

235638-15

# Professional Development Activity Request

573-3483131

Date 01/07/15

Activity Request submitted by: Shana Rainey (name) Van Horn High School (school)

Activity aligns with:  
 District CSIP Goal: 1 and 3  
 Building SIP Goal: \_\_\_\_\_

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)

+ 186.98 est.  
D91249.  
+ 186.98 est

1  
Doris -186.98  
D91252

## Professional Development Activity Description

List name of activity and briefly describe : The requested funds are for six teachers to attend the Missouri Write-to-Learn conference.

Location Tan-Tar-A Date of activity February 27-28

Participant names Shana Rainey, Doris Negaard, Tim Dial, Patrick Wilcox, Bethany Goldammer, Amy Fuhr

186.98  
Rm1 -  
D86169DG  
D86172JM  
Rm2 -  
D86175RG  
D86177SS  
186.98

### Substitute Salary

Substitute costs (\$95 per day w/benefits)  
1 X 95.00 = \$ 0.00  
# 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) 1,464.00  
Lodging\*\* (Total amount) 326.55  
Consultant Fee \_\_\_\_\_

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

### Materials/Supplies

**Grand Total:** \$ 1,790.55

Request for Materials and Supplies Form

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

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

Building Name: VHHS, WCHS Activity Date: 02/27-28/15

Please provide a brief description of your building activity including your plan for sharing. The funds will allow six teachers (two from VH, four from WC) to attend the Write-to-Learn conference at Tan-Tar-A in February. Write-to-Learn offers ELA teachers the opportunity to collaborate with colleagues across the state to learn and grow as professionals, which is especially useful in light of CCSS and adoption of the ACT in the junior year.

**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.**