

Staff Development Advisory Committee Meeting

Meeting Date:	Sep - 12 -2022
Meeting Start/EndTime:	4 pm
Meeting Location:	District Office
Members Present:	Amanda Indra, Kristie O'Brien, Dawn Lueck, Terri Spartz , Kim Truchan, Sandy Bussian, Joyce Houdek, Jessica Marish, Dave Anderson, Shannon Helgeson, Jim Schul, Marie Holmquist, Gina Johnson, Dr. Annette Freiheit
Other Attendees:	Nathan Warneke, Brandon Mehling, Brooke Auer
Members Absent:	



<i>Our Vision:</i> A safe and inclusive community of compassionate, curious and resilient lifelong learners.	<i>Our Mission:</i> Inspire curiosity, empower resiliency, engage community.
<i>District Belief Statements:</i> • We believe that public schools should serve and engage students, families, staff and the community. • We believe learning and teaching is maximized in a safe, respectful and inclusive environment. • We believe every individual's diversity and experience is valued. • We believe healthy relationships are crucial for the success of our schools. • We believe that every student can achieve to the best of their ability. • We believe all decisions should be focused on students and their success.	<i>Core Values:</i> • Safety: Everyone's physical and emotional well-being is a priority. • Integrity: Everyone does the right thing and makes positive choices, even if it is difficult. • Inclusivity: Everyone belongs, is valued and is heard. • Equity: Everyone has the opportunities, access, information and support provided in the individual way they need it. • Respect: Everyone's differences are recognized, acknowledged and celebrated.
<i>Committee Purpose and Collective Commitments:</i> • To serve as an advisory committee to ensure active participation of employees in all phases of planning and implementing the district staff development activities.	

- To create goals in alignment with the Minnesota legislative goals and the Winona Area Public Schools' goals for professional growth opportunities.
- To provide teachers and other district staff with individual and professional organizational growth and development opportunities to prepare them to provide excellent educational experiences for students and ultimately help them achieve the fundamental purpose of improving student learning.
- To plan a budget in alignment with the state statutes and local district policy and to monitor the expenditures on a regular basis.
- To review and monitor site professional development goals and to ensure the alignment of those goals with the district strategic directions and WBWF goals.

<u>Agenda Item:</u>	<u>Type:</u> <u>(Procedural, Information, Briefing, Action)</u>	<u>Discussion/Action:</u> <u>(Minutes)</u>	<u>Person Responsible:</u> <u>(Reports to Superintendent)</u>
Call to Order	Procedural		Call to Order
<i>Approval of <u>May Minutes</u></i>	Action Item	➤ Motion by Sandy Bussian, seconded by Terri Spartz to approve the minutes, Motion carried.	<i>Approval of <u>May Minutes</u></i>
<u>SY21-22 Budget</u> <u>SY</u> <u>22-23 Budget</u>	Information	• Amanda shared the SY22-23 SD budget with members. • The carryover amount on SY22-23 Budget's is higher than SY21-22 budget sheet is due to the ESSER funding allocation for SD activities coverage, which was completed prior to the meeting . • Remaining/carryover budget in each building should be carried over to the same site. • Jim Schul commented that the district should align SD fund with strategic plans to make sure we meet our goals; we need to have a long term plan.	<u>SY21-22 Budget</u> <u>SY</u> <u>22-23 Budget</u>
SY 22-23 SDAC Meeting Schedule	Action Item	• Sept. 12 • Nov.14 • Jan. 9 • Feb. 13	SY 22-23 SDAC Meeting Schedule

		• April 10 • May 8 ➤ Motion by Marie Holmquist, seconded by Gina Johnson to approve the meeting dates above. Motion carried.	
SDAC Membership	Information	➤ High Ed Rep: Dan Kirk is no longer at WSU. Members will reach out to professionals to see if they are interested in serving in this position. ➤ Ross Herdina won't be available for this committee; there still is an at-large position open.	SDAC Membership
SDAC Yearly Plan	Discussion/Information	Members had a long conversation over this topic: • Shannon suggested providing clear information of SD roles and relations between committees at different levels. Who is implementing what • SDAC should have connections with the building level committees, balancing and centralizing the planning. • WSHS - will be asked if needed for planning purposes • Elem - unable to be building specific, multiple ways from multiple departments. There is some interest in having some building specific PD or planning time to meet the building-specific needs. • Discussion on license requirement offerings. ○ This is currently being offered as an option during work time. ○ Discussion on whether this should be offered during PD time. • Input of other resources that were not covered in this plan. • Amanda added a future agenda item: District and Site Committee FlowChart	SDAC Yearly Plan

Curriculum writing checklist-revisit	Discussion	• Meetings with DLT or building principals? Are there other options? • Process of curriculum writing - building principals need to be aware of the curriculum writing; teachers sometimes would turn in the request without following through with more details provided. So staff were requested to schedule a meeting so an administrator and/or LT director can track and also make things consistent, meet the curriculum standards. • Additional options for curriculum presentation. • WSHS - Used to meet with principal and LT director, but only met WSHS principals for the past two years . • Revisit this item at the end of the school year.	Curriculum writing checklist-revisit
Virtual Training Guidelines	Discussion	• Any new information as we consider creating guidelines for virtual training in regard to staff development pay and/or sub time? • Can a teacher request a sub/SD payment for doing a recorded virtual training. • Marie believes people who get trained should be compensated and the district should allow educators to benefit from the training and grow. • Discuss this item with the site committee and bring back ideas to SDAC in Nov meeting. Kristie can also reach out to other big-9 districts to reference. • If you do a virtual meeting at home, an employee should fill out a remote work request.	Virtual Training Guidelines
Future Agenda Items		• District & Site Committee Flow Chart • Curriculum writing review • Virtual Guidelines Draft Guidelines	Future Agenda Items
Adjournment	Procedural	• Motion by Shannon Helgenson , seconded by Marie Holmquist to adjourn the meeting at 5:13. Motion carried.	Adjournment

