

# 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:

Levi Smith, School Counselor

## Activity aligns with:

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

Building SIP Goal:

## Activity Focus Area(s):

- Area 1: Creates an environment that provides opportunities for appropriate social interaction as a part of student learning to maximize student engagements and relationships.
- Area 2: Manages student behavior in an appropriate and constructive manner in order to promote a positive, purposeful and safe environment.
- 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:

Registration \$ 225 PO 459137-26  
Lodging \$ 42.04 PO 45903-26

**Missouri School Counselor Association (MSCA) Fall Conference 2025**

I have been selected as an Emerging Leader for the Missouri School Counselor Association, a recognition that highlights my commitment to advancing school counseling practices. As part of this program, I have been asked to present at the conference, which not only reinforces my professional growth but also elevates our school's presence at the state level. Additionally, I have been approved to present on the topic of small group counseling and building a counseling website.

Attending this conference will provide me with access to the latest research, best practices, and resources in school counseling, which I can bring back to enhance our programs. I will gain valuable insights on topics such as Multi-Tiered Systems of Support (MTSS), social-emotional learning, and innovative strategies for addressing student mental health needs. These learnings will be directly applied to my role in facilitating PST, collaborating with staff on Tier 1 and Tier 2 supports, and designing small group interventions to meet the diverse needs of our students.

In addition, I plan to share key takeaways with our counseling department and district colleagues through professional learning communities and our annual Elementary Summit, ensuring that the benefits of my attendance extend beyond my individual practice. By translating conference content into actionable strategies, I will strengthen our school-wide initiatives, contribute to district-level goals, and provide parents with updated resources and tools to support their children.

Furthermore, this opportunity will allow me to network with other professionals, collaborate on new initiatives, and strengthen my ability to support our students effectively. Ultimately, attending the conference will not only expand my own professional capacity but also directly benefit our students, staff, and families by equipping our school community with innovative, evidence-based practices.

**Location of activity:** Tan-Tar-A Conference Center  
Osage Beach, Missouri      **Date of activity:** November 2 - November 4, 2025

**Participants Names:** Levi Smith

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

<b>Activity Cost Calculation:</b>					<b>Grand Total</b>	\$567.04
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*	\$225.00	<u>Travel Request/Reimbursement Form</u>	
			Lodging**	\$342.04	<u>Travel Request/Reimbursement Form</u>	
			Consultant Fee		<u>Consultant Form</u>	
Materials/Supplies:			Materials		<u>Request for Materials Form</u>	

\* Please include copy of registration Travel Request/Reimbursement Form  
\*\*You will need to make your own hotel reservations.  
You will need to fill out all forms associated with each line item.

**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.
- X 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.

- 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.
- 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.
- X specialization-area collaboration and work.
- action research and sharing of findings.
- X modeling.
- peer coaching.
- vertical teaming.
- other:

**Part III: Topics for high-quality professional development may include:**

- X 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.
- X 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.
- X 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.**

I am planning to attend one workshop aligned with our Building SIP goal. I will take content from this workshop and present it to staff at a building PD event or morning staff meeting. I will also collaborate with other school counselors in the district to share learning from this conference.

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

approved  
not approved

building funds  
special projects

Building Name:

Date:

