

# 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:** Olivia Rodriguez, LIM Lighthouse Coordinator

**Activity aligns with:**

District CSIP Goal: 1.1, 1.3, 3.2

Building SIP Goal: 1. By the spring benchmark, 60% of students will meet or exceed their individual SGP target as measured by STAR Reading and STAR Early Literacy. 2. By the spring benchmark, 60% of students will meet or exceed their individual SGP target as measured by STAR Math and STAR Early Literacy. 3. Increase the daily attendance rate from 72.28% to 80.00%. (Increasing connection and academic learning time will improve all areas.)

**Activity Focus Area(s):**

- Area 1: Build a safe and focused learning environment.
- Area 2: Increase connections with students, staff, and families.
- Area 3: Recognize and build upon the brilliance of each stakeholder.

**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)**

*440514*

*Registration only from SP*

## Professional Development Activity Description

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

Leader in Me Symposium

**Location of activity:** Des Moines, Iowa      **Date of activity:** November 13-14, 2024

**Participants Names:** Sarah Jones, Principal; Olivia Rodriguez, Lighthouse Coordinator; Heather Briles, District LIM trainer; Carly Shawver, Lighthouse team member

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

**Activity Cost Calculation:**

**Grand Total** \$3,822.00

Substitute Cost:	# of subs	#of days	Sub Pay	Total	
	2	2	\$130	\$520.00	
Staff Compensation:	# of subs	#of days	Pay		
	0		\$25	\$0.00	
Purchased Services:			Airfare	\$608.00	mileage & meals
			Registration*	\$1,876.00 ✓	Travel Request/Reimbursement Form
			Lodging**	\$818.00	Travel Request/Reimbursement Form
			Consultant Fee		Consultant Form
Materials/Supplies:			Materials		Request for Materials Form

*469ea*

**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:**

- 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:

**Provide a plan for sharing information or skills learned from this activity.**

This directly relates to our Leader in Me district initiative. Randall is on year two of implementation and looking to learn more. The attendees are all in leadership roles and on key decision making teams. Information learned at the symposium will be shared with the building leadership team and the Hearts committee. These teams identify growth opportunities and plan for annual goals, action steps, SEL instruction, and student leadership teams.

**Activity Permissions (PD Committee use only)**

approved  
not approved

building funds  
special projects

Building Name:

Date:

