INSTRUCTIONS FOR PROFESSIONAL DEVELOPMENT REQUESTS

♦ Please submit to Building Principal at least 30 days in advance of workshop date.
♦ **Workshop registration arrangements may vary** – please contact your building principal for guidance on this.
♦ **Note:** A Conference Request Form (Green) is **needed for overnight events that include lodging and meals**.
♦ Submit all receipts or hours on a claim form for reimbursement (if needed).
♦ Tax exempt forms are available from the Business Office and must be used, if applicable. No NYS sales tax can be reimbursed.

Attendee(s) ___________________________ ___________________________ ___________________________

Building ________ Date Submitted ____________ Workshop Location ___________________________________

Workshop Title: __________________________________________________________

Date(s) of Workshop ________ ________ ________ ________ ________ ________ ________ ________

<table>
<thead>
<tr>
<th>Anticipated Expenses</th>
<th>Vendor/Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td></td>
<td>$ __________</td>
</tr>
<tr>
<td>Travel</td>
<td>School Auto</td>
<td>$ __________</td>
</tr>
<tr>
<td></td>
<td>Personal Auto</td>
<td>$ __________</td>
</tr>
<tr>
<td></td>
<td>Est. Mileage _____</td>
<td>@ $0.575</td>
</tr>
<tr>
<td>Other Costs (tolls, parking, hourly rate, etc.):</td>
<td></td>
<td>$ __________</td>
</tr>
<tr>
<td><strong>Total workshop cost</strong></td>
<td></td>
<td>$ __________</td>
</tr>
</tbody>
</table>

Which of the Faculty Learning Targets does this workshop help you meet? (See reverse) _____________________________

________________________________________

Special notations as to the need for a substitute, lack of such need, etc. ___________________________________________________________________________

Principal/Supervisor _____________________________ Date _____________________

Budget Account Code _____________________________

Director of Curriculum ___________________________ Date _____________________

Superintendent Approval __________________________ Date _____________________

Please complete and submit this form along with *all relevant documentation*, including a copy of the workshop flier!
Board of Education Goals

• **GOAL 1**
  Graduation is the defining result of all that takes place within our District from Pre-K through 12th grade. The graduation rate, both District and High School, will increase by 2% from June 2017-June 2018, therefore up to 84% district and 90% High School.

• **GOAL 2**
  The Board of Education desires students to demonstrate and model our District with an understanding of character traits. A research based curricula and/or program which is comprehensive and aligned across the District will be in place by June 2019.

• **GOAL 3**
  The Board of Education will cast a shared, common vision of family engagement by June 2019. The District will implement additional ways to engage families in the school community.

CDEP Goals

• **Tenets 3 & 4: Curriculum & Instruction**
  • The District needs a comprehensive system to ensure that formative and summative assessments are used for strategic short and long-range curriculum planning that involves student reflection, tracking of, and ownership of learning. The District also needs to ensure that teachers are using a variety of summative and formative data sources to inform planning and foster student participation in their own learning process.

• **Tenet 5: Social Emotional Developmental Health**
  • The District needs to fully implement, monitor, and revise our vision for social and emotional developmental health as we continue to promote a vision that provides learning experiences and a safe and healthy school environment for families, teachers, and students.

• **Tenet 6: Family and Community Engagement**
  ▪ The District needs to actively seek and sustain partnerships with families and community organizations that support student outcomes in terms of academic progress and social emotional growth and well-being.

Faculty Learning Targets

• **Tenets 3 & 4: Curriculum & Instruction**
  ▪ I can respond to standards-based learning needs based on a variety of data, including, but not limited to NYS assessment, iReady, IRLA, and Common Formative Assessments.
  ▪ I can frequently communicate progress toward academic skills on student progress reports.
  ▪ I can use models to provide a clear vision of what quality looks like in order to improve proficiency.
  ▪ I can use grade level DDI protocols for the purposes of RTI.
  ▪ I can utilize and teach students to use Assessment for Learning strategies to close the gap between current performances and intended outcomes.
  ▪ I can design and/or use and implement effective and assessment based on NYS learning standards.
  ▪ I can integrate technology.

• **Tenet 5: Social Emotional Developmental Health**
  ▪ I can articulate the school’s vision for social emotional developmental health.
  ▪ I can identify the adult skills and behaviors needed to address social emotional developmental health.

• **Tenet 6: Family and Community Engagement**
  ▪ I can actively seek partnerships with families and community organizations to support student success.
  ▪ I can teach a group of representative parents, ways to support student learning and growth.