

# Professional Development Activity Request

Date October 10, 2019

Activity Request submitted by: Margaret C. Patton Thomas Hart Benton Elementary  
(name) (school)

Activity aligns with:  
 District CSIP Goal: 1.3 Implementation of effective researched based practices across the district in an effort to eliminate achievement gap.  
 Building SIP Goal: 70 % of Benton students will be able to read and write on grade level according to Fountas and Pinnell end Next Step Benchmark Assessments

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

Funding Source(s): Approved by: (Both the PD rep and principal must sign)

Building  Bldg. PD rep  
 Department--- Dept. name  Bldg principal [Signature]  
 Special Projects (District PD funds)

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**Professional Development Activity Description**  
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List name of activity and briefly describe: Wilson Language On-line Training for Level 2. This training will provide professional development for building teachers as well as students who have successfully complete

Location On-line training Date of activity Will begin as soon as request approved

Participant names Margaret C. Patton

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

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

**Purchased Services**  
 Airfare (total \$)      NA  
 Registration\* (Total amount)      Included  
 Lodging\*\* (Total amount)      NA  
 Consultant Fee      NA

**Materials/Supplies**      \$700.00

**Grand Total:**      \$ 1,000.00

**Expense Summary:**

Cost	Fund
<u>    </u> \$300.00	Building funds
<u>    </u>	Department funds
<u>    </u> <u>\$700.00</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 type="checkbox"/> Approved <input type="checkbox"/> Not approved  _____ Prissy LeMay
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Building Name: Thomas Hart Benton Elementary School Activity Date: Start date immediately pending approval.

Please provide a brief description of your building activity including your plan for sharing. Professional development will be provided for classroom teachers on how to develop word conscious lessons which support reading, syllabication concepts necessary for decoding.

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<b>Criteria for High-Quality Professional Development</b>
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*\*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.