



Superintendent
Board of Education
Educational Services
Business Services
Curriculum & Instructional Services
Human Resources
Student Support Services

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Davis Joint Unified School District Winfred B. Roberson • Superintendent

To: District Teachers
From: Clark Bryant, Associate Superintendent, Instructional Services
Date: December 2010
Re: Professional Development and Collaboration Grants

This year we have budgeted \$25,000 for professional development opportunities for teachers. These funds may be accessed through an application process. All applications are due Monday, January 31, 2011 and will be reviewed by a panel consisting of teachers and administrators on Friday, February 4.

Teachers may apply for funds up to \$250 per individual. The funds may be used for professional conference registration, hourly (\$41/hour) work for professional development, or other costs. This year, grants have been awarded to pay for release time for curriculum development and to attend a conference. Others may want to pursue funding for release time to observe a colleague and follow the Lesson Study format for lesson design development. Applications will be reviewed with the following district areas of focus and criteria in mind:

- Formative assessment
- The development of rigorous curriculum
- Services that support struggling students
- Curriculum development that promotes cultural awareness
- Support for the implementation of new adoptions
- Priority will be given for
 - Collaborative types of activities
 - Applications with evidence of ongoing work (not a "one shot conference attendance").

To comply with auditing requirements for these funds and to receive payment, those receiving funding will be required to provide the Department of Curriculum and Instruction evidence of the work completed. This could be in the form of meeting minutes; a copy of a binder with lesson plans; coordinated assignments and updated course outlines; verification of attendance at a conference with evidence of subsequent classroom application; an updated scope and sequence for a course; pictures of developed GLAD charts, etc. More importantly, submission of the work you complete will allow us to share best practices with other teachers across the district through articulation days, staff meetings and administrative meetings.

To receive payment for your work, in addition to the submission of the materials listed above, you must submit verification of attendance at a conference or a Professional Development Workshop Attendance Sheet (available through Curriculum and Instruction) with your principal's signature to Nicole Tillman in Curriculum and Instruction. Due to budgeting needs, failure to submit this form in a timely fashion may result in loss of payment.

If you have any questions, feel free to contact Nicole Tillman at 757-5300 ext. 150.

cc: Winfred Roberson, Superintendent
Kevin French, Deputy Superintendent
Principals