SCHOOL DISTRICT U-46

FULL COMMITTEE

PROFESSIONAL DEVELOPMENT COMMITTEE
AUGUST 29. 2024
4:00 PM
ONLINE (ZOOM)
AGENDA

I. Open Meeting
   A. Check-In/Introductions
   B. Zoom Report for Attendance
   C. Today's Minute Taker: AI Generated from Zoom Recording; Edited by HF
      1. Recording of meeting
   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 minute~~

   Not linked for meeting - please send all questions to Heather or Nancy. We will bring these back to committee in September or send answers out sooner if necessary

II. Budget/PD Updates/Minutes
   A. Budget Summary
      1. 2024 - 2025 Budget - Final amount pending Finance Approval
   B. PD Updates
      1. These updates will start at our September meeting
   C. Minutes
      1. All of last year's meeting minutes can be reviewed on the PD Department page.

III. New Business
   A. Aspiring Teacher Academy Opportunity - Alisha Wildermuth
      1. Here's the link to apply!
      2. Here is a flyer about this opportunity
   B. Instructional Clarity in the Classroom Learning Opportunity - AW
      1. Link to Sign-Up
      2. Flyer

Alisha Wildermuth provided updates on two key professional development opportunities during the meeting:

- *Aspiring Teacher Leader Sessions:*
  - *These sessions are designed for teachers looking to enhance their leadership potential, possibly leading to roles such as coach or teacher leader.*
  - *The program is a 5-day opportunity that covers various aspects of the instructional clarity framework and leadership skills.*

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- *Participation is limited to 20 individuals, and attendees must be present for all five sessions.*
- *Applicants must achieve a score cutoff of 6 out of 9 on the rubric and receive a recommendation from their direct supervisor to be considered.*
- *Information about the sessions, including a flyer and application details, was provided in the meeting agenda.*

- *Instructional Clarity in the Classroom:*
  - *This one-day session is open to any teacher in the district who wishes to learn more about instructional clarity as defined by the framework.*
  - *The session includes a walkthrough of the updated framework and an opportunity to observe classrooms at Willard Elementary to see examples of effective instruction.*
  - *Multiple dates are available from September through March, and teachers can choose the date they wish to attend.*
  - *Interested teachers need to apply, and if selected, they will be informed to secure a substitute teacher for their scheduled session date.*

These opportunities are part of the district's ongoing efforts to support teacher development and enhance instructional effectiveness across schools.

C. General PD and Committee Updates
    1. Looking for a Co-Chair

Nancy Kalush was elected as co-chair during the meeting via Zoom poll. All participants voted yes.

    2. Steering Committee Make-Up

Steering Committee
Objective: Reset steering committee due to changes in membership
Call for Interest: Members interested in joining the steering committee were asked to indicate their interest in the chat
Meeting Schedule: Steering committee typically meets on the 4th Monday of the month, which is the Monday of the meeting week
Responsibilities: Setting the agenda, deciding on curriculum proposals, and guiding the overall work of the committee

    3. PD Hours from DCD Available by September 6

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D. Committee Member Roles/Responsibilities Task -
1. Individually - Read the Contract Language
   a) Answer the question "How would you define/describe an effective PD committee member?"
2. In your breakout room, come to a consensus on 3-5 characteristics of an effective PD committee member. Please post your responses on the corresponding slide here. (If you are completing this asynchronously, please add comments to the provided answers after the meeting)

Please view the slide deck to see the results of this discussion.

E. PD Application Overview
1. Where to find it - they are live!
   a) Updates to improve functionality
      (1) Emails to Co-Chairs when application comes in
      (2) Automated emails about Munis entry aligned with dates
2. Use the rubric - linked in the application!
3. Pre-Approved Application Process and List
F. Scoring Calibration Training (on your own)

Application Process Updates
- *Availability: Applications open and ready for 2024-25 school year*
- *Process Improvements: Rolling application process continues with improvements*
- *Deadline: New 45-day deadline for applications before event date*
- *Guidance: Applicants should use rubric to guide their responses to ensure alignment with scoring criteria*

Key Points
- *Sub Coverage: One sub day coverage allowed for conference attendance*
- *Restrictions: Site-based applications cannot be used for conference attendance due to processing requirements through Munis*
- *Team Applications: Team applications acceptable, but must be submitted individually*

New Procedures
- *Automated Notifications: Automated email system for application notifications to both Heather Fellows and Nancy Kalush (co-chairs)*
- *Date Calculations: System calculates days until event for prioritization*
- *Reminders: Automated reminders for Munis entries and deadlines to streamline the approval process*

IV. Next Steps
A. Complete Scoring Training

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B. Feedback on Two Key Committee Roles - Bring Back Ideas for September Meeting
   1. How to collect PD needs from our staff?
   2. How to share a calendar of PD offerings?
C. Report Out at Building - Email will be sent out by end of day on Monday (Heather)
D. Next Meeting: September 26, 2024