



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 Laska, Dr. Linda McGinley, Sharon Bednarczyk, Reeca Rothbaum, Radhika Ramesh, Julie Barker

ALL PRESENT VIA ZOOM

Wednesday, Nov. 4, 2020

3:30-4:30 p.m.

1) Welcome & Introductions

Julie welcomed members and asked everyone to review the October minutes. No questions or comments were raised. Danielle deManincor motioned to approve the minutes and Dr. Linda McGinley seconded. All members were in favor (Melanie Ward – abstained) and the October 7 minutes were approved.

2) Budget Status Report

Members reviewed the current Budget Status report. While a state cut is a possibility, nothing has come out from SED to indicate if or when cuts will take place. As a result, we will continue to use our grant funds as planned until we receive information confirming reductions.

3) Professional Learning Activities Surveys

Julie shared examples of participant surveys from summer 2020-2021 workshops including:

- Cultural Competency and the Classroom – Synchronous [4 sessions]
- Office 365: Forms – Asynchronous [3 sessions]
- Introduction to Office 365 Teams – Blended [7 sessions]
- Using One Note/Class Notebook in the Classroom – Blended [3 sessions]

PB members reviewed the survey responses individually and then went into breakout rooms to discuss them in small groups. After ten minutes, the breakout rooms were closed and PB members shared their observations from the surveys.

Information shared during the discussion included:

- Acknowledgement that the comments expressed positive experiences overall in the learning and appreciation of using the new formats. It is evident that asynchronous learning will need to continue to be a part of future professional learning catalogs due to the positive response to this format.
- A question was raised regarding how survey feedback was shared with presenters. Julie said that she emailed the survey results to presenters during the summer. She indicated that this did not happen as quickly as she had hoped realizing that the best use of the feedback would be to get it to the presenters as soon as possible. This is an area that she will work on for next summer.
- The blended format responses indicated that the format was difficult for some participants. Perhaps there is a way to collect questions between the asynchronous learning and synchronous sessions to better target the time spent in the synchronous sessions.
- While tech trainings were very helpful this summer, feedback indicates that the skill level of participants varied significantly. Some people were overwhelmed by the pace of workshops due to a lack of comfort with the technology being used while others found it to be very appropriate.
- An idea for future asynchronous or blended learning is to consider grouping people into cohorts that reflect their readiness for certain learning or there areas of interest. This could affect how people work through the learning at similar pace, etc.

Regarding next steps for Policy Board to consider:

- Should we create a document for presenters that identifies best practices/strategies for what works in the online formats? The information would be collected from the participant surveys and could assist presenters who are new to a particular format.
- Can we look into which type of workshops work well for each format? Some topics are better presented in a synchronous or face-to-face format while others lend themselves well to asynch learning. This will need to be a part of planning conversations for the future so we are matching up the right format with the topic/content.
- Do we need to dive deeper into follow-up workshops/requests for more learning that people shared in the surveys?
- Can we research options for better tracking attendance for online learning and collecting feedback? Our system is not well equipped to collect this information. Can we look into what other districts/Teacher Centers are doing and how that can improve our systems?

Julie wrapped up the conversation by sharing that we will use the information from the surveys and our conversation to move us forward. She asked if anyone has any additional ideas before our next meeting to add to the list, please email her.

4) Next Meeting Agenda

No agenda was set but all agreed that we would continue to explore the ideas from this meeting. Julie will set the agenda based on the conversation from today.

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

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