

Professional Development Activity Request

Date: 12/10/18

Activity Request submitted by: Valerie Hough (name) Van Horn (school)

Activity aligns with:
 District CSIP Goal: vertically aligning curriculum, ↑ engagement, integrating BL in the classroom
 Building SIP Goal: ↑ attendance, ↑ use of technology, ↑ engagement, diversify instruction

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)

Earth Su
College
Bio

Professional Development Activity Description

List name of activity and briefly describe: DESE Interface Conference

Location: tentara Date of activity: 2/24/19-2/26/19

Participant names: Valerie Hough

Substitute Salary

Substitute costs (\$95 per day w/benefits)
1 x 2 x 95.00 = \$190
of subs # of days \$95.00 Total

Required Forms (Must be attached to this request)

Authorized Leave Form *
(A separate form must be completed for each participant)

Staff compensation

Stipend (\$25 per hour w/benefits) —

Time Sheet
(A separate time sheet must be submitted for each participant)

Purchased Services

Airfare (total \$) —
Registration* (Total amount) \$ 300
Lodging** (Total amount) \$ 279

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 Fee —

Consultant Form

Materials/Supplies

Request for Materials and Supplies Form

Grand Total: ~~\$ 620~~ 579 779.00

Expense Summary: Cost Fund
_____ Building funds
_____ Department funds
_____ Special Projects

Activity:
_____ Approved
_____ Not approved

Dr. Elizabeth Savidge

Travel Request Approval Form



Approval Actions:

Supervisor: Please type approved or denied here→ _____
 Please type Approver Name and Date→ _____
 PD Office: Please type approved or denied here→ _____
 Please type Approver Name and Date→ _____
 Superintendent: Please type approved or denied here→ _____
 (for out of state only) Please type Approver Name and Date→ _____
 Employee Certification: The below expenses are correct incurred by me transacting authorized school business as described.
 Personal expenses to be payroll deducted→ _____
 Employee Signature and Date→ _____
 Paid Exp Approval: Supervisor Signature and Date→ _____

Employee Information

Employee Name **Valerie Hough** Emp# **14856**
 Work Location: **HS - Van Horn** Current Position: **teacher**

Travel Information

Participants Traveling: **Just me**
 Meeting: **DESE Interface Confered**
 Meeting Location: **Tantara Resort**
 Purpose: **math and science state convention**
 Departure Date: **11/23/2019 13:00:00** Return Date: **2/26/2019 21:00:00**
 Sub Required: **Yes** Transportation Type: **Personal Car**
 Authorized Leave Code Category: **Building or Department Budget, special projects for all but substitute (already approved)**
 Site Use: **AESOP Job#** _____ **Requested Sub:** _____ **Entered by:** _____

Actuals	Cost Categories	Estimates	(requisition#s to be added)
	Substitute Salary:	190	
	Staff Compensation:	During work hours	
	Registration Fees:	300 Form	
326597-19	Lodging:	\$296.64 - Tantara reservation made, awaiting PO to be sent	
	Meals:	81	
	Personal Car Mileage:	252.30 - 435 miles* .58/mile	
	Parking / Tolls:	0	
	Car Rental + Gas:	0 personal car	
	Airfare & Related Costs:	0	
	Taxi/Shuttle/Bus/Train:	0	
	Other Expenses (rare):	0	
	Total Estimated Costs:	1119.94	

Funding and Approvals

Activity Alignment: **District CSIP Goal**
 Activity Focus Areas: **Literacy, Curriculum, Technology, Instructional Strategies/Improvement**
 Travel Distance: **In Missouri**
 Reimbursement Source: **Building Budget Certificated PD 10-2214-6344-xxx-0000-0000, special projects**
 Supervisor Email: **justin_woods@isdschools.org**
 Other Approver:
 Submitted By: **val_hough@isdschools.org 1/11/2019 13:13:04**

Travel Request Approval Form



Criteria for High Quality Professional Development

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.
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Part II: Some types of activities that might be considered high-quality professional development if they meet the above requirements and 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
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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, a combination of content knowledge and content-specific teaching skills, research-based instructional strategies, strategies to assist teachers in creating and using classroom assessments, instruction in the use of data to inform classroom practice, strategies for integrating technology into instruction, research and strategies for closing achievement gaps between diverse groups of students