

Sent account # 2/5/16

# Professional Development Activity Request

Date: 1/27/15

Activity Request submitted by: Colleen Hunter  
(name)

Bridger Middle School  
(school)

Activity aligns with:  
#1  District CSIP Goal: Increase student achievement and performance.  
1 Building SIP Goal: ELA Students meet or exceed their expected (SGP) based

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

*Soc. Stu. on STAR. Support student growth in daily instruction.*

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 Joyce White  
 Bldg principal J. White

## Professional Development Activity Description

List name of activity and briefly describe: Cris Tovani Workshop on 6-12 Literacy

Location Platte City Middle School Date of activity February 10 and 11, 2016

Participant names Colleen Hunter

### Substitute Salary

Substitute costs (\$95 per day w/benefits)  
1 X 2 X 95.00 = \$ 190  
# 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) \_\_\_\_\_  
Lodging\*\* (Total amount) \_\_\_\_\_  
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: ~~\$0.00~~ \$ 190.00

Expense Summary:      Cost      Fund

\_\_\_\_\_ Building funds  
\_\_\_\_\_ Department funds  
\_\_\_\_\_ Special Projects

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

Building Name: Bridger Middle School Activity Date: Feb. 10 and 11, 2016

Please provide a brief description of your building activity including your plan for sharing. Cris Tovani will model strategies for literacy specifically for secondary social studies. I am the only SS teacher from Bridger attending, so I plan to share at our next cadre meeting so that we can support ELA and increasing reading scores.

**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.

Sent account # on 2/15/16 Sam D.  
on Bridger Visa - I will create PO

**Professional Development Activity Request**

Date: 2/1/16

Activity Request submitted by: Pam DeGraeve (name) Bridger Middle School (school)

Activity aligns with: SIP #1  
 District CSIP Goal: Students will meet expected standard of growth based on STAR based on learning level.  
 Building SIP Goal: Maximize resources to facilitate learning.  
 Goal #3 CSIP

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 Joyce White  
 Bldg principal [Signature]

**Professional Development Activity Description**

List name of activity and briefly describe: Midwest Symposium for Leadership in Behavior Disorders + Autism Strand

Location Kansas City Date of activity 2/25 to 2/27

Participant names Pam DeGraeve

**Substitute Salary**

Substitute costs (\$95 per day w/benefits)  
1 X 2 X 95.00 = \$ 0.00 190.00  
 # of subs # of days \$95.00 Total

**Staff compensation**

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

**Purchased Services**

Airfare (total \$) \_\_\_\_\_  
 Registration\* (Total amount) \$190.00  
 Lodging\*\* (Total amount) \_\_\_\_\_  
 Consultant Fee \_\_\_\_\_

**Materials/Supplies**

Request for Materials and Supplies Form  
\$0.00 \$380

Expense Summary: Cost Fund  
 \_\_\_\_\_ Building funds

**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:  
 Approved  
 Not approved