

# Professional Development Activity Request

Date 8/30/16

Activity Request submitted by: Jennier Waterfield (name) Central Office/Van Horn (school)

Activity aligns with:  
 District CSIP Goal: College and Career Readiness  
 Building SIP Goal: \_\_\_\_\_

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  
 Department-- Dept. name \_\_\_\_\_ Bldg principal  
 Special Projects (District PD funds)

\*\*\*\*\*  
**Professional Development Activity Description**  
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List name of activity and briefly describe: Fall Hospitality and Tourism Professional Development; See Attached Agenda and Registration Form;  
 Topics Include Tourism and the Food Service Industry, Evolving Changes in Higher Education, The Culinary Way, Measuring ProStart Success

Location Hilton Garden Inn Independence, MO Date of activity October 6-7, 2016

Participant names Jennifer Waterfield, Michelle Ciafullo, Angela Matthews

**Substitute Salary**  
 Substitute costs (\$95 per day w/benefits)  
3 X 1 X 95.00 = \$ 285.00  
 # of subs      # of days      \$95.00      Total

**Required Forms** (Must be attached to this request)  
 Authorized Leave Form \*  
 (A separate form must be completed for each participant)

**Staff compensation**  
 Stipend (\$25 per hour w/benefits) \_\_\_\_\_

Time Sheet  
 (A separate time sheet must be submitted for each participant)

**Purchased Services**  
 Airfare (total \$) \_\_\_\_\_  
 Registration\* (Total amount) 90.00  
 Lodging\*\* (Total amount) \_\_\_\_\_  
 Consultant Fee \_\_\_\_\_

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

**Materials/Supplies** \_\_\_\_\_ Request for Materials and Supplies Form

**Grand Total:**      ~~\$90.00~~      375.00

**Expense Summary:**

Cost	Fund
_____	Building funds
_____	Department funds
<u>375.00</u>	Special Projects

Activity:  Approved  
 Not approved

\_\_\_\_\_  
 Dr. Elizabeth Savidge

Building Name: \_\_\_\_\_ Activity Date: \_\_\_\_\_

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

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<b>Criteria for High-Quality Professional Development</b>
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*\*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.**

**2016 Fall Hospitality and Tourism Professional Development  
Independence, Missouri**

Co-Sponsored by Greater Kansas City Restaurant Association Educational Foundation, Missouri Restaurar Association Educational Foundation and Family Consumer Sciences and Human Services Division, DESE

**Location:** Hilton Garden Inn, 19677 E. Jackson Drive, Independence, MO 64057, (816) 350-3000  
**Registration:** Checks should be made payable to **Missouri Restaurant Association**, attached to the registration form and mailed to the address below by **September 12, 2016**.  
We cannot accept credit cards.

Theresa Struempff, Supervisor  
 OCCR – Family and Consumer Sciences and Human Services  
 Department of Elementary and Secondary Education  
 205 Jefferson Street  
 Jefferson City, MO 65102-0480

**Cost:** Meals and lodging sponsored by Greater Kansas City Restaurant Association, in conjunction with the Hereford House restaurant. A late fee is included in the on-site registration due to meal and lodging guarantees. See the chart below for cost information.

Options	Cost	Choice	Roommate's Name, if applicable
Conference Registration, no lodging required	\$30	e	n/a
Conference Registration, double occupancy lodging	\$50		
Conference Registration, single occupancy lodging	\$100		n/a
Onsite Registration, no lodging guaranteed	\$50		n/a

Name:

We will share this PD information with other teachers in our academy time on Wednesdays. It is the perfect opportunity to share what we have learned! Since the workshops are for Hospitality related occupations and higher education, there is an easy carryover to other departments in the academies, from business to the arts to education. The information gained about the ProStart curriculum and measuring ProStart success can be shared within the Business Academy as "best practices" for anyone involved in teaching management concepts. Hopefully there will also be a chance to network with the presenters as well. This could lead to possible guest speakers, job shadowing or further PD for Freshmen Academy, Arts and Education Academy, and Business Academy.