

## APPENDIX F:

### Leadership Portfolio: Artifact Cover Sheet

(This is an artifact cover sheet written by a former MSA intern, is exhibited here as an example of an artifact analysis and should not be viewed as a model. Every student's analysis will be unique and individual.)

Name \_\_\_\_\_

<b>Identification of Item Being Placed in Portfolio:</b>  <b>1. Eisenhower Professional Development Grant Activity Proposal</b> <b>2. Email announcing the approval of grant proposal</b>	<b>Leadership Cluster:</b>  <b>2: Instructional Leadership</b>
<b>Description of Artifact:</b>  Seeking the opportunity and monetary support for grade-level staff development	
<b>Description of the process/actions you used in artifact development:</b>  At the beginning of the school year in a grade-level planning meeting, it was suggested that we all attend a grade-level retreat. We wanted to focus on one of the core learning areas: math, reading or writing. After further discussion we decided we wanted to attend the "AIMS by Design, Notable Numbers" workshop. Our next concern was how we would obtain funding for our staff development. My colleagues requested I share our desire with our principal. He advised me to try writing an Eisenhower grant proposal.	
<b>Reflections on this executive practice. Include lessons learned and identify further learning needs:</b>  During this experience, I learned that funding is available for all types of projects. I also learning that obtaining funding is not so complex and that employees are willing to participate in projects if they are accessible. This was a professional growth experience for the grade level. It was extremely rewarding for me because I was able to provide this retreat for my colleagues. This was not your average staff development, it was a retreat on an NC waterfront. During the retreat each teacher was able to relax, attend training, receive a lot of supplemental materials and renew credit, and break away from our daily work environments.	
<b>Link to primary North Carolina School Executive Standard:</b>  _____	
<b>Link to primary North Carolina School Executive <i>Practice</i>:</b>  Creates processes that ensure the strategic allocation of resources to meet instructional goals and support teacher needs.	
<b>Link to School Executive Competencies applied:</b>	

Technology, budgeting, and systems thinking.

