



**SCHOOL DISTRICT U-46**  
**FULL COMMITTEE**  
**PROFESSIONAL DEVELOPMENT COMMITTEE**  
**DECEMBER 7, 2023**  
**3:45 PM**  
**ONLINE (ZOOM)**  
**AGENDA**

- I. Open Meeting
  - A. Check-In/Introductions
  - B. Today's Minute Taker: Nikki Banks
  - C. [Today's Slide Presentation](#)
  - D. [Zoom report for attendance](#)
- II. Budget/Minutes
  - A. Budget Summary
    - 1. [2023-2024 SY Budget](#)
    - 2. We approved 4 applications with a total cost of \$2850. We have 12 applications to review with a possible cost of \$8474
  - B. Minutes
    - 1. [Last Month's Minutes](#)

Minutes/Budget Approval Google Form - Please complete at the start of the meeting!

Meeting schedule was adjusted to accommodate a presenter. This was addressed at the meeting closing.

- III. New Business
  - A. Scoring
    - 1. Here is the list of applications to score.
    - 2. If you are not scoring, please use this time to complete the AI Survey and check out the resources linked.
  - B. PD Updates
    - 1. January DCD Assignments
      - [Required PD site](#)
      - Grade 6 session has been shifted back to meeting with your building instead of meeting with middle school. Multiple buildings may be meeting at the same site. Some staff will not be with you at this date. Early childhood, Kindergarten, ILP/MLP/EN, and possibly New Teachers will have a more specified session to match their individual needs. If your building is an SFRE site with a coach that has been doing intentional work with these sessions already you can reach out to Heather about the possibility of your new teachers staying with the building.
      - ELEMENTARY:
      - EC/K - Curriculum work
      - Grades 1 - 6 - AT 501
      - ILP/MLP/EN - Separate SSS Section
      - New Elem Teachers - Academic Teaming Next Steps
      - MIDDLE SCHOOL:



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Content Area / Task Planning Work

ILP/MLP/EN - Separate SSS Section

HIGH SCHOOL:

All - Academic Teaming 201

RELATED SERVICES/HEALTH SERVICES/ COUNSELORS:

Sessions targeted to their roles

SPECIALS TEACHERS: PE & health are together and then fine arts are together for this DCD assignment

2. DUEA Offerings - Recommendations

2 required days for most DUEA positions. Next big day is 3/1/2023 (Parapalooza). Heather works with DUEA to create PD offerings, if you have suggestions or input from your own building paras please reach out to Heather Fellows or Christian Banks so we can design beneficial PD. If you would like to run a session or present please reach out to Heather Fellows to get added to the list.

3. Creating Meaningful Tasks

If you did not get to go to Designing Interdependent Tasks, please register for one of these sessions. Next two dates: 1/30 & 2/13

4. Lab School Updates - Instructional Clarity in the Classroom

One more opportunity to visit and get connected with the Learning Lab at Willard. 1 Day only. Only 15 teachers per day, 4 days available. Not just for elementary.

C. AI Tips and Tools for Teachers

1. AI Survey

PD Committee members, please complete this survey if you did not complete it during the meeting time.

2. Learning about AI (Nick Vassolo)

Moved to beginning of meeting;

Check Nick's AI Suggestion List for a more detailed overview of the functions provided by each of these different apps & sites. Play around with these new tools to see how they can benefit you as an educator. The better you get at search inquiries, the AI results will be more tailored to exactly what you are looking for.

MagicSchool, POE.com, Gamma, Drift, MLP (MyLessonPlan), Canva AI

3. [Nick's AI Suggestion List](#)

4. [Canva AI Teacher Guides](#)



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**IV. Next Steps**

- A. Report Out at Building - Email will be sent out by end of day on Monday (Nikki)
  - 1. Report out email will include an update for committee members about Munis procedures and communication guidelines for PD approvals
- B. Next Meeting: January 11, 2024

