

# 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:** Josue Molina

**Activity aligns with:**

District CSIP Goal: Align curriculum to state and national standards; restructure high school programs; implement research-based instructional practices to close achievement gaps  
Building SIP Goal: Increase student attendance and academic achievement.

**Activity Focus Area(s):**

Area 1: Instructional Strategies/Improvement  
Area 2: Curriculum  
Area 3: Technology

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

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

Building  x  
Department \_\_\_\_\_  
Bldg Principal \_\_\_\_\_  
Special Projects  x  
(Dist. PD funds)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Professional Development Activity Description

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

Missouri Music Educator's Association Inservice and Conference, PD for Music teachers

**Location of activity:**

Osage Beach, MO

**Date of activity:**

1/28/26-1/31/26 (3 nights, 4 days)

**Participants Names:**

Josue Molina VH/NMS, Andrew Fansher VH, Phillip Enloe NMS, Tim Gorski WCHS

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

**Activity Cost Calculation:**

**Grand Total**      \$1,283.00

Substitute Cost:	# of subs	#of days	Sub Pay	Total	
			\$130	\$0.00	
Staff Compensation:	# of subs	#of days	Pay		
			\$25	\$0.00	
Purchased Services:			Airfare		
			Registration*		<u>Travel Request/Reimbursement Form</u>
			Lodging**	\$1,283.00	<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:**

- 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:

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

We plan on discussing what I've learned at the Secondary Summit during a music session

Activity Permissions (PD Committee use only)

approved  
not approved

building funds  
special projects

Building Name:

Date:

