly describe: METC Conference

Location St. Charles (MO) Convention Center Date of activity February 9-11

Participant names Kate Hamilton, Jennifer Epperson, Heather Mitchell

Substitute Salary

Substitute costs (\$95 per day w/benefits)
None 95.00 = \$ 0.00
of subs # of days \$95.00 Total

Staff compensation

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

Purchased Services

Airfare (total \$) _____
Registration* (Total amount) 1,470.00
Lodging** (Total amount) 113.28
Consultant Fee _____

Materials/Supplies _____

Grand Total: \$ 1,583.28

<u>Expense Summary:</u>	<u>Cost</u>	<u>Fund</u>
_____		Building funds
_____		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 type="checkbox"/> Approved <input type="checkbox"/> Not approved _____ Dr. Elizabeth Savidge

Building Name: All LMS Activity Date: February 17

Please provide a brief description of your building activity including your plan for sharing. Participants will share ideas learned at the conference at LSTI/LMS Professional Development February 17th

Participants will implement ideas learned in sessions in each of our buildings, and support library media specialists as they implement in their own buildings.

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.