

# 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:**

Kim Killbreth/Lauren Seeger

**Activity aligns with:**

District CSIP Goal: Implement effective research-based instructional practices across the district in an effort to eliminate achievement gaps.

Building SIP Goal: .5% increase scaled score by grade level in math.  
80% meet their growth goal in STAR Math.

Sub Code  
Sent  
11/8

**Activity Focus Area(s):**

- Area 1: Close achievement gaps and increase math scores
- Area 2:
- Area 3:

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*Kim Killbreth / Lauren Seeger*

## Professional Development Activity Description

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

National Council of Teachers of Mathematics Spring Conference

**Location of activity:** Kansas City, MO

**Date of activity:** February 6-7, 2025

**Participants Names:** Taylor O'Reilly, Raylene Alexander, Alexa Higgins, Marie Barbee, Devin Schmidt

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

**Activity Cost Calculation:**

|                     |           |          |                |  |            |
|---------------------|-----------|----------|----------------|--|------------|
| Substitute Cost:    | # of subs | #of days | Sub Pay        |  | Total      |
|                     | 4         | 2        | \$130          |  | \$1,040.00 |
| Staff Compensation: | # of subs | #of days | Pay            |  |            |
|                     |           |          | \$25           |  | \$0.00     |
| Purchased Services: |           |          | Airfare        |  |            |
|                     |           |          | Registration*  |  |            |
|                     |           |          | Lodging**      |  |            |
|                     |           |          | Consultant Fee |  |            |
| Materials/Supplies: |           |          | Materials      |  |            |

**Grand Total** \$1,040.00

Request  
subs  
only

Travel Request/Reimbursement Form

Travel Request/Reimbursement Form

Consultant Form

Request for Materials Form

\* 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:**

- X actively engages teachers, over time.
- X is directly linked to improved student learning so that all children may meet the Show-Me Standards at the proficient level.
- X 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]
- X provides time and other resources for learning, practice, and follow-up.
- X is supported by district and building leadership.
- X 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.
- X grade-level collaboration and work.
- X content-area collaboration and work.
- X specialization-area collaboration and work.
- action research and sharing of findings.
- X modeling.
- X peer coaching.
- X vertical teaming.
- other:

**Part III: Topics for high-quality professional development may include:**

- X content knowledge related to standards and classroom instruction.
- X instructional strategies related to content being taught in the classroom.  
improving classroom management skills.
- X a combination of content knowledge and content-specific teaching skills.  
the integration of academic and vocational education.
- X research-based instructional strategies.
- X strategies to assist teachers in providing instruction to children with limited English proficiency to improve their language and academic skills.
- X strategies to assist teachers in creating and using classroom assessments.
- X instruction in the use of data to inform classroom practice.
- X 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.
- X strategies for integrating technology into instruction.  
research and strategies for the education and care of preschool children.
- X 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.**

Activity Permissions (PD Committee use only)

approved  
not approved

building funds  
special projects

Building Name:

Ott Elementary

Date:

10-22-2024

