

in 4/16 - out 4/19

Professional Development Activity Request

E06531

Date 2/7/2016

Activity Request submitted by: Lynette Vinson (name) Southern (school)

Activity aligns with:
 District CSIP Goal: Increase student achievement and performance
 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)
_____ Bldg. PD rep _____
_____ Department-- Dept. name _____ Bldg principal _____
 Special Projects (District PD funds)

Professional Development Activity Description

List name of activity and briefly describe: NO Speech Language Hearing Convention-Various sessions ranging from 1-8 hours in length. Focus is on literacy, standard based IEP goals, studying therapy, autism, I

Location Tan-Tar-A Resort/ Osage beach, MO Date of activity April 18-19

Participant names Lynette Vinson

Substitute Salary
Substitute costs (\$95 per day w/benefits)
0 0 95.00 = \$ 0.00
of subs # of days \$95.00 Total

Staff compensation
Stipend (\$25 per hour w/benefits) 0.00

Purchased Services
Airfare (total \$) 0.00
Registration* (Total amount) 190.00
Lodging** (Total amount) 345.00
Consultant Fee 0.00

Materials/Supplies 0.00
Grand Total: \$ 535.00

Expense Summary:

Cost	Fund
_____	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:
 Approved
 Not approved

Dr. Elizabeth Savidge

Building Name: William Southern

Activity Date: April 16-19, 2016

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

I will present appropriate learning models that support district school goals to other staff and for specialists. I will utilize materials in my daily speech therapy lessons with students.

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.

Travel Request and Reimbursement

Professional Development Activity

Date of Request: 2/27/2015
 Name Lynette Vinson School Southern
 Type of Meeting Mo Speech and Language Convention
 Location Osage Beach, MO
 Departure Date 4/16/2015 Return Date 4/19/2015
 Transportation: Air Car Other _____

Reimbursement Source:

Building _____	_____ %
District <u>Special Project</u>	<u>100.00</u> %
State/Grant _____	_____ %
Other _____	_____ %

Activity #

Request is: Approved
 Not Approved

 Dr. Beth Savidge

Application for Reimbursement

	*Submit <u>prior</u> to activity.	*Resubmit with receipts <u>after</u> activity.
Estimate of Expenses	Amount Paid By District P.O./Card	Actual Expense for Reimbursement
Transportation (485 per mile) <u>\$ 165.00</u>		
Registration <u>\$ 190.00</u>		
Meals <u>\$ 30.00</u>		
Lodging <u>\$ 345.00</u>		
Other Expenses _____		
Subtotal	\$ 730.00	\$ 0.00

Total Reimbursement Requested: _____

The above is a true and correct statement of my expenses in transacting authorized school business in the period specified above. I have attached receipts for all expenditures in which I am seeking reimbursement.

Signature: _____ Date: _____

Expenditures charged to account: # _____

Approval: These expenses are approved for payment in the amount of \$ _____

Superintendent: _____

Please make a copy of this completed form for your records.

ED06532

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 registration \$145
 - department

Were you able to attain any funds? Please list the amounts you received.

\$ 145.⁰⁰ 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.

No

- Completed Special Projects Check Sheet

Thank you!

Professional Development Activity Request

Date 3/2/2016

Activity Request submitted by: Jenna Wise (name) Blackburn Elementary (school)

Activity aligns with:

District CSIP Goal: Increase student achievement and performance

Building SIP Goal: 85% of Blackburn students will meet or exceed expected growth based on STAR Early Lit / STAR Reading.

Activity Focus Area(s):

Literacy Curriculum Technology
 At-risk Mathematics 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 Armie Gargano
 Bldg principal Sara Hill

Professional Development Activity Description

List name of activity and briefly describe : MO Speech Language Hearing Convention--Various sessions ranging from 1-8 hours in length. Focus is on literacy, standard based IEP goals, stuttering therapy, autism, intervention with auditory processing disorders, use of technology

Location Tan-Tar-A Resort/ Osage beach, MO Date of activity April 16-19

Participant names Jenna Wise

Substitute Salary

Substitute costs (\$95 per day w/benefits)
0 0 95.00 = \$ 0.00
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) 0.00

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

Purchased Services

Airfare (total \$) 0.00
Registration* (Total amount) 0.00 (145.00 paid by bldg.)
Lodging** (Total amount) 345.00
Consultant Fee 0.00

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

0.00

Request for Materials and Supplies Form

Grand Total: \$ 345.00

Expense Summary:	Cost	Fund
	<u>\$ 145</u>	Building funds
		Department funds
	<u>\$ 345</u>	Special Projects

Activity:
 Approved
 Not approved

Dr. Elizabeth Savidge

Building Name: Blackburn Elementary Activity Date: April 16-19, 2015

Please provide a brief description of your building activity including your plan for sharing. I will present appropriate learning materials that support district/school goals to other staff and/or specialists. I will utilize materials in my daily speech therapy lessons with students and

will use resources from this activity to develop quality, evidence-based professional development for district SLPs

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.

Travel Request and Reimbursement

Professional Development Activity

Date of Request: 4/16/15-4/19/15
 Name Jenna Wise School Blackburn
 Type of Meeting Missouri Speech-Language Hearing Association
 Location Osage Beach, MO
 Departure Date 4/16/15 Return Date 4/19/15
 Transportation: Air Car Other _____

Reimbursement Source:

Building _____	%
District <u>Special Projects</u>	<u>100.00</u> %
State/Grant _____	%
Other _____	%

Activity #

Request is: Approved
 Not Approved

 Dr. Beth Savidge

Application for Reimbursement

	*Submit <i>prior</i> to activity.	*Resubmit with receipts <i>after</i> activity.
Estimate of Expenses	Amount Paid By District P.O./Card	Actual Expense for Reimbursement
Transportation(.485 per mile) _____	\$ 185.00	_____
Registration _____	_____	_____
Meals _____	\$ 30.00	_____
Lodging _____	\$ 345.00	_____
Other Expenses _____	_____	_____
_____	_____	_____
_____	_____	_____
Subtotal	\$ 540.00	\$ 0.00
	Total Reimbursement Requested: \$ 540.00	

The above is a true and correct statement of my expenses in transacting authorized school business in the period specified above. I have attached receipts for all expenditures in which I am seeking reimbursement.

Signature: Jenna Wise Date: 3/2/15

Expenditures charged to account: # _____
 Approval: These expenses are approved for payment in the amount of \$ _____
 Superintendent: _____

Please make a copy of this completed form for your records.

Winning Together: The Power of Us! Attend MSHA 2015!

Dear Colleagues:

Our 2015 MSHA Convention Planning Team's goal was to put together a winning line-up of knowledgeable and inspirational speakers whose names and topics were chosen from the powerful suggestions you shared with us at last year's Convention. We hope to make this an outstanding Convention with many opportunities for learning, growth and networking.

We will begin Thursday evening with a few Pre-Convention sessions. The first session will be the Third Annual Round Robin, featuring a variety of different topics for all work settings, which will be followed by "Ask MSHA." Two CEUs can be earned from attending both sessions before the Convention officially begins!

While picking up your Convention packet, you will want to check out the MSHA Cares table. All proceeds from this year's fundraising will be supporting the Special Olympics. Find out all the ways you can support and make a difference in the lives of those who participate in this wonderful event.

Be sure to preregister for your Friday lunch, which will be served in the Exhibit Hall, and don't miss out on breakfast offered both Saturday and Sunday.

You won't need to leave Tan-Tar-A to shop! The Exhibit Hall will open its doors Friday morning at 10:00 am and will host the Silent Auction which will be open throughout the day. Enjoy bidding for items knowing that the proceeds go to support the Student Scholarship Fund. Also in the Exhibit Hall, our exhibitors will be offering a variety of professional and personal items that you will definitely want to check out!

Make sure to preregister for the President's Luncheon where we are honored to have Brad Fritz, a young man who experienced a TBI, share a powerful message through the use of his AAC device.

Don't miss the exciting Quest for the Cup which will take place on Saturday evening with a Tailgate Party occurring before the Quest! Thank you, once again, to EBS for their continued sponsorship of the Quest event highlighting our graduate students' knowledge. You will have an exciting evening cheering on your alma mater while gaining an additional CEU in the process.

See you at the 2015 MSHA Convention in April!

Ilene Elminger, CPT Chair

Leanna Lawrence, CPT Co-Chair



**Recipient 2015:
The Special Olympics
of Missouri**

Sara Hines, Special Events Chair

Please plan to join MSHA in supporting our 2015 MSHA Cares Special Project, the Special Olympics of Missouri! The Special Olympics transforms lives through sports. They are the world's largest sports organization, with nearly four million athletes in more than 170 countries, and over 17,000 in Missouri! Through the power of sports, people with intellectual disabilities are able to discover new strengths and abilities. They also inspire people in their communities to open their hearts to a wider world of human talents and potential.

For 40 years, the Special Olympics has been spreading the message that people with intellectual disabilities can – and will – succeed when given the chance. Along with other activities, fundraising efforts at the Convention will include lanyards for sale. Stay tuned for more fundraising activities! Thank you in advance for your support of this year's Special Project!

