

Staff Development Advisory Committee Meeting

Meeting Date:	Jan-8-2024
Meeting Start/EndTime:	4 pm -5:30 pm
Meeting Location:	District Office
Members Present:	Nancy Danzer, Dave Anderson, Nathan Warneke, Erica Upton, Amanda Indra, Terri SPartz, Marie Holmquist, Justin Hanson, Sarah Andrews, Kristie O'Brien, Jill Peters, Tanya Corcoran.
Other Attendees:	
Members Absent:	Gina Johnson, Brandon Mehling, Brooke Auer, Justin Jordan, Justin Hanson,



<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.

Type: (Procedural, Information, Briefing, Action)

<u>Agenda Item:</u>	<u>Time</u>	<u>Type:</u>	<u>Discussion/Action:</u> <u>(Minutes)</u>	<u>Person Responsible:</u> (Reports to Superintendent)
Call to Order	4:00	Procedural		
Approval of Nov Minutes	4:00-4:05	Action Item	➤ <i>Motion by Terri, seconded by Sarah to approve Nov minutes, motion carried.</i>	
23-24 Budget	4:05-4:10	Information	• Amanda updated budget information with members.	
Chairperson elections	4:10-4:15 (Amanda)	Action Item	• Terri Spartz is volunteering to be the new SDAC chair • Election • Motion by Marie Holmquist and seconded by Erica Upton to elect Terri Spartz as the new chair., motion carried	
The Catalyst Approach: Updates on Catalyst coaching and Feb 19	4:15-4:25 (Kristie)	Update	• Sign-ups for coaching coming soon • 20 min observing / 20 mins feedback • 3 Visits per building this semester • Feb 19: all at WMS • Extra day with new hires in Aug with NED (Last day of New Hires week and with New EAs as well)	
End of Quarter PD Days: Reflection on Jan 22 Planning	4:25-4:40 (Terri)	Discussion	• Adjustments to the planning process: ◦ Updated PD Planning Timeline • Jan 22 PD plan	

			○ Terri shared the information of Jan-22-24 PD plan. ○ The decision of the option of a Mental health session will be made based on the time availability. ○ WSHS plan is not finalized, Sarah suggested that it would be ideal to make co-teaching sessions mandatory. ○ Kristie is planning on sending this plan out by Friday Jan-12-2024. ○ Question of SpEd training-not all go to IXL training. ○ PD sessions align with state requirements, more opportunities for staff. ○ If staff want to do more PD sessions, site teams should approve the request and pay the stipend.	
Revision of Curriculum Writing Request Process	4:40-5:10 (Kristie)	Introduction	● Purpose of Revision ○ Unclear protocols for curriculum Review cycle. ○ The School Board approved the Curriculum Review Cycle 4 years ago. Curriculum System Structure was approved in May-2020. ○ In 2020 spring, Dr Freiheit was working on aligning the formats of all committee documents, making sure committees could work closely and share information properly. ● Goal: Handbook of Curriculum Review Cycle and Processes ● SDAC's role: Collaborative input along with CAC and DALT. ○ Clarify what is considered as a new course and new job assignment - year around. New job assignment refers to a brand new course to the building and was not taught before. assignment is job duty changes. Take out max 20 hrs. ○ Add Co-Teacher planning time to the curriculum writing process-It's done outside of the classroom, Maybe 10 hrs. ○ New standard implementation, year revision/after, max hours are 10 hrs for the whole process for the year. Mandatory curriculum review cycle and optional for	

			writing request process. Keep PLC for curriculum inquiries.. ○ New job assignment: new teacher 10 hours, plus teammate and mentor should be half of the time, 5 hours ○ Communication: Members wonder who should share this information in the first place for new hires. HR and mentors should be the first ones to communicate SD information with new hires before school starts.	
Adjournment	5:15	Procedural	● Motion by Amanda Indra, seconded by Marie Holmquist to adjourn the meeting, motion carried.	