<u>Professional Development Activity Request</u>

Date <u>'9/28/14</u>			
Activity Request submitted by: Scot Squires (name)	ISD HS ELA Instructional Coach (school)		
Activity aligns with:	(senool)		
X District CSIP Goal; ISD Literacy Focus: Intentional Illeracy lessons in	all subjects with many opportunities for high success literacy experiences.		
Y	look complex toxt		
X Building SIP Goal: Utilize close reading strategies to un	ibek complex text		
Activity Focus Area(s):			
X Literacy X Curriculum	Technology		
At-riskMathematics	X Instructional Strategies/Improvement		
Funding Source(s): Approx	and how (Both the BD was and principal mount size)		
Approx	ved by: (Both the PD rep and principal <u>must</u> sign)		
Building B	Bldg. PD rep		
	Bldg principal		
X Special Projects (District PD funds)			
**************************************	**************************************		
Professional Deve	lopment Activity Description		
List name of activity and briefly describe : CONTENT-AREA LITERACY:	COMPREHENSION, COLLABORATION, AND INQUIRY by Harvey Daniels		
Engage participants in a variety of reading and writing demonstrations and min			
Location Blue Springs, MO Date of	activity November 6, 2014		
WOLED Davies Usefficer Tim Dist Dat Occur 2010, Lo	we Middle World Bill III Allillo Book III a No		
Participant names WCHS: Denise Hastings, Tim Dial, Pat Carr; THS: Jas IA: Wendy Kline, Lori Withers; IC: Scot Squires	son Morton, Kassidy Riichell ; VHHS: Penny Holm, Adam Surrey ;		
TA. Werldy Nille, Lott Witners , IC. Scot Squiles			
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Substitute Salary	Required Forms (Must be attached to this request)		
Substitute costs (\$95 per day w/benefits)	Authorized Leave Form *		
X = X = X = X = X = X = X = X = X = X =	(A separate form must be completed for each participant)		
# of subs # of days \$95.00 Total			
Staff compensation	Time Check		
Stipend (\$25 per hour w/benefits)	Time Sheet (A separate time sheet must be submitted for each participant)		
Superior (325 per floor wybenents)	(A separate time sheet must be submitted for each participant)		
Purchased Services			
Airfare (total \$)	Travel Request/Reimbursement Form		
Registration* (Total amount) 1,145.00	Travel Request/Reimbursement Form * Please include copy of registration		
Lodging** (Total amount)	Travel Request/Reimbursement Form**You will need to make your own		
	hotel reservations.		
Consultant Fee	Consultant Form		
Materials/Supplies	Request for Materials and Supplies Form		
Grand Total: \$ 1,145.00			
<u></u>	-		
Evnance Cummercus	Activity:		
Expense Summary: Cost Fund	Approved		
n.::Lib., - 6 3-	Not approved		
Building funds			
Department fund 1,620.00 Special Projects	Dr. Elizabeth Savidge		
Special Projects	DI. LILADELII JAVIAÇE		

Building Name: ISD HS ELA: WCHS, THS, VHHS, IA Activity Date: 11/6/14	
Please provide a brief description of your building activity including your plan for	
sharing. Participants will gain new knowldege and tools to improve literacy across the curriculum.	*
Aligned with district and building goals, this PD experience provides training in using close reading strategies to unlock complex text and text-based writing s	trategies to document and improve learni
Participants will use new learning and practical tools to improve daily classroom teaching and learning experiences. ELA teachers will share new learning	
ELA administrators will share new learning through literacy across the curriculum initiatives at each high school.	
Criteria for High-Quality Professional Development	
*Mark all that apply to the activity described above.	
Part I: High-quality professional development:	
On James J. Processing and a separation	•
✓ actively engages teachers, over time.	
is directly linked to improved student learning so that all children may meet the Show-Me Standard	s af
the proficient level.	S at
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 participat	ion in this professional
development activity.	
Part II: Some types of activities that might be considered high-quality professiona	l development if they
meet the above requirements are:	rae. oropinent ir they
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. 1111 1111 1111 1111 1111 1111 1111	
improving classroom management skills.	
✓ a combination of content knowledge and content-specific teaching skills. the integration of condensis and quantical advantion.	
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.	•
research and strategies for closing admic vernent gaps between diverse groups of students.	in the second se

(This form may be reproduced for multiple registrants)

How to Register

You may register for any Heinemann Professional Development course by credit card, check, or purchase order.

Online:

heinemann.com/pd (credit card or purchase order)

By Phone:

Call 800.541.2086, ext. 1151, 8:30 am-5:00 pm, EST (credit card or purchase order)

By Fax:

Send your completed registration form by fax at 800.354.2004 (credit card or purchase order)

By Mail:

Send your completed registration form to: (check, credit card, or purchase order)

Heinemann Workshops 361 Hanover Street Portsmouth, NH 03801-3912

For information regarding fees or tuition, schedule, cancellation policies, registration confirmation, and locations, please visit heinemann.com/pd.

Form

Workshop/Institute Title			
Workshop/Institute Date			Method of Payment
Workshop/Institute Location			Check enclosed (payable to Heinemann Workshops)
First Name	Last Name		
Grade/Position			O MasterCard
Email Address			OVisa
School Name			O American Express
School Mailing Address	· ·		Account #
City	State	Zip	
School Phone	School Fax		
Home Mailing Address			
City	State	Zip	- Signature
Home Phone			

Credit

CEU Credit

Participants of our Workshops and Institutes can earn .5 to 2.1 CEU credits (equivalent to 5–21 class participation hours). Specific clock hour credit information can be found on the individual workshop or institute page on our website, heinemann.com/pd.

State Credit

State credit is available for the following states. Participants from all other states receive the standard CEU credit.

- Illinois (1 CPDU = 1 class participation hour): Provider #102310
- Michigan: Participants will need to fill out an SCECH application at the one-day workshop.
 For Institutes, please contact Maureen Foster (Maureen.foster@heinemann.com) at least six weeks prior to the institute.
- Texas: Heinemann is an approved Continuing Professional Education (CPE) Provider: #501280.

- Connecticut CEUs
- Washington State Clock Hours
- Pennsylvania Act 48 Credits

Graduate Credit

Graduate credit is available through Brandman University



for most one-day workshops and institutes. Additional fees apply for all graduate credit and a post-course project is required. For specific information on fees and assignments, go to heinemann.com/pd and click on Workshops or Institutes and "Credit Information" on the left-hand navigation bar. As always we strongly encourage you to check with your school district or administration to determine whether the credit options we offer are acceptable toward your graduate programs or recertification.

Substitutions & Cancellations

Substitutions are allowed at any time—just let us know. If you are canceling your registration up to one week prior to the date of the workshop or institute, you are entitled to a full refund. If you cancel within a week, we retain the following cancellation fee and you are refunded the balance: Cancellation Fees:

For One-Day Workshops = \$10.00 For Multi-Day Institutes = \$50.00

Please note: if you do not cancel and do not attend the workshop there will be no refund given.

Discounts

Many of our workshops and institutes offer group discounts. Please check the individual workshop and institute page on heinemann.com/pd for details.

Please note that to qualify for discounted rates your group must register at the same time.

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				
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. \$ building				
\$ 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.				
Completed Special Projects Check Sheet				
Completed Special Projects Check Sheet				

Thank you!