

# Professional Development Activity Request

Date 8-21-18

Activity Request submitted by: Kelly J Sickle Glendale  
(name) (school)

Activity aligns with:  
 CSIP 1 District CSIP Goal: implement effective, research based instructional practices across the District  
 CSIP 1 Building SIP Goal: Provide effective professional development aligned to District goals to all faculty and staff

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)

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**Professional Development Activity Description**  
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List name of activity and briefly describe: National Council of Teachers of Mathematics Regional Conference

Location Kansas City MO Date of activity November 1-2, 2018

Participant names Kelly J Sickle

**Substitute Salary**

Substitute costs (\$95 per day w/benefits)  
 1  2  95.00 = \$ 190.00  
 # of subs      # of days      \$95.00      Total

**Staff compensation**

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

**Purchased Services**

Airfare (total \$) \_\_\_\_\_  
 Registration\* (Total amount) 259.00  
 Lodging\*\* (Total amount) \_\_\_\_\_  
 Consultant Fee \_\_\_\_\_

**Materials/Supplies**

**Grand Total:** \$ 259.00

<b><u>Expense Summary:</u></b>	<b><u>Cost</u></b>	<b><u>Fund</u></b>
	<u>190.00</u>	<b>Building funds</b>
		<b>Department funds</b>
	<u>259.00</u>	<b>Special Projects</b>

**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 type="checkbox"/> Approved <input type="checkbox"/> Not approved  _____ Dr. Elizabeth Savidge
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Building Name: Glendale Activity Date: November 1-2, 2018

Please provide a brief description of your building activity including your plan for sharing. Attending this conference will give me many ideas and ways to implement mathematics across grade levels. I will be able to share with my building principal, and other teachers in the building. I will be able to share with the curriculum design teams, and use this knowledge to help develop engaging tasks that promote equity for all 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.**