

Account # sent to  
Connie Daaust  
1/13 11:00

**Professional Development Activity Request**

Date 11-8-16

Activity Request submitted by: Brianna Shepardson Sycamore Hills  
(name) (school)

Activity aligns with:  
 District CSIP Goal: Provide ongoing professional development  
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 Amanda Taylor  
 Bldg principal Amber Mills

**Professional Development Activity Description**

List name of activity and briefly describe: Missouri Music Educators Association Conference - State-wide music workshops & education  
Location Tan-tar-a resort Date of activity Jan. 25-27  
Participant names Brianna

**Substitute Salary**

Substitute costs (\$95 per day w/benefits)  
1 x 3 x \$95.00 = \$0.00 285.00  
# of subs # of days \$95.00 Total

**Staff compensation**

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

**Purchased Services**

Airfare (total \$) \_\_\_\_\_  
Registration\* (Total amount) \_\_\_\_\_  
Lodging\*\* (Total amount) \_\_\_\_\_  
Consultant Fee \_\_\_\_\_

**Materials/Supplies**

Request for Materials and Supplies Form  
**Grand Total:** \$0.00 285.00

Expense Summary: Cost Fund  
\_\_\_\_\_ Building funds  
\_\_\_\_\_ Department funds  
 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

Activity:  
 Approved  
 Not approved  
\_\_\_\_\_  
Dr. Elizabeth Savidge

Building Name: Sycamore Hills Activity Date: Jan 25-27

Please provide a brief description of your building activity including your plan for sharing. This conference provides music teachers with multiple workshops and concerts every day to improve instruction, build curriculum and implement technology. I will share what I learned at the February professional development meeting.

**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.

Went last yr but paid for herself & took personal day.

district for reg. (5)