

# Professional Development Activity Request

Date 4/5/2019

Activity Request submitted by: Sarah Jones (name) Randall Elementary (school)

Activity aligns with:  
 District CSIP Goal: Align district programs for continuity and cohesiveness  
 Building SIP Goal: Fidelity to effective PST and PBIS procedures and strategies

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

Funding Source(s):  
 Building  
 Department— Dept. name \_\_\_\_\_  
 Special Projects (District PD funds)

Approved by: (Both the PD rep and principal must sign)  
 Bldg. PD rep Elizabeth Annell  
 Bldg principal Sarah Jones

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

List name of activity and briefly describe: Trauma Informed Schools Conference—3 day conference focused on increasing understanding, knowledge, and tools required to cultivate a trauma informed school. (See handout)

Location St. Charles, Missouri Date of activity June 18-20

Participant names Sarah Jones, Principal; Montel Evans, Assistant Principal

**Substitute Salary**  
 Substitute costs (\$95 per day w/benefits)  
 0    X 0    X 0    = 0  
 # of subs    # of days    \$95.00    Total

**Staff compensation**  
 Stipend (\$20 per hour w/benefits)    0

**Purchased Services**  
 Airfare (total \$)    0  
 Registration\* (Total amount)    938.00  
 Lodging\*\* (Total amount)    596.00  
 Consultant Fee    0

**Materials/Supplies**    247.00

**Grand Total:**    1781.00

**Expense Summary:**

Cost	Fund
<u>247.00</u>	Building funds
<u>0</u>	Department funds
<u>1534.00</u>	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:  
 Approved  
 Not approved

\_\_\_\_\_  
 Prissy LeMay

Building Name: Randall

Activity Date: June 18-20

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

This conference will allow Randall's new administrators to learn from and collaborate with other schools currently focusing on trauma informed practices, laying the groundwork for facilitating a social emotional curriculum in the school setting. Information gained will be shared with staff during the SEL retreat, back to school PD and all following PD sessions. Staff will work collaboratively to craft a plan where trauma informed practices, social emotional learning supports, and positive behavior supports are woven together throughout all content areas, leading to increased student success.

**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 \_\_\_\_\_ strategies to effectively support the social emotional learning of students

**Please make a copy of this completed form for your records.**