

Account Codes Sent 2/15/16

# Professional Development Activity Request

Date Feb. 1, 2016A

Activity Request submitted by: Annette Martin  
(name)

John W. Luff Elementary  
(school)

**Activity aligns with:**

- District CSIP Goal: \_\_\_\_\_
- Building SIP Goal: 85% of our students will be proficient or advance on the STAR reading Test.

**Activity Focus Area(s):**

- Literacy
- At-risk
- Curriculum
- Mathematics
- Technology
- Instructional Strategies/Improvement

**Funding Source(s):**

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

**Approved by: (Both the PD rep and principal must sign)**

- Bldg. PD rep Annette Martin
- Bldg principal Melissa J. Owen

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## Professional Development Activity Description

List name of activity and briefly describe: Our staff members can have some collaboration days to discuss STAR scores, have time to meet as grade levels and specials teachers to discuss ideas and plans to help with students who are struggling to meet the end of the year goals

Location TBD Date of activity Feb and March

Participant names Luff Teachers K-5, specials Teachers

### Substitute Salary

Substitute costs (\$95 per day w/benefits)			
24	X 1	X 95.00	= \$ 2,280.00
# of subs	# of days	\$95.00	Total

### Staff compensation

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

### Purchased Services

Airfare (total \$) \_\_\_\_\_

Registration\* (Total amount) \_\_\_\_\_

Lodging\*\* (Total amount) \_\_\_\_\_

Consultant Fee \_\_\_\_\_

### Materials/Supplies

**Grand Total:** \$ 0.00

<b>Expense Summary:</b>	<b>Cost</b>	<b>Fund</b>
_____	_____	Building funds
_____	_____	Department funds
_____	_____	Special Projects

### 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

Activity:
<input checked="" type="checkbox"/> Approved
<input type="checkbox"/> Not approved
_____
Dr. Elizabeth Savidge

Building Name: Luff Activity Date: Feb-March

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

sharing. Our teachers would like a day to collaborate with each other to discuss STAR scores and use the time to plan effective lessons to help students meet their goals for the end of the year. Using information from the start reports, curriculum, integrating technology, etc. The teachers will turn in a plan to our principal and share what their data plans at our weekly data meeting.

### 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.**