



## Meeting Minutes

**Attendance:** Melanie Ward, Shawn Clark, Emily Odhiambo, Tony Tepedino, Emily Labenski, Rene Kazacos, Vince Blasio, Natalie Crittenden, Jeanne Galusha, Danielle deManincor, Karen Smith, Katie Greco, Laura Hefner, Amanda Moon, Larissa Lalka, Dr. Linda McGinley, Sharon Bednarczyk, Reece Rothbaum, Radhika Ramesh, Julie Barker

Wednesday, March 3, 2021

3:30-4:30 p.m.

### 1) WELCOME and APPROVAL OF JANUARY MINUTES

Julie welcomed members and last month's minutes were reviewed. The minutes were amended to include Jeannine Galusha being in attendance. Radhika R. motioned to approve and Natalie C. seconded. The February minutes were approved unanimously with the revision.

### 2) BUDGET STATUS REPORT

Julie gave an overview of current spending and remaining balances. With the expected Collegial Circles facilitator fees, scheduled Spring activities, and end of year needs, we are all set with funding. Transfers will need to be made in order to fully use all grant funds this year. Julie will prepare an FS-10A if needed in April. In addition, Julie spoke with Pat Brogan, Director of Student Services, regarding use of Title II funds to support professional learning this spring and summer. Dr. Brogan confirmed assistance with funds, as needed. Julie will work with her to share expenses for upcoming workshops this spring and into the summer. The TC grant ends June 30<sup>th</sup>, but the Title II grant ends August 31<sup>st</sup> giving us the opportunity to use those funds for summer programs.

Julie shared that SED reimbursement from the last quarter of 2019-2020 will be made and SED communicated they will be providing 100% reimbursement for spending this year. She also reminded members that there are PDTA study grants available and the next application period ends April 15<sup>th</sup>. These funds provide up to \$7000 per year for PDTA members to pursue professional learning opportunities out of the district during recess periods. A question was asked if someone can apply for the study grant if they have already received one and Julie said yes. However, if there are multiple applicants, the Professional Growth Committee of PDTA does consider if someone has been given funds in a recent year when allocating awards.

A question was asked if grant funds roll over year to year. Julie shared that our grant cannot carry over and that funds must be used by June 30<sup>th</sup> of this year. The PCSD Business Office requires us to have all spending in place by May 31<sup>st</sup> each year. If we have any extra funds at the end of the year, we will purchase books to support our summer programs and Induction materials

### 3) ASYNCHRONOUS WORKSHOPS UPDATE

Julie met with Matt Kwiatkowski, Dave Muscato, and Gwen Scibienski to follow up on our conversations from the last two meetings about tracking asynchronous learning. They agreed that using the Office 365 platform was an option and we need to determine which feature would work the best to meet our needs. They are going to use Teams for Forms Level 2 and Whiteboard activities this spring to see how it works.

Members commented that using Teams for sharing evidence seems useful and a benefit for participants to complete their asynchronous activities all in one place. More information will be shared in May when the two activities are completed and Dave and Gwen can provide feedback.

### 4) Collegial Circle Mid-Year Review

Julie provided a list of approved Collegial Circles for the 2020-2021 school year. For each circle the description, number of hours, number of participants, Collegial Circle structure and the anticipated level of evaluation from Guskey was provided. Julie provided a brief overview of the 5 Levels of Professional Learning Evaluation by Guskey:

- Level 1 = Participants' reaction to the learning
- Level 2 = Participants' learning
- Level 3 = Organization support and change
- Level 4 = Participants' use of new knowledge and skills
- Level 5 = Student Learning Outcomes

Members went into Breakout rooms to discuss their findings and share any patterns or questions they noticed. After 5-8 minutes in small groups, the large group reconvened to debrief. Questions were asked including:

- Is this a typical amount of circles compared to other years? Answer – yes; topics may have shifted to reflect the Temporary Learning Models and Roadmap work being done, but the number of circles is not unusual.
- Do the Guskey Levels identified in the proposal match the work that is completed? Answer – not all of the time. Sometimes a facilitator selects the incorrect level based on the work they are intending to do. Other times, the work evolves and the group ends up doing more than they anticipated.

After the conversation about Guskey’s levels, Julie suggested it might be interesting to review the work that has been done in this area in previous years. She will bring a report to the April meeting to show a five-year comparison of Guskey’s Levels and the Structures selected.

**5) Next meeting agenda items:**

- Share feedback from ILC related to Priority Areas for Professional Learning for 2021-2022 and Formats for delivering PL
- Collegial Circle five-year comparison of Guskey’s levels and structures
- May Meeting – feedback from Technology Office regarding the use of Teams for collecting asynchronous learning evidence

The meeting was adjourned at 4:30 p.m.

*Minutes prepared by Robin Dixon, Assistant to the Director of the Teacher Center.*