SCHOOL DISTRICT U-46
FULL COMMITTEE
PROFESSIONAL DEVELOPMENT COMMITTEE
MAY 21, 2020
3:00 P.M.
ZOOM MEETING
AGENDA

I. Open Meeting (3:00 - 3:05)
    A. Check-In/Introductions
    B. Today's Minute Taker: Heather Fellows
    C. Approval of May 7 minutes
        1. Small adjustments to minutes - extra zero in budget amount for next year needs to be removed and meeting location needed to be changed. Heather will make changes and report minutes online.
    D. Zoom Report for Attendance
    E. Remember to accept the invitation for the Professional Credit System site ASAP so that Dr. Carpenter can lock the committee for submission before the end of the school year.

II. New Business (3:05 - 3:25)
    A. Approvals for next year's procedures:
        1. We will vote via poll on each of the following procedures.
            a) *Time for discussion allowed before the vote. We voted on them in two segments - the budget proposals and the application criteria proposals.*
                (1) *Key Point that Came up in Budget Discussion:*
                    (a) *Are we risking leaving good applications unfunded because we're reserving funds for second semester?*
                        (i)   *It is a possibility, but the conversation seemed to indicate that it was worth the risk to ensure that for experiences in the spring there were still funds available*
                        (ii) *As we have done in previous years, money will not be left on the table, we will work to offer summer experiences or hours to ensure the whole budget is used.*
                        (iii) *Opportunities will be funded out of the budget based on when they occur not when they are received - i.e. an application for a February event received in November would be funded out of 2nd-semester funds.*
                (2) *Key Points that Came up in Application Discussion:*
                    (a) *Expecting to impact 50 or more individuals seems like a high bar to set, especially for smaller elementary buildings.*
                        (i)   *The intention is to encourage sites to look beyond their building or initial group, so the*

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50 staff member mark could be from opening it up district-wide on a DCD day

    (ii)   *The application doesn't have to guarantee 50 staff members will participate but must have the opportunity for that number to share in the learning*

    (iii)   *The focus was to encourage the original group to offer learning to a larger group after the first iteration of the learning.*

(b) *How does the 20/24 cut off compare to the cutoff score for the individual application score for approving the application?*

    (i)   *Individual application is 32/39 = 82%*

    (ii)   *New Site-Based rubric is 20/24 = 83%*

2. Budget
    a) Split money evenly between first and second semester, all money not used in first semester will roll over into second semester
        (1) Poll Vote Results:
            (a) Yes - 73% (24)
            (b) No - 24% (8)
            (c) Abstain - 3% (1)
        (2) Passed.
    b) No maximum amount per application
        (1) Poll Vote Results:
            (a) Yes - 82% (27)
            (b) No - 18% (6)
            (c) Abstain - 0% (0)
        (2) Passed.

3. Application Criteria
    a) Site definition: A site, for the purposes of this application, will be defined as U46 staff that share similar job responsibilities. Examples could include staff at one school, a team of job-alike educators in different school sites or a grade level/subject area team.
        (1) Poll Vote Results:
            (a) Yes - 97% (33)
            (b) No - 0% (0)
            (c) Abstain - 3% (1)
        (2) Passed.
    b) [Updated Site Based Application](#)
        (1) Poll Vote Results:

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      (a) Yes - 97% (33)
      (b) No - 3% (1)
      (c) Abstain - 0% (0)
     (2) Passed.

  c) [Updated Site Based Rubric](#)
    (1) Poll Vote Results:
      (a) Yes - 94% (32)
      (b) No - 6% (2)
      (c) Abstain - 0% (0)
    (2) Passed.

  d) Site Based Application Score Passing Score of 20
    (1) Poll Vote Results:
      (a) Yes - 97% (33)
      (b) No - 0% (0)
      (c) Abstain - 3% (1)
    (2) Passed.

The next steps are for Heather to have these documents ISO'd for next year and then we will work on a communication plan to roll out this information to buildings and staff members in the fall.

III. Next Steps (3:25 - 3:30)
  A. Report Out at Building/Department
    1. You will receive a link to the minutes and a meeting summary email template tomorrow
  B. *Please continue to share the PD feedback with Heather via email or sharing the google form.*
  C. Next Meeting - Tentatively online, September 3, Time TBD
    1. *Time and location will be determined by current state of affairs in the fall, updated information will be shared as it becomes available.*
  D. Have a wonderful summer!

Thank you for all you have done for the committee and the way you have supported your staff during the ups and downs of the school year. We hope you have a wonderful and restorative summer!