

# Professional Development Activity Request

Date 10-3-22

Activity Request submitted by: Alesia Robinson (name) Procter Elementary (school)

Activity aligns with:  
 District CSIP Goal: 1.3 Eliminate achievement gaps thru early intervention: PST, PBS and TST  
 Building SIP Goal: 3 Increase attendance: 85% of the students present 90% of the time

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

Funding Source(s): \_\_\_\_\_ Approved by: (Both the PD rep and principal must sign)  
 \_\_\_\_\_ Building  Bldg. PD rep Amanda Bradford  
 \_\_\_\_\_ Department--- Dept. name \_\_\_\_\_  Bldg principal Amy Hawley  
 Special Projects (District PD funds)

## Professional Development Activity Description

List name of activity and briefly describe: Missouri School Counselor Association Fall Conference provides over 100 breakout sessions with evidenced-based strategies to improve student behavior, increase student achievement, and build relationships.

Location Tan Tar A Resort, Osage Beach, MO Date of activity November 6 - 8, 2022

Participant names Alesia Robinson (Procter Elementary), Leslie Bates (Santa Fe Trail Elementary) and Myndi Gullickson (Ott Elementary)

**Substitute Salary**

Substitute costs (\$95 per day w/benefits)			=	<u>N/A</u>
<u>X</u> # of subs	<u>X</u> # of days	<u>\$95.00</u>		Total

**Staff compensation**  
 Stipend (\$20 per hour w/benefits) N/A

**Purchased Services**

Airfare (total \$)	<u>N/A</u>
Registration* (Total amount)	<u>\$770.00</u>
Lodging** (Total amount)	<u>\$224.24</u>
Consultant Fee	<u>N/A</u>

**Materials/Supplies** N/A  
**Grand Total:** \$994.24

- 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

**Expense Summary:**

Cost	Fund
_____	Building funds
_____	Department funds
<u>\$994.24</u>	Special Projects

Activity:  
 Approved  
 Not approved  
  
 \_\_\_\_\_  
**Pam Boatright**

Building Name: Procter, Santa Fe and Ott

Activity Date: December, 2022

Please provide a brief description of your building activity including your plan for sharing.

We plan to share the information obtained during our building SAW and the Cross District Counselor Meeting in a PowerPoint slide. We will share how the research-based material will support our students and staff. We will also provide example of what was presented to us in the form of handouts and/or embed the material into our slides. We plan to present hands-on materials to bring to life the information that is presented to help clarify the importance of how it will support our students and staff.

### 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.**