



Meeting Minutes

Attendance: Melanie Ward, Mike Leone, Emily Odhiambo, Tony Tepedino, Emily Labenski, Rene Kazacos, Vince Blasio, Natalie Crittenden, Liz Norten, Danielle deManincor, Karen Smith, Katie Greco, Laura Hefner, Amanda Moon, Larissa Lalka, Dr. Linda McGinley, Sharon Bednarczyk, Reeca Rothbaum, Radhika Ramesh, Julie Barker

Wednesday, February 3, 2021 | 3:30-4:30 p.m.

1) WELCOME and APPROVAL OF JANUARY MINUTES

Julie welcomed members and introduced Jeanne Galusha as the new Jefferson Road representative. She is taking Liz Norten's place who is now the Registrar at MHS. The January minutes were reviewed. No questions or concerns were raised. Radhika motioned to approve and Vince seconded; the minutes were approved unanimously.

2) BUDGET STATUS REPORT

The budget status report was reviewed and Julie noted that no new spending took place other than presenter costs for scheduled workshops. She also noted that the spring catalog is complete and we have enough funds to support the planned workshops and approved collegial circles to date. There were no questions raised about the budget.

3) BADGE LIST DISCUSSION

Julie recapped the Badge List presentation from the January meeting. She also provided an overview of our current process that started last summer to support tracking of attendance in our remote learning models.

Members raised questions that were open to discussion including:

- How is credit for asynchronous workshops granted?
- How is the asynchronous reflection form different from our end of workshop survey?
- What workshops are we looking for a system to collect evidence – synchronous, asynchronous or both?
- Do participants need to present evidence that they've learned something new or is it just about 'seat time'? What does the contract say?

As a result of the conversation, it was determined that Badge List might be adding a layer to our process that is not necessary. Can we explore options for using Microsoft Office 365 to collect the evidence we need? That would allow us to use a platform that is already familiar to our teachers and not add an additional layer. Vince mentioned that Microsoft Office has a Praise app that may help us address these concerns and shared a link to the app - <https://docs.microsoft.com/en-us/microsoftteams/manage-praise-app>.

Julie agreed to meet with Matt Kwiatkowski and the Instructional Technology Teachers before our next meeting to discuss these ideas with them.

Due to time, all members agreed to move the Collegial Circle Mid-year Review to our next meeting

4) Next meeting agenda items:

- Follow up from discussion with Matt Kwiatkowski regarding Microsoft Office
- Collegial Circle Mid-year Review

The meeting was adjourned at 4:17 p.m.

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