



**SCHOOL DISTRICT U-46**  
FULL COMMITTEE  
**PROFESSIONAL DEVELOPMENT COMMITTEE**  
**SEPTEMBER 1, 2022**  
**3:45 PM**  
**ONLINE (ZOOM)**  
**AGENDA**

- I. Open Meeting (3:45 - 3:55)
  - A. Check-In/Introductions
  - B. Today's Minute Taker: Heather Fellows
  - C. [Last Year's Minutes](#) (already approved by last year's committee members)
  - D. [Today's Slide Presentation](#)
  - E. [Zoom report for attendance](#)

- II. Budget/PD Updates/Minutes (Completed before the meeting)  
[Click here for the responses from the google form for the review of the minutes/budget/PD updates.](#)
  - A. Budget Summary
    1. [2021-2022 SY Budget](#)
    2. [2022-2023 SY Budget](#)

*The budget for the 22-23 SY has returned to the level it was at during the 19-20SY. This increase in budget reflects the inclusion of funds for travel expenses.*

- B. PD Updates
  1. These updates will start at our October meeting
- C. Minutes
  1. [All of last year's meeting minutes can be reviewed on the PD Department page.](#)

*PD Committee members should take time before each meeting to review the minutes, budget, and PD updates and complete the Google form. All comments will be included in the minutes and any large concerns will be discussed at the full committee meeting*

- III. New Business (3:55 - 4:50)
  - A. Committee Basics (3:55 - 4:15)
    1. District PD Committee Training - Roles/Responsibilities
      - a) [Contract Language](#)
    2. Role of the Committee Members - Breakout Room Discussion
      - a) Please elect one person from your group to report out and add your statements to the Jamboard

[Please click here to see the results of our discussion.](#)

- B. PD Application (4:15 - 4:30)
  1. [Where to find it](#)
  2. [Travel Costs and Sub-Coverage Return!](#)
  3. Future support for committee members
    - a) Calibration training for all new members at October meeting



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- b) If you are interested in scoring this year, please fill out this form. *(link removed from minutes)* (only complete this if you are interested in being a part of the scoring sub-committee.)

*There are two types of applications for PD committee. Individual applications can be used for conference or learning experience registration fees, associated costs and 1 day of sub-coverage. Site-based applications can be used to bring in a speaker or purchase materials. Committee members should be aware of the two types and the different uses. Also, committee members will receive further training on the application and rubric at our October meeting. All individuals or sites interested in filling out an application should ensure that they are abiding by the deadlines and policies and using the rubric to guide their answers on the application. Applications are scored by members of a subcommittee and they use the same rubric to score the application.*

*Sub coverage for 1 day did return. However, due to the continuing sub shortage we have added some additional language to the individual application:*

*ETA Members can apply for up to 1 day of sub-coverage for conference or PD activity attendance per year.*

*PD applications with sub-coverage requested will only be considered if:*

- *The date requested is not adjacent to a holiday/DCD/PPD/SIP day*
- *There are 2 or fewer applications received for the same date from the same building.*

*Applications that do not meet these criteria will not be scored by the committee. The applicants will be notified and have a chance to reapply for conference registration fees without the sub-coverage. Applications will be reviewed in the order in which they were received.*

*If not approved for sub-coverage or if you will be out of the classroom for more than 1 day, other days absent for conference/learning experience attendance would need to be taken as personal days. Sick-days cannot be used for conference/learning experience attendance*

*There was a question about teachers who work at multiple sites and we believe that will be addressed on a case-by-case basis to determine how buildings would be impacted by their absence. Committee members interested in scoring should complete the Google form linked in the agenda.*

C. PD Updates (4:30 - 4:45)

1. Accurate sign-in and out
2. [PD + system](#)
3. [PD Site](#)



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*Information about the large amount of PD that has occurred so far this year was shared along with an acknowledgment that it is taking a long time to have attendance verification completed. One of the hurdles in completing attendance verification is that sign-in and out forms have not always been accurately completed. Sign-in and sign-out should occur within ~15 of the beginning and end of the training. In addition, in order to have attendance verified a person must sign in and sign out of the session. We are working to improve course set-up procedures as well as other features of our system to ensure that this doesn't occur again but Heather asked for patience as we work to finalize the PD from August. A question was raised about courses appearing and then disappearing from the Dashboard. This is occurring as the end date of courses is moved to accommodate individuals who have not completed their evaluations. You should expect this to stop soon and all August PD will move to the past courses section of Canvas.*

*Initial information about PD+ was shared. Teachers can use this system to enter their PD but we will not be moving all U-46 PD over to this system at this time. PD committee will continue to be informed about the progress and be able to provide feedback about any proposed changes.*

D. Election of New Co-Chair (4:45 - 4:50)

1. Any more interested parties?

*Google form for election will be sent to members with the summary email for votes. We will be looking for a simple majority vote (with at least ½ of committee members responding)*

IV. Next Steps (4:50 - 5:00)

A. Vote for PD Co-Chair by Tuesday 9/6

B. Report Out at Building (Heather)

C. Next Meeting: October 6, 2022

*Meeting ended at 4:48*