

Lo

Reg- 236124-15

# Professional Development Activity Request

Date 1/21/15

Activity Request submitted by: Pam Lingelbach and Linda Baker (name) Bingham (school)

**Activity aligns with:**

District CSIP Goal: Goal one - Increase student achievement and performance  
 Building SIP Goal: \_\_\_\_\_

**Activity Focus Area(s):**

Literacy  Curriculum  Technology  
 At-risk  Mathematics  Instructional Strategies/Improvement

**Funding Source(s):**

**Approved by: (Both the PD rep and principal must sign)**

Building  
 Department-- Dept. name \_\_\_\_\_  
 Special Projects (District PD funds)

Bldg. PD rep Mona Anderson  
 Bldg principal Brett Playter

**Professional Development Activity Description**

List name of activity and briefly describe : The Write to Learn Conference is focusing on literacy using mentor texts, interactive notebooking, and close reading. Breakout sessions are tailored specifically for teachers in secondary schools.

Location Tan-Tar-A - Osage Beach, MO Date of activity February 26-28, 2015

Participant names Linda Baker and Pam Lingelbach

**Substitute Salary**

Substitute costs (\$95 per day w/benefits)  
1 X 1 X 95.00 = \$ 0.00  
# of subs # of days \$95.00 Total

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

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

**Staff compensation**

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

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

**Purchased Services**

Airfare (total \$) \_\_\_\_\_  
Registration\* (Total amount) 736.00  
Lodging\*\* (Total amount) 273.00  
Consultant Fee \_\_\_\_\_

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

**Materials/Supplies**

Request for Materials and Supplies Form

**Grand Total:** \$ 1,009.00

**Expense Summary:** Cost Fund  
\_\_\_\_\_ Building funds  
\_\_\_\_\_ Department funds  
\_\_\_\_\_ Special Projects

Activity:  
 Approved  
 Not approved  
\_\_\_\_\_  
Dr. Elizabeth Savidge

Building Name: Bingham

Activity Date: Feb. 26-28, 2015

Please provide a brief description of your building activity including your plan for sharing. We will both share with our departments during collaborative meetings within building and district time.

If requested, we can also share during cross district or summer PD.

### 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 literacy strategy instruction

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