**Grinnell – Newburg School District •Professional Development Activity Application• TQ Funds**

Grinnell High School • 2016-2017

Teacher Name: Today’s Date:

Title of Professional Development Activity:

Location of Conference/Activity: Date of Conference/Activity:

**II. Supporting Information**

**I. Requested Funds**

|  |  |
| --- | --- |
| Conference Fee – Registration |  |
| Substitute Costs $128.24 |  |
| Mileage x .54¢ |  |
| Other – i.e. Educator Compensation @ $30 per hour |  |
| Other: |  |
| Other: |  |
| **Total** |  |

**III. School Improvement Plan Goal(s) linked to this activity:**

Grinnell-Newburg Community School District Goals 2013-2018:

**Goal 1**: Promote high levels of student achievement in all subject areas, with special emphasis on improving literacy, math, science, and 21st century skills

**Goal 2**: Create a productive learning environment that utilizes exemplary professional practices that are rigorous and linked to the Iowa Core.

**Goal 3**: Provide a safe environment that supports student intellectual social, emotional, and behavioral development.

**Goal 4**: Productively engage with families and community stakeholders in support of student-learning goals.

**Goal 5**: Employ efficient, effective and equitable use of resources to support student-learning goals.

High School 2016-17 Building Goals:

**Goal 1:** In the 2016-17 school year, 45% of students in grades 9-11 will meet or exceed a year’s NSS growth in Reading Comprehension on the Iowa Assessments. *(Aligned with district long-range goal #1)*

**Goal 2:** During the 2016-17 school year, the percentage of students below will be engaged in cognitively complex tasks as observed in classroom walk-throughs. *(Aligned with district long-range goal #2)*

a. Students engaged in IPI Level 5 & 6 tasks will increase from 31% to 36%

b. Students engaged in substantive conversations will increase from 39% to 44%

c. Students engaged in higher order thinking activities will increase from 68% to 73%

d. Students engaged in activities valuable beyond school will increase from 57% to 62%

e. Students using elaborated communication will increase from 27% to 32%

f.  Students engaged in construction of knowledge activities will increase from 39% to 44%

g. Students engaged in technology-based tasks highlighting critical thinking, problem solving, & decision-making skills (as reported by students on the Clarity Survey) will increase from Proficient to Exemplary.

**Goal 3:** During the 2015-16 school year, the culture and climate of Grinnell High School will improve as per the following indicators: *(Aligned with district long-range goal #3)*

            a.  Student 4-year graduation rates will increase from 89.3% (in 2014-15) to 94.3% (in 2019-20)

            b.  Student 5-year graduation rates will increase from 91.1% (in 2013-14) to 96.1% (in 2019-20)

IPDP Goal:

**IV. Date Scheduled for sharing with my grade level group or content area team:**

I understand that I am responsible for sharing handouts, content, & instructional ideas with my peers.

Date:      Teacher’s Signature:       Date:Administrator Signature:

**V. Teacher Checklist:**

Conference/Project Approved by Building Administrator

AESOP Leave Completed if Necessary (Be sure to select TQ Leave in AESOP.)

PO for Conference Expenses Created in k-Purchase

TQ Form Completed (Send to Kevin Seney kevin.seney@grinnell-k12.org)

Note: Final Product for TQ Project must be turned into building administrator prior to project stipend payment

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***After the conference***, complete the plan for classroom implementation and resubmit to principal for school records.

**VI. Plan for implementation in your classroom**

From the Business Procedures Handbook. p. 4:

PROFESSIONAL MEETING EXPENSES The school will provide a vehicle for employees to attend professional meetings out of town. Fill out a transportation request a week prior to the meeting. The transportation form is located with the building level secretary or online. If a vehicle is not available, the district will reimburse the employee the applicable standard mileage rate per the IRS regulations. Purchase order requests for meeting/travel reimbursements should be approved before the employee incurs expenses. Your itemized approximate expenses may include; lodging, fuel, meals, conference fees, etc. The vendor to be paid will be the employee (REQUESTOR) and should be marked received after their conference/trip has been completed. Overnight lodging will be provided for employees traveling 75 miles or more one way, unless prior approval is obtained from the Superintendent or Chief Financial Officer. Employees attending professional meetings overnight will be allowed a maximum of $35.00 per day for meals. Itemized receipts must be clearly marked with the purchase order # and sent to accounts payable at the district office in order to receive reimbursement. At no time will the district reimburse employees for purchased alcoholic beverages. Reasonable incidental traveling expenditures (i.e. parking fees) will be reimbursed by the district for employees attending professional meetings. Itemized receipts must be clearly marked with the purchase order # and sent to accounts payable at the district office to receive reimbursement. The Superintendent or Chief Financial Officer has discretion as to what is considered reasonable.