Professional Development Activity Request

394168

Date 5-2-22

Activity Request submitted by: H. Debandt (name)   Blackburn (school)

Activity aligns with:

_____ District CSIP Goal: _____

X Building SIP Goal: decrease behaviors that cause lack of instructional time

Activity Focus Area(s):

_____ Literacy   _____ Curriculum   _____ Technology

X At-risk   _____ Mathematics   X Instructional Strategies/Improvement

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

_____ Building   ✓ Bldg. PD rep Hayley Debandt

_____ Department--- Dept. name _____   ✓ Bldg principal _____

X Special Projects (District PD funds)

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Professional Development Activity Description

List name of activity and briefly describe: BIST Summer Training

Location John Knox - Lee's Summit **Date of activity** July 25-29 8-3:30

Participant names Karrie Maxwell, Michelle Schwab, Cassie Roy, Christine Foster, Kelly Sickle, CJ Johnson

Substitute Salary

Substitute costs ($95 per day w/benefits)

_____ X _____ X _____ = _____
# of subs   # of days $95.00   Total

Staff compensation

Stipend ($20 per hour w/benefits)   _____

Purchased Services

Airfare (total $)   _____

Registration* (Total amount)   _____

Lodging** (Total amount)   _____

Consultant Fee   _____

Materials/Supplies   _____

Grand Total: $1,000

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	
	$1000	Special Projects	

Activity:
_____ Approved
_____ Not approved
Prissy LeMay

Building Name: Blackburn   **Activity Date:** July 25-29

Please provide a brief description of your building activity including your plan for sharing. manage difficult student behaviors
teachers plan to share at Back to School PD
+ answer questions for staff as needed

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.
_X_ 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.
_X_ 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.