

January 17, 2023 7:00am Intermediate School Flex Room

Attending in bold: B. Sieberlich, D. Hilgers, **K. Simpson, N. Uselding**, P. Ludwig, **R. Schultz, M. Huikko**, J. Sayre, G. Hinker, **K. Thompson, L. Voight, B. Voight, M. Schramel, M. Gibas, G. Schuelke, H. O'Donnell, M. Kunkel**, S. Roeser, A. Johnson

1. Call meeting to Order: 7:04

2. **Approve the agenda:** (1 min)

Motion: **L. Voight** ▾

Second by: **G. Schuelke** ▾

3. **Approve December Minutes** (1 min)

Motion: **L. Voight** ▾

Second: **K. Simpson** ▾

4. **Old Business**

a. **MLK PD Day**

i. How did it go?

Staff liked having options, Did not like moving buildings. H. Rosholt would like to return and focus on one age group. 1 hour long was a good length. Individuals who tried to take online courses (MEA online) discovered it was down for maintenance.

ii. Concerns re: agenda/communication

iii. Concern about no time allowed to prepare for the new semester due to full schedule for the day.

iv. If changes happen in schedule, how is it communicated or determined? Historically, afternoon has always been teacher work time to prepare for the new semester. Challenged by limited PD days available, we have two total (one in workshop week and MLK day). Ensure team time on PD days to support MTSS implementation.

v. How does one day of PD impact our teacher effectiveness? These need to align with 2 hour late start work

b. **Classroom visits**

i. Revised Checklist to gather data on PD “stickiness”

Classroom visits to happen in early March. These are not evaluative, the purpose is data gathering to see what concepts from PD are showing up in teacher practice. This will be supplemented by interviews with LPC and teachers?

c. **Survey Staff**

i. What questions do you want to be asked when it comes to your professional learning?

How do you prefer to access your relicensure courses?

What PD have we offered in the past that have been most beneficial to your teaching practice?

What Professional Learning do you need to help you be more effective in your role?

PD Committee purpose: relicensure, mentorship program, and allocation of resources (\$\$) to building sites.

- ii. Other ideas: staff needs

5. New Business: (15 min).

a. PD Funds reallocation

- i. District Budget reduction committee has requested \$160,000 reallocation of PD funds to General Fund

Motion to transfer \$160,000 of PD funds to the General fund for 2023-24 made by **Meghan Gibas** , Seconded by O'Donnell Motion carried by unanimous vote

- ii. [2023-24 Projected budget](#)

b. Financial Policies (5 min) TABLED: read linked documents below in preparation for next meeting.

- i. Development of official PD financial policies document

1. [Update meals allowance M&IE](#)
2. Reconsider [travel allowances for state/national conference](#)
3. [Update preparation pay/time allotment for academy class/late start presentations/Q Comp symposiums](#)

c. Bylaws revision : Removal of Board member requirement on PD

Will revise bylaws to reflect the removal of required attendance by board members. They will always be welcome. Bylaws language to be updated and approval of new bylaws at February meeting.

d. 2023-24 Membership and Officers

- i. Elections at February meeting Chair position is open (end of N. Useldings term).

Building representatives to indicate interest in continued membership to building administrator.

e. Late Start Feedback (5 min) TABLED

1. Define process to evaluate late start PD impact

f. CEU's for building designed PD (1 min) TABLED

- i. Principal or PL facilitator creates using template in Google templates gallery

6. Future agenda items (2 min)

- a. PD Officer Elections

7. Adjournment (1min)

Motion: **M. Schramel** ▾

Second: **M. Huikko** ▾

Meeting

adjourned: 7:46