

Professional Development Activity Request

Date 08/25/2025

Activity Request submitted by: William D. Masland (name) William Southern Elementary (school)

Activity aligns with:
 District CSIP Goal: Aligning Curriculum with National Standards, Research Based Instructional Practices
 Building SIP Goal: Improve student learning, implementing reading in content areas, cultural competence

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 _____
 _____ Special Projects (District PD funds)

Professional Development Activity Description

List name of activity and briefly describe: 2026 Missouri Music Educator's Association Conference. Meeting of the best music educators in the state to share ideas, learn from clinicians, and become inspired by elementary performances.

Location Osage Beach, MO Date of activity 1/26/26 - 1/28/26

Participant names William D. Masland

Substitute Salary

Substitute costs (\$130 per day w/benefits)
 1 x 2 x \$130.00 = \$260.00
 # of subs # of days \$130.00 Total

Staff compensation

Stipend-\$21.50 per hour w/benefits _____

Purchased Services

Airfare (total \$)	\$0.00
Registration* (Total amount)	\$50.00
Lodging** (Total amount)	\$250.00
Consultant Fee	\$0.00

Materials/Supplies

\$0.00

Grand Total:

\$ 560.00

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

Expense Summary: **Cost** **Fund**

 Building funds
 _____ Department funds
 _____ Special Projects

Activity:
 _____ Approved
 _____ Not approved

Dr. Pam Boatright

Building Name: William Southern Elementary Activity Date: _____

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

Attending the MMEA conference this year will give me a stronger understanding of developments and standards in music education at the state and national level.
I will share my knowledge with the other elementary music educators in the district as well as converse with our classroom teachers how their standards align with my subject. We will be inspiring greatness through musical knowledge.

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.