

Professional Development Activity Request

Date: 10/22/14

Activity Request submitted by: Laurie Cadwell (name) Bridger Middle School (school)

Activity aligns with:
 District CSIP Goal: 1.9: Implement effective, research in instructional practices across the district.
 Building SIP Goal: Earn an EIA of 360

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

Funding Source(s):
 Building Bldg. PD rep Jayne White
 Department--- Dept. name _____ Bldg principal Janet Richmond
 Special Projects (District PD funds)

Professional Development Activity Description

List name of activity and briefly describe: The Write to Learn Conference is on "Sparking Student Success". Sessions are designed to give teachers strategies to help students "become leaders & writers who are both skilled & engaged."
 Location: Tan-Tan-A Osage Beach, Mo Date of activity: Feb. 26-28, 2015
 Participant names: Laurie Cadwell and Anney Hill

Substitute Salary

Substitute costs (\$95 per day w/benefits)
 # of subs # of days 85.00 = \$ 0.00
 # of subs # of days \$95.00 Total

Staff compensation

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

Purchased Services

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

Materials/Supplies

Grand Total: \$ 736.00

Expense Summary:

Cost	_____	Fund
	_____	Building funds
	_____	Department funds
	<u>\$736.00</u>	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 checked="" type="checkbox"/> Approved <input type="checkbox"/> Not approved
_____ Dr. Elizabeth Savidge

Building Name: Bridger Activity Date: Feb. 26-28, 2015

Please provide a brief description of your building activity including your plan for sharing. As an ELA team representing reading and writing, we would attend sessions in both areas and share instructional strategies with our colleagues through cadre meetings. Information that applies to entire staff, we will share at a SAW meeting. We are constantly looking for activities that will build our students into proficient readers and writers. We have our MAP scores and state scores. We know these areas need improvement. We need strategies to reach all of our students and guide them to success.

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.

* Building would pay sub cost \$380.00 and lodging cost \$182.00 =
Total \$562.00
Joyce White

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 (*I have these to give bldg sec. J White*)
- * 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.

\$ \$562.00 building \$ 736 district
\$ _____ 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.
No

- Completed Special Projects Check Sheet

Thank you!