

# Professional Development Activity Request

You must attach a Authorized Leave Form (available from your school) to this document  
Please make a copy of the completed form for your records (all other forms are available on the [PD website](#))

**Activity Request submitted by:**

Heather Briles

**Activity aligns with:**

District CSIP Goal: Strategy 1.3.1: Appropriate professional development on research-based instructional materials and strategies will be implemented with fidelity through collaborative cross-district opportunities.

Building SIP Goal: Instructional Efficacy: Teachers are confident in their ability to use evidence-based instructional practices to amplify students' capacity to learn.

**Activity Focus Area(s):**

Area 1: Leader in Me District-wide Implementation

Area 2:

Area 3:

**Funding Source(s): mark each source you are requesting funds from with an "X" .**

- Building
- Department
- Bldg Principal
- Special Projects (Dist. PD funds)

**Approval Signature (Both the PD rep and principal must sign)**

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## Professional Development Activity Description

**List name of activity and briefly describe:**

Leader in Me Symposium

**Location of activity:** Des Moines, IA

**Date of activity:** November 13th-14th, 2024

**Participants Names:** Jillian Brownell, Amanda Fogliani, Latoya McGregor, Valerie Craig

**A separate form needs to be filled out for each participant.**

**Activity Cost Calculation:**

**Grand Total** \$2,776.00

Substitute Cost:	# of subs	#of days	Sub Pay	Total
	0	0	\$130	\$0.00
Staff Compensation:	# of subs	#of days	Pay	
	0	0	\$25	\$0.00
Purchased Services:			Airfare	\$0.00
			Registration*	\$1,876.00
			Lodging**	\$900.00
			Consultant Fee	\$0.00
Materials/Supplies:			Materials	\$0.00

[Travel Request/Reimbursement Form](#)

[Travel Request/Reimbursement Form](#)

[Consultant Form](#)

[Request for Materials Form](#)

**Criteria for High-Quality Professional Development**  
**(Mark each description below with an "X" that applies to the requested activity)**

**Part I: High-quality professional development:**

- x 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.
- x is directly linked to district and building school improvement plans.
- x is developed with extensive participation of teachers, parents, principals, and other administrators. [\*Parent participation may be at the CSIP level]
- x provides time and other resources for learning, practice, and follow-up.
- x 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.
- x content-area collaboration and work.
- specialization-area collaboration and work.
- action research and sharing of findings.
- modeling.
- peer coaching.
- vertical teaming.
- x other: Implementation Coaching

**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.
- x 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.
- x 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:

**Provide a plan for sharing information or skills learned from this activity.**

The people listed are Leader in Me District Coaches that have never attended the Leader in Me Symposium, but they support LIM implementation across the elementary schools. They will use the skills gained from this conference to coach our elementary schools through all parts of our multi-year implementation, along with presenting at the ISD Summit. Additionally, there are no funds available to send these coaches for symposium because they are not provided with a budget and they may not be given the opportunity to attend with a specific building.

**Activity Permissions (PD Committee use only)**

approved

not approved

building funds

special projects

Building Name: ISD Leader in Me District Coaches

Date:

9/12/24