

Staff Development Advisory Committee Meeting

Meeting Date:	September 2, 2026
Meeting Start/EndTime:	4:00-5:00 pm
Meeting Location:	Virtual
Members Present:	Nicole Donnay, Deanna Thompson, Eva Groth, Maria Reichow
Other Attendees:	NA
Members Absent:	Erin Richgels

What is SDAC? The Advisory Staff Development Committee is established to develop a Staff Development Plan and evaluate staff development efforts to support improved student learning. Members are appointed by the school administration at the direction of the school board. The majority of members must be teachers.

Is SDAC required? Yes

The following may be addressed:

- Scope of Responsibility: ADVISE.
- To provide feedback to the Board and Curriculum and Instruction Team.
- Consensus is not necessary as the Committee is advisory, not a decision-making group.

Membership

- The committee includes teachers, non-teaching staff, parents, and administrators.
- We are seeking 2 teachers from each division (not in the same department or grade level), one administrator (who is not leading the group), one non-teaching staff, and one parent representing each division. People may serve in more than one role, for example you can be a parent and non-teaching staff. We may not have applicants to fill each role.

Attendance

To promote cohesiveness and keep all members informed, members are encouraged to attend each meeting. A committee member who misses three meetings will be contacted to determine if they are still interested in committee membership.

Meetings

The Staff Development Advisory Committee will meet virtually 3-4 times per year. Meetings will be limited, as much as possible, to one hour.

Discussion and Information Sharing

In order to facilitate discussion among all committee members, all members will be asked to limit their comments so as not to prohibit others from speaking. Agendas will be timed so that meetings can be efficient and end on time. If a particular agenda item requires more discussion, an agenda item may be carried over to the next meeting

How do I become a member?

Members are recruited when seats are available through an announcement in the Parent Weekly.

Agenda Item:	Time	Type:	Discussion/Action: (Minutes)	Person Responsible:
Welcome	4:00	Procedural	Welcome	
Review Survey Data	4:02	Informational	• Review SD Summary Data • Staff Development Committee Meeting Notes	
Set Outcomes	5:30	Informational	• Review initial PD plan ○ PD Days ○ PD Approvals	

Next Meeting:		Informational	• Prepare notes on session structures and format for PD - Sept 16 • Share budget update • Share PD plan update	
Meeting Dates		Informational	2026-2027 Meetings: • Wednesday, October 2nd from 4-5 PM • Wednesday, January 27th from 4-5 PM • Wednesday, April 21st from 4-5 PM	If a member cannot attend a meeting, please inform Deanna Thompson.
Adjournment		Procedural		

Key Outcomes

The team aligned on the professional development (PD) calendar for the year, focusing on **AI integration** and **student engagement** as top priorities 1. They established a plan to support staff in leading PD sessions and reviewed the current budget and compliance training strategy 23.

PD Calendar and Session Planning

- **Upcoming Dates:** The first PD day is September 28th, followed by sessions in mid-October, late November, mid-January, and April 9th 45.
- **Staff-Led Sessions:** There is an expectation for all staff to lead a PD session 4. To support this, the team will develop a document outlining different session formats (e.g., seminars or student-experience simulations) and templates to build staff capacity 267.
- **Resource Management:** Session materials and resources will be housed in **Frontline** to ensure accessibility 8.
- **Compliance Training:** The team plans to move compliance training to the April 9th PD day for the 27-28 cycle to avoid overwhelming teachers during the back-to-school week 25.

September 28th PD Agenda

- **Special Education (SPED):** The SPED team will undergo **Ukero training** (crisis prevention/de-escalation) and **FastBridge** training 910.
- **General Staff:** Training will include **Neuhaus** (for Phase 2 READ Act teachers), cardiac and AED training, and mentor training for peer observations 911.
- **Curriculum Focus:** Time will be allocated for social studies and lower school teachers to review new textbooks, and for the K-12 math curriculum review 12.

- **New Teachers:** Seminar training, which was omitted from orientation, will be conducted on this day 9.

Budget and Licensure

- **Budget Status:** The PD budget started at just under **\$11,000** 3.
- **Expenditures:** Funds have been used for grant coordinator training, Northern Lights textbook training, and counselor conferences 3.
- **Budget Concern:** There is an ongoing inquiry regarding whether professional dues for leadership (e.g., Joanne, Rita, Andrew, and Amy) should be billed to the PD budget or individual budgets 3.
- **Licensure (CEUs):** The team discussed integrating PD with relicensure requirements, specifically noting a free **PELSB** course on AI in education as a "double dip" opportunity to meet strategic goals and licensing needs 1314.

Action Items

- **Nicole & Deanna:** Create and share a brainstorming document for PD session structures and formats by **September 16th** 1415.
- **All Four Members:** Contribute ideas to the session format document by **next meeting** 14.
- **Deanna & Nicole:** Present the September 28th draft plan to the Curriculum and Instruction (CNI) meeting next Tuesday 8.
- **Deanna:** Provide an update on whether professional dues are being deducted from the PD budget 5..