Sent account # on 2/5/16 Sam D.
on Bridger Visa - I will create PO

Professional Development Activity Request

Date: 2/1/16

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

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

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)

X Bldg. PD rep Joyce White

X 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: Sam 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 _____

Grand Total: ~~$0.00~~ $380

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

Expense Summary: Cost   Fund

_____ Building funds

Building Name: _Bridger_   Activity Date: _Feb. 18 and Mar. 15, 2016_

Please provide a brief description of your building activity including your plan for sharing. _Monthly PBIS meetings at Central Office. We are preparing for our PBIS visit end of February. Lessons are being implemented with teams. Behavior is being reviewed and discussed from data._

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.