



SCHOOL DISTRICT U-46  
FULL COMMITTEE  
PROFESSIONAL DEVELOPMENT COMMITTEE  
SEPTEMBER 10, 2020  
3:30 PM  
[ONLINE \(ZOOM\)](#)  
MINUTES

- I. Open Meeting (3:35 - 3:45)
  - A. Check-In/Introductions (Peggy)
  - B. Today's Minute Taker: Mary Huizenga
  - C. Approval of [May 2020 minutes](#)
    1. **Change the header to Minutes rather than Agenda.**
    2. **Approved as written with change.**
  - D. [Today's Slide Presentation](#)
  - E. [Zoom Report for Meeting Attendance](#)
- II. Committee Basics (3:45 - 4:05)
  - A. District PD Committee Training - Roles/Responsibilities **This is available to all staff members on the U-46 web page.**
    1. [PD Committee Handbook](#)
    2. [Contract Language](#)
  - B. Purpose and Intent of the committee - Breakout Room Discussion Summaries
    1. **The difficulties of virtual learning. Teachers are focusing more on self care in this stressful time. We're not thinking about PD right now.**
    2. **Things will be different but we're excited because with less grading we will be having more time to brainstorm new ideas that sub committees will be doing.**
    3. **People were comfortable last year, now things have changed. How can we be involved in getting our sites open to site based applications?**
    4. **Main importance in communication with our teachers. Help them be aware of what PD Committee can do for them and what is expected as they apply**
    5. **Having site based applications, how can our individual (smaller schools) appeal to more teachers and specials. Also the PD committee can get involved in more PD opportunities.**
    6. **Help staff in schools aware of what site based applications can do for their groups or school.**
- III. Old Business (4:05 - 4:25)
  - A. Last Year's Budget Summary
    1. Prior to March, we approved:
      - a) \$95,565 of our budget
        - (1) \$72,898 in Individual Applications
        - (2) \$22,667 in Site-Based Applications



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- (3) Impacting well over 400 teachers
2. Because of COVID and Travel restrictions

B. 2020-2021 SY Budget (Josh)

1. \$45,450
  - a) 1/2 Available for First Semester - \$22,725

C. Review of Application and Rubric (Heather) **(These will be in Kami for teachers to complete.)**

1. Based on a reduced budget, the committee decided last year to only offer site-based applications.
2. [2020-2021 Site-Based Application](#)
  - a) **It can be a group of teachers with like needs.**
  - b) **It can be 2 or more schools with a common focus. (ex. 5th grade teachers)**
3. [2020-2021 Site-Based Application Rubric](#)
  - a) **Simplified the differences between and 3 or 2 for example. Made them clearer and more defined.**
  - b) **When an application comes in, it will be sent to the correct curriculum or program director to ensure it is aligned with the district focus. This will happen before our committee scores it.**
  - c) **We will provide norms and standards for this year. It will be in motion.**
  - d) **With these in Kami the application can be shared between many people and will be streamlined for signatures, etc.**
  - e) **50+ teachers: Includes attendees and a PD offering that can appeal to more teachers which would add up to 50. Also that it could have up to 50 applications, but if that isn't met, the PD afterward can add up to 50.**
  - f) **Each line in the rubric aligns with a line in the application.**
  - g) **This will not be for any travel or pulling teachers out of the classroom. No disruption to classroom instruction.**
  - h) **At the end of the application the principal and co-chair of SIP team will need to sign off on it. We want to make sure that the PD is tightly aligned with the district focus.**
  - i) **Deadlines will be posted on the web site Monday.**

IV. New Business (4:25 - 4:45)



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- A. Steering Committee Recruitment
  - 1. **Still need representation in several areas.**
- B. Attendance Policy Review
  - 1. **Attend all meetings with one absence**
  - 2. **If you miss a meeting we will try to have comparable make up work to earn credit for the meeting. This is not guaranteed.**
- C. With fewer applications to review, we need to focus this year on the other responsibilities of our committee. We'll use this time to meet in small groups to brainstorm around opportunities in these areas: **The goformative was used to collect ideas.**
  - 1. Developing a directory of free online resources (webinars, etc.)
    - a) Who should add to the list? What are the criteria? What information would be helpful?
  - 2. How should we check in on Site-Based Applications? How should they report out how the PD went?
  - 3. How should we collect information about PD and how it's going this year? What's the most effective way to collect information?
    - a) Note: the Google Forms we used next year had only moderate success
- D. [Summary of Group Discussion](#)
- V. Next Steps (4:45 - 5:00)
  - A. Sign Up for Department to Represent for Report Out at Next Meeting (Peggy)
    - 1. **This is a document that you can give to your staff for PD opportunities**
  - B. Report Out at Building/Department (Heather)
    - 1. **Heather will be offering an exit ticket to collect reactions to the meeting.**
  - C. Next Meeting: October 1, 2020