



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

I. Open Meeting

- A. Check-In/Introductions
- B. Today's Minute Taker: Jacob VandeMoortel
- C. [Zoom Report for Attendance](#)
- D. [Today's Slide Presentation](#)
- E. [Today's Meeting Parking Lot](#)

- 1. Please use this link for all the questions you already have about PD! The questions will be compiled and sent out with answers with the meeting minutes.

Quick overview of where to find important questions. Heather noted the parking lot to make sure folks can ask her questions rather than asking Jacob questions that he mightn't know the answers to.

Question from Yusra Said - "How do we put the contractual PD day into subfinder?" - The answer to this is that the "PD day" is not in the contract. Section 6.12 states "Any teacher may request released time from regular teaching duties for the purpose of visiting and observing another classroom or other teaching situations in the school, in another school in the district, or in a school outside the district. Such visits and observations shall be for the purpose of improving that teacher's teaching effectiveness and/or to report the observations to other teachers. Upon approval of the immediate supervisor, a substitute shall be provided, in accordance with Section 10.32 of this Agreement, and without loss in pay to the teacher granted such approval." So the day is not for attending professional development, but for observing other classrooms.

II. Budget/PD Updates/Minutes

A. Budget Summary

- 1. [2022-2023 SY Budget](#)
- 2. [2023-2024 SY Budget](#)

a) *This number is reduced as all departments were asked to plan for the 23-24 SY based on what has actually been spent in previous years. We have not used all of our funds so the amount was reduced this year. It does not mean that it will always be at this level, but this number is more accurate to what has been spent historically.*

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.](#)



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Committee members were walked through this process for future meetings

III. New Business

A. Committee Norms and Update on Presentations Coming to PD Committee

See slides for details. The main points are that the committee will see fewer curriculum update presentations and more PD presentations to help use the committee time more efficiently and as a response to feedback from the committee received in the spring.

B. Aspiring Teacher Academy Opportunity - Alisha Wildermuth

1. [Here's the link to apply!](#)

Please see the slides as well as the communication sent to all ETA for details.

C. Committee Member Roles/Responsibilities Task -

1. Individually - Use these documents to identify one key responsibility of a committee member
 - a) [Document 1 - U-46 Language around PD Committee / U-46 Rising](#)
 - b) [Document 2 - Why PD Matters Excerpt from Learning Forward](#)
2. As a group - Answer the question: What are two things all committee members must do/know for us to have a meaningful impact on professional development? [Post the answer in this Jamboard](#)
3. 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

Groups did the breakout work. 7 groups were used to keep group size around 4-5 for conversation. General consensus was: "be a connector between PD committee and buildings" with "advocate for the PD needs of our colleagues" as a close second. Jamboard has all responses.

D. PD Application Overview

1. [Where to find it](#) - they are live!
2. Use the rubric - linked in the application!
3. Pre-Approved List and application coming next week

Overview of changes to the process and emphasis on how important it is to help teachers through the application and ensure they are referencing the rubric as they complete the questions. In order to implement rolling applications, we need a cadre of on-demand scorers. Additionally, feedback was given that Steering might consider the idea of a "don't let this stand in the way" list that we give to committee members to help them better empower teachers as they apply for things. This will be taken up at our next Steering meeting.

E. [Scoring Calibration Training](#) (on your own)

This was assigned. Committee was asked to complete in the next several days.

IV. Next Steps



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- A. Report Out at Building - Email will be sent out by end of day on Monday (Heather)
- B. Next Meeting: October 6, 2022

Jacob closed at 4:47 with kindly affirmations from Nancy and Courtney about what a great job he did. (We have the best committee members!)

Parking Lot Question Answers:

Which PDs are on PD+?

[Here is the 23-24 PD+ Information sheet](#) that has the answer to this as well as other information people may want to know about PD+

Designing Interdependent Tasks workshop supposed to be a grade level team, why are new teachers in the grade level not allowed to be a part of the workshop with team?

New teachers in the district need a wide variety of PD supports. While we would love to send them to this training with their team, they also need content support as well as support around instructional clarity and the SLO process. Designing Interdependent Task also relies on knowledge from additional levels of Academic Teaming that our new teachers have not yet completed. One final consideration is that we did not want to ask our new teachers to be out of the classroom more than one day if possible in the fall. Considering all of this, the decision was made to support our new teachers with a different PD in the fall, provide AT 201 training on the January 26 DCD and bring them back together for task support in the spring.

Why have PD credits not been approved for August 14th workshops? When will those credits be approved?

I apologize for the delay. We are working to complete all of the attendance verification as well as an audit of all courses from August to ensure they have been finalized. This should be completed within the next two weeks. We will continue to improve the PD support so that we have shorter delays with PD during these windows where everyone participates in multiple PD sessions.

If the district is requiring teachers to attend workshops, why are they not supplying the substitutes? The shortage of subs is not allowing teams to attend together.

I want to assure you that our district is doing all that we can to increase the number of substitutes available. We also were intentional about trying to plan to reduce the impact where possible while still ensuring that teachers received the training in a timely manner. We hope that if a team is not able to attend together that partial attendance will still benefit the planning of the team and we will work to connect anyone who is unable to attend on their scheduled date with another session.



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What is the absence reason we should be using in absence management when using our PD day?

The answer to this question can be found earlier in the minutes. Anyone who does need just a day of substitute coverage for a PD opportunity can apply for that through the PD committee application. This application is not subject to the same deadlines as the other applications because there are no Munis approvals involved. However, it should be completed as early as possible in order to allow for sub coverage.