



SCHOOL DISTRICT U-46
FULL COMMITTEE
PROFESSIONAL DEVELOPMENT COMMITTEE
SEPTEMBER 2, 2021
3:30 PM
ONLINE (ZOOM)
MINUTES

- I. Open Meeting (3:45 - 3:55)
 - A. Check-In/Introductions: Dr. Carpenter introduced himself, as the Asst. Superintendent of Teaching-Learning Asst. superintendent and the committee co-chair. Welcome everyone. Heather Fellows also introduced herself as our committee facilitator.
 - B. Norms for committee meetings-- keep cameras on, we begin on time, we will continue to meet via Zoom.
 - C. Today's Minute Taker: Mary Girardi
 - D. [Last Year's Minutes](#)
 - E. [Today's Slide Presentation](#)
 - F. [Zoom Report for Attendance](#)
- II. Budget/PD Updates/Minutes (Completed before the meeting). This is the last time we will look at budget for this year. Please review.
[Click here for the results of the review of the minutes/budget/PD updates.](#)
 - A. Budget Summary
 - 2020-2021 SY Budget
 - a) Prior to May, we approved ~\$35,000 in Site-Based Applications. We also voted to send the remainder of our budget (if needed) to support the Equity Symposium
 - b) Types of applications
 - (1) Overwhelmingly, conference attendance
 - (2) Some sites brought in a speaker or purchased materials
 - c) Voted at end of year to bring back individual conference applications
 - 2021-2022 SY Budget
 - d) \$45,450 - [Here's a quick video explanation about this amount](#)
 - e) 1/2 Available for first semester and 1/2 for second semester usage (22,725/semester)
 - B. PD Updates

We are looking for volunteers to collect information for the PD updates document. If you are interested in reaching out to a program lead for information once a month, please email Heather with the department/topic you would like to work with (or fill out the information on the google form).
 - C. Minutes
[All of last year's meeting minutes can be reviewed on the PD Department page.](#)
- III. New Business (3:55 - 4:50)
 - A. Committee Basics (3:55 - 4:15)



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District PD Committee Training - Roles/Responsibilities an overview of our committee work, and we can share this with our buildings. Monday we will receive an email from Heather that will contain 2 sections: 1-- information and notes for us as committee members. 2-- a section you can copy and paste and send to your building.

Responsibilities-

- * we can have 1 absence per semester. Make up work is possible to help with if meetings must be missed for some reason.
- * Be prepared prior to meetings and review the embedded items in the agenda each month.
- * there may be some short 'assignments' we need to complete and submit prior to a meeting.

Goal-- give feedback and help plan professional development. We don't have authority over the PD calendar. We are able, and do provide feedback. We also help to evaluate how PD opportunities went.

This is a district and ETA contracted committee:

- a) [Contract Language](#)

Reflect upon and Discuss the purpose and Intent of the committee - Breakout Room Discussion. There are 8 breakout rooms. Please remember your breakout room number for future meetings.

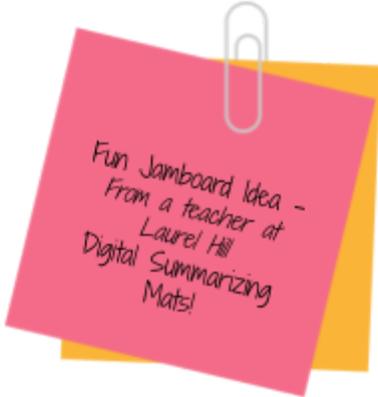
- b) [Please elect one person from your group to report out and add your comments to the Jamboard](#)

B. Feedback on Canvas PD (4:15 - 4:25)

Final Data Form

Copy of Form - If you want to send it to your building/department

- a) Please condense building data
- b) We can send out the form to your building for comments about what support they may like or some PD they need related to using Canvas for PD. Example: one item of feedback may be- How do we do assignments? Then condense down/ organize the feedback, and summarize it. Send the feedback form back to Heather by next Friday.
- c) Committee discussion and questions. Can Canvas PD be offered for DUEA members? The answer is that Canvas provides the





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training and sessions are limited to a certain number of participants at a time. Also, DUEA do not necessarily need Canvas to conduct their work. A comment was made that teachers would like some in person training. Heather suggests we try to take a 'train the trainer' type of approach. Heather will save the chat and link it to the agenda so we can continue to discuss this further.

All data due in "Final" form by next Friday (9/10)

C. [Review of Individual Application](#) (4:25 - 4:40)

1. Overview of Changes Last year we went from a large to a reduced budget. Last year the focus was on site- based PD. individual applications this year will cover the registration fees only. Site- based PD items can include purchasing materials for the PD opportunities and the cost of a speaker. Sub pay will not be included- we will need to take a personal day for outside PD activities.
2. Key Points-- Applications will now be Google forms. Google added an autosave feature to make it easier to complete an application. We will have 2 day to complete activity evaluations. We will now need to sign in AND out of any PD we attend and will need to use our IEIN's to sign them. This is a result of the Kane County audit that we had last year for our PD activities and processes.
3. Group Discussions about how we can provide more clarity for participants filling out the application Breakout rooms 10 minutes--
4. [Review of PD Handbook](#) (4:40 - 4:45) This is a draft. Please review and provide our feedback to Heather by the end of next week.

Clarity of First Page

Double Check PD Formats for Errors

Review Guiding Questions Document

What's missing?

a) What needs to be added ASAP?

b) What would you like to see added in the long-term?

Please fill out this Google Form by next Friday 9/10 - Thank you!

- D. Election of New Co-Chair (4:45 - 4:50) Please review the candidates' information and cast your vote -- Heather will take the ballots sometime this evening.

Results of Election: Sara Robles is our new PD Co-Chair!

IV. Next Steps (4:50 - 5:00)

- A. General PD Resource Awareness



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[September 2021 PD Updates Document](#)

MUST HAVE IEIN FOR SESSIONS ON 9/24!

- B. Report Out at Building (Heather)
- C. Next Meeting: October 7, 2021

**If you're interested in using jamboard for summarizing mats - [here's a template!](#)