

Professional Development Activity Request

Date 8/03/25

Activity Request submitted by: Becky Dollins (name) Randall (school)

Activity aligns with:
 District CSIP Goal: District CSIP Goal 3.2.3 Provide ongoing professional development for new and veteran certificated staff members.
 Building SIP Goal: Building SIP Goal: Implementation of district literacy model across all content areas.

Activity Focus Area(s):
 Literacy Curriculum Technology
 At-risk Mathematics Instructional Strategies/Improvement

Reg 460415
Lodg. 460418

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: MASL (Missouri Association of School Librarians) Spring Conference 2026
Conference for MO School Librarians to learn all things library and improve literacy/technology through school libraries.

Location Osage Beach, MO Date of activity April 18-21st

Participant names Becky Dollins

Substitute Salary

Substitute costs (\$130 per day w/benefits)
 1 _____ X 1 _____ X 130.00 = 130.00
 # of subs # of days \$130.00 Total

Staff compensation

Stipend-\$21.50 per hour w/benefits 0 _____

Purchased Services

Airfare (total \$) _____
 Registration* (Total amount) \$369
 Lodging** (Total amount) \$545
 Consultant Fee 0 _____

Materials/Supplies

_____ 0 _____
Grand Total: \$ 1,044.00

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: <input type="checkbox"/> Approved <input type="checkbox"/> Not approved _____ Dr. Pam Boatright

Building Name: Randall

Activity Date: 4/18-4/21/2024

Please provide a brief description of your building activity including your plan for sharing. This is a conference for MO School Librarians. I plan to attend and learn all I can to help me be a better school librarian at Randall. I will bring back info I learn to share with colleagues in ISD and at Randall to help improve the library experience at Randall. I can share at a district library PD and at a building SAW meeting.

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.