

Flex Time In-Service Plan Proposal Form

v. 1.0 (5/1/08)

Please submit completed forms to the Act 48 Chairperson, Kim Jones Prevost. The Act 48 committee will review all proposals to provide recommendations and/or feedback, if necessary. **The Superintendent is the approving authority for all flex-time requests.**

Proposals must be submitted **at least 30 days prior to the start date of any and all proposed activities.** Activities that are approved and completed before December 1st will be eligible to count as a work day for the January in-service day.

Name of Teacher(s): <div style="border: 1px solid black; height: 20px; width: 100%; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; width: 100%; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Date Proposal Received by Act 48 Chairperson:
	Superintendent Signature:

Theme of Personalized In-Service Proposal

Aligned with MASD Strategic and Professional Education Plans: (Mark all that apply.)

ESL/ELL (English as a Second Language/English Language Learners)	Increasing Rigor: Fostering Higher Order Thinking/Metacognitive Skills, Applied Learning Practices, Making Real World Connections to Content
Differentiated Instruction	Adapting and Enhancing Instruction to Meet Individual Needs
Student Performance Data Analysis and Disaggregation	Teaching and Learning with 21st Century Skills (Technology Integration)
Alignment of Curriculum, Instruction, and Assessment	Working with Standards
Intervention for At-Risk Students	Creating Effective Schools and Organizations
Wellness (Wellness related programs must contain a strong focus on student learning. Individual wellness or exercise programs do not qualify for flex in-service programming.)	

Title of Workshop(s), Program(s), etc. (Total hours must equal six or more.)

Date(s)	Title	Provider	Contact Hours
1.			
2.			
3.			

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Describe how you plan to utilize the knowledge attained by the listed program(s) to improve teaching and learning within your content area or field of certification.

Based on the themes selected above for your personalized in-service proposal, in what ways might you extend this knowledge to other learning communities to benefit the Moon Area School District (i.e., team/department members, administrators, parents)?

Procedures:

- ✓ Read your professional responsibilities with regard to the Flex Time In-service Plan Opportunity.
- ✓ Submit this proposal to the Act 48 Chairperson (Kim Jones Prevost).
- ✓ Await superintendent approval (up to 30 days).
- ✓ Complete your approved program(s).
- ✓ Submit completion documents prior to **4:00 PM on December 1st** (i.e., certificate of completion, proof of attendance, handouts, and/or sample work/portfolio). Submissions will not be accepted after this deadline.

You will receive official notification that your flex time activities have been successfully completed, exempting you from the January in-service day events.

Direct all flex time in-service questions to Kim Jones Prevost or Jeff Jaworowski. Thank you for your cooperation.