

418574

**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 Special Projects 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 funding sources from building/department before sending to the District PDC
  - building funds
  - department funds

Were you able to acquire any funds? Please list the amount you received

\$ \_\_\_\_\_ building funds

\$ \_\_\_\_\_ department funds

- Please send Professional Development Activity Request forms to the Director of Special Projects, prior to the last day of the month
- Have you accessed these Special Project funds before? This school year? Please explain
 

*No*

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- Completed Special Projects Check Sheet

# Professional Development Activity Request

Date 5/3/2023

Activity Request submitted by: Matthew Bannon District (Science) \_\_\_\_\_  
 (name) (school)

Activity aligns with:  
 1 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)  
 \_\_\_\_\_ Building                      \_\_\_\_\_ Bldg. PD rep \_\_\_\_\_  
 \_\_\_\_\_ Department--- Dept. name                      \_\_\_\_\_ Bldg principal \_\_\_\_\_  
 Special Projects (District PD funds)

\*\*\*\*\*  
**Professional Development Activity Description**

List name of activity and briefly describe: NSTA (National Science Teaching Association) national conference.  
 \_\_\_\_\_

Location Kansas City (Kansas City Convention Center) Date of activity October 25-28, 2023

Participant names Matt Bannon - Secondary Science Instructional Coach, Bridger Science Teacher (1), Nowlin Science Teacher (1), Bingham Science Teacher (1), Pioneer Science Teacher (1), Truman Science Teacher (1), Chrisman Science Teacher (1), Van Horn Science Teacher (1)  
 \_\_\_\_\_  
 \*\* Subs will be paid at the building level\*\*

**Substitute Salary**  
 Substitute costs (\$95 per day w/benefits)  
 \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
 # 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 (\$20 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)                      3,760.00  
 Lodging\*\* (Total amount)                      0.00  
 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:**                      3,760.00

<b><u>Expense Summary:</u></b>	<b>Cost</b>	<b>Fund</b>
	_____	<b>Building funds</b>
	_____	<b>Department funds</b>
	<u>3,760.00</u>	<b>Special Projects</b>

Activity: _____ Approved _____ Not approved _____ <b>Pam Boatright</b>
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Building Name: District (Science) Activity Date: October 25-28, 2023

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

Teachers will learn about best practices and new strategies for engaging students in high quality science lessons, and the opportunity to meet with experts in the science field. Teachers will attend sessions involving assessment, laboratory instruction, best science practices, and inquiry lessons. Teachers attending will then share their learning during the science cross-district sessions throughout the school year, and use what they have learned to improve/ update our curriculum in science classes.

**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.**



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