
Conference Request Check-list

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:

[DESE Missouri Professional Growth Guidelines](#)

Checklist for:	
Criteria	✓
CRITERIA FOR APPROVAL OF REQUESTS FOR TRAVEL:	
Explain how their request relates directly to District goals and CSIP.	☐
Have important District-wide or building responsibilities in the areas addressed by the conference.	☐

State clearly how the District will benefit, how they will benefit, how students will benefit, and how they will disseminate the information.	☐
Have been asked to be on the program or who hold an office in the professional organization.	☐
Have not been financed for conference attendance in recent years or the current year.	☐
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.	☐
Requests must be submitted in sufficient time (at least 30 days) to have district approval in advance of the date of the conference.	☐
Other considerations include:	
The cost of the conference to the District.	☐
The amount remaining in the travel account.	☐
The number of requests from the same building, level, or subject area.	☐
The cost of bringing a consultant to the District on the same topic.	☐
GUIDELINES FOR REIMBURSEMENT:	
<u>Transportation</u> (whichever is less) <ul style="list-style-type: none"> • \$.70 per mile for the driver only • Set mileage for: Jefferson City, MO (270 miles, round-trip) - \$189.00; Columbia, MO (240 miles, round-trip) - \$168.00; Osage Beach/Lake of the Ozarks, MO (360 miles round-trip) - \$252.00; Kansas City, MO/KS (500 miles round-trip) - \$350.00 • Round-trip coach airfare, bus fare, train fare or other mode of transportation. • Cab fare, parking, luggage fees, Uber, and taxes. • Day before travel is acceptable only for early morning conferences and must be pre approved by Building PDCs. 	☐
<u>Per Day:</u> \$75 per day max. to include meals and meal tips. Prorated for partial days: conference day =3 meals, travel day = 1 meal (contingent on time of travel). Maximum cost for a single meal to be reimbursed is \$40. 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.	☐
<u>Registration Fees:</u> The District will pay only the member rate, but not memberships.	☐
<u>Day Trips</u> <ul style="list-style-type: none"> • St. Louis area (50 mile radius): Registration fees only. 	☐

<ul style="list-style-type: none"> Outside St. Louis area: Transportation will be paid according to the above guidelines, plus registration at the member rate and reasonable reimbursement for meals. 	
<u>Overnight Trips</u> (Must be more than 100 miles from the District) <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. 	☐
ADVANCES	
All original receipts must be submitted within 30 days of conference attendance.	☐
Any advance funds that do not accompany an original receipt must be returned to Finance within 30 days.	☐
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.	☐
The secretary and PDC Representative will receive a copy of the approved conference form.	☐
Signatures: Teacher must sign and date the form, then give it 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.	☐
After Conference	
Confirm attendance in KickUp and complete PD Survey with the code: F952VH, and the proof of participation (agenda or handouts) must be submitted to PDC rep within 30 days of the workshop/event.	☐