

Defining: (In one sentence)

Supporting teachers in their continual efforts to improve instruction so that each student may achieve at higher levels in school.

Purpose: (What's the point?)

Characteristics of Topic:

- Designed to provide a systematic process to meet the needs of all staff in the District so that each student may achieve at higher levels.
- Topic of the conference should provide high quality opportunities for all certified staff to help staff to create an exciting teaching and learning environment for all students, in alignment with the vision of Learning Reimagined.

Conditions Necessary for Topic:

- Requires thoughtful selection of the conference.
- Teachers should consider the following factors in selecting a conference:
 - Value of the conference to the particular class group or class groups.
 - The relationship of the conference to your particular area of study.
- Final decisions regarding professional development should support the primary goal of improving instruction to improve learning.

Process: (How does it work?)

How it is used by teachers:

- Selecting a conference should support the primary goal of improving instruction to improve learning.
- Submit a request to your PDC Building representative at least 6 weeks prior to the conference.

How it is used by students:

- Positive impact on student learning

Content Connections: (Links to specific One-pagers/Check-Lists)

Reference:

Board Policies:

Checklist for:	
Criteria	✓
CRITERIA FOR APPROVAL OF REQUESTS FOR TRAVEL:	
Explain how their request relates directly to District goals and CSIP.	<input type="checkbox"/>
Have important District-wide or building responsibilities in the areas addressed by the conference.	<input type="checkbox"/>
State clearly how the District will benefit, how they will benefit, how students will benefit, and how they will disseminate the information.	<input type="checkbox"/>

Have been asked to be on the program or who hold an office in the professional organization.	<input type="checkbox"/>
Have not been financed for conference attendance in recent years or the current year.	<input type="checkbox"/>
Have been asked to be on the program or who hold an office in the professional organization.	
Have demonstrated the ability to communicate previous learning to other staff members and to utilize new ideas in the classroom.	<input type="checkbox"/>
Requests must be submitted in sufficient time (at least 30 days) to have district approval in advance of the date of the conference.	<input type="checkbox"/>
Other considerations include:	
The cost of the conference to the District.	<input type="checkbox"/>
The amount remaining in the travel account.	<input type="checkbox"/>
The number of requests from the same building, level, or subject area.	<input type="checkbox"/>
The cost of bringing a consultant to the District on the same topic.	<input type="checkbox"/>
GUIDELINES FOR REIMBURSEMENT:	
<u>Transportation</u> (whichever is less) <ul style="list-style-type: none"> • \$.56 per mile for the driver only • Set mileage for: Jefferson City, MO (270 miles, round-trip) - \$151.20; Columbia, MO (240 miles, round-trip) - \$134.40; Osage Beach/Lake of the Ozarks, MO (360 miles round-trip) - \$201.60; Kansas City, MO/KS (500 miles round-trip) - \$280.00. • Round-trip coach airfare, bus fare, train fare or other mode of transportation. • Day before travel is acceptable only for early morning conferences and must be pre approved by Building PDCs. 	<input type="checkbox"/>
<u>Per Day:</u> \$75 per day max. to include meals, meal tips, cab fare, parking, luggage fees, Uber, and taxes. Prorated for partial days: conference day =3 meals, travel day = 1 meal (contingent on time of travel), No reimbursement for meals included in registration. Submit ALL original receipts with Conference Reimbursement Form within 30 days. Funds will be reimbursed for <u>pre approved</u> amounts only.	<input type="checkbox"/>
<u>Registration Fees:</u> The District will pay only the member rate, but not memberships.	<input type="checkbox"/>
<u>Day Trips</u> <ul style="list-style-type: none"> • St. Louis area (50 mile radius): Registration fees only. • Outside St. Louis area: Transportation will be paid according to the above guidelines, plus registration at the member rate and reasonable reimbursement for meals. 	<input type="checkbox"/>

<p><u>Overnight Trips</u> (Must be more than 100 miles from the District)</p> <ul style="list-style-type: none"> • Transportation will be paid according to the above guidelines. • Registration fees paid at the member rate. • Lodging fees paid at a reasonable rate including taxes. 	<input type="checkbox"/>
ADVANCES	
All original receipts must be submitted within 30 days of conference attendance.	<input type="checkbox"/>
Any advance funds that do not accompany an original receipt must be returned to Finance within 30 days.	<input type="checkbox"/>
PROCEDURES	
Curriculum & Instruction will send you a copy of the conference form you submitted upon approval. Forms will be included for the written report and for reimbursement after your trip.	<input type="checkbox"/>
The secretary and PDC Representative will receive a copy of the approved conference form.	<input type="checkbox"/>
Signatures: Teacher must sign and date the form, then give to the PDC rep for their signature. The form is then sent to the principal for approval and signature. Completed forms must be received by The Office of Curriculum and Instruction at least 30 days to have district approval in advance of the date of the conference.	<input type="checkbox"/>
After Conference	
Confirm attendance in KickUp and complete PD Survey with the code: DTX93Z, and the proof of participation (agenda or handouts) must be submitted to PDC rep within 30 days of the workshop/event.	<input type="checkbox"/>
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