

Professional Development Activity Request

Date December 11, 2015

Activity Request submitted by: Maria D Jonas (name) SFT (school)

Activity aligns with:
 _____ District CSIP Goal: Goal 1 Increase student achievement and performance
 _____ Building SIP Goal: _____

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 [Signature]
 SHAPE Bldg principal [Signature]

Professional Development Activity Description

List name of activity and briefly describe: SHAPE National Convention

Location Minneapolis, MN Date of activity April 5-9, 2016

Participant names Maria Jonas

Substitute Salary

Substitute costs (\$95 per day w/benefits)
 1 _____ X 3 _____ X 95.00 _____ = \$ 285.00
 # of subs # of days \$95.00 Total

Staff compensation

Stipend (\$25 per hour w/benefits) _____

Purchased Services

Airfare (total \$) _____ 0.00
 Registration* (Total amount) _____ 340.00
 Lodging** (Total amount) _____ 0.00
 Consultant Fee _____ 0.00

Materials/Supplies _____ 0.00

Grand Total: \$ 340.00

Expense Summary:

_____	Building funds
_____	Department funds
<u>340.00</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:	
<input checked="" type="checkbox"/>	Approved
<input type="checkbox"/>	Not approved
_____ Dr. Elizabeth Savidge	

Building Name: SFT Activity Date: _____

Please provide a brief description of your building activity including your plan for sharing. I will present to the Elementary PE Dept at one of our cross district PDs. I will also present to our building any new initiatives that will be relevant to integrating math and reading into PE activities.

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.