



PROFESSIONAL DEVELOPMENT ACTIVITY PROPOSAL FORM

THIS FORM CAN BE FOUND EASILY ONLINE AT: www.iasbo.tools/proposal_form

Submitted By: _____ Today's Date: _____

Phone: _____ Email: _____

Professional Development Committee/Regional: _____

SEMINAR DETAILS

Submission is recommended eight to ten weeks prior to the desired date(s) of the seminar for ample marketing time.

Seminar Title (8 to 10 words): _____

Seminar Blurb: _____

Intended Audience: _____

Estimated number of attendees: 1-25 26-50 51-75 76-100

REQUIRED – Content level for this seminar: Beginner Intermediate Advanced

PD Credit Hours _____ Only include the time of the presentation (excluding lunch and networking), down to the quarter hour.

Desired Location (City): _____ **Desired Date:** _____

Start Time: _____ am pm **End Time:** _____ am pm

If applicable:

Approved Administrators' Academy Credit Seminar? #AAC _____

MODERATOR/PRESENTER DETAILS

The moderator cannot be from the same company as the presenter(s).

MODERATOR

Name: _____ Position/Title: _____

School/Company: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

PRESENTERS

It is advised that the presenter(s) commit to your proposed seminar date(s) before this form is submitted.

Name: _____ Position/Title: _____

School/Company: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Name: _____ Position/Title: _____

School/Company: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Name: _____ Position/Title: _____

School/Company: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Please include any additional presenters on a separate sheet.

LEARNING FORWARD STANDARDS FOR PROFESSIONAL LEARNING **REQUIRED BY ISBE**

Identify the specific learning standard(s) to be addressed in this seminar. *Please check one or more of the following:*

Learning Communities: Professional learning that increases educator effectiveness and results for all students occurs within learning communities committed to continuous improvement, collective responsibility and goal alignment.

Leadership: Professional learning that increases educator effectiveness and results for all students requires skillful leaders who develop capacity, advocate and create support systems for professional learning.

Resources: Professional learning that increases educator effectiveness and results for all students prioritizing, monitoring and coordinating resources for educator learning.

Data: Professional learning that increases educator effectiveness and results for all students using a variety of sources and types of student, educator, as well as system data to plan, assess and evaluate professional learning.

Learning Designs: Professional learning that increases educator effectiveness and results for all students integrating theories, research, as well as models of human learning to achieve its intended outcomes.

Implementation: Professional learning that increases educator effectiveness and results for all students applying research on change and sustains support for implementation of professional learning for long-term change.

Outcomes: Professional learning that increases educator effectiveness and results for all students and aligns its outcomes with educator performance and student curriculum standards.

ILLINOIS CSBO STATE LEARNING STANDARDS **REQUIRED BY ISBE**

Identify the specific learning standard(s) to be addressed in this seminar. *Please check one or more of the following:*

For a detailed description of each learning standard, please visit: www.iasbo.tools/learning_standards

Educational Foundations of Schools

Standard 1

Organization and Administration

Standard 2

Public Policy and Intergovernmental Relations

Standard 3

Legal Aspects

Standard 4

Principles of School Finance

Standard 5

Budgeting & Financial Planning

Standard 6

Accounting, Auditing and Financial Reporting

Standard 7

Cash Management, Investments, and Debt Management

Standard 8

Personnel and Benefits Administration

Standard 9

Staff Development

Standard 10

Labor Relations / Collective Bargaining

Standard 11

Planning & Construction

Standard 12

Maintenance & Operations

Standard 13

Purchasing

Standard 14

Supply & Fixed Asset Management

Standard 15

Real Estate Management

Standard 16

Strategic Planning

Standard 17

Program Evaluation

Standard 18

Communications

Standard 19

Management Information Systems

Standard 20

Risk Management

Standard 21

Transportation

Standard 22

Food Service

Standard 23

Health & Safety

Standard 24

ILLINOIS CSBO STATE LEARNING STANDARDS, CONTINUED *REQUIRED BY ISBE*

Provide a brief rationale that clearly explains how the seminar aligns to one or more of the CSBO State Standard(s). *Write your explanation here:*

FOR EACH ACTIVITY PLANNED, ONE OR MORE OF THE FOLLOWING PURPOSES MUST BE ADDRESSED *REQUIRED BY ISBE*

Please check one or more of the following:

- Increase the knowledge and skills of school and district leaders who guide continuous professional development.
- Improve the learning of students.
- Organize adults into learning communities whose goals are aligned with those of the school and district.
- Deepen educator’s content knowledge.
- Provide educators with research-based instructional strategies to assist students in meeting rigorous academic standards.
- Prepare educators to appropriately use various types of classroom assessments.
- Use learning strategies appropriate to the intended goals.
- Provide educators with the knowledge and skills to collaborate.
- Prepare educators to apply research to decision-making.

NOTATION TO VENDORS:

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| 1. Presentations will provide educational material within the expertise of the vendor/presenter. | 3. Please make sure that handouts are relevant to the subject matter of the presentation. |
| 2. Presentations are not to include a sales presentation. | 4. The vendor’s name, logo and other information are only appropriate on the last slide of PowerPoint and/or handouts. |

If you have any questions, or to submit a PDF seminar request, please email, scan or fax to:

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