

## Staff Development Advisory Committee Meeting

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| <b>Meeting Date:</b>          | May -8 - 2024 (Special additional meeting)                                                                                                          |
| <b>Meeting Start/EndTime:</b> | 3:45 pm -5:00 pm                                                                                                                                    |
| <b>Meeting Location:</b>      | District Office                                                                                                                                     |
| <b>Members Present:</b>       | Amanda Indra, Terri Spartz, Erica Upton, Sarah Andrews, Gina Johnson, Marie Holmquist, Justin Jordan, Kristie O'Brien, Nathan Warneke, Nancy Denzer |
| <b>Other Attendees:</b>       | Amber Mlynczak.                                                                                                                                     |
| <b>Members Absent:</b>        |                                                                                                                                                     |



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| <p><b><i>Our Vision:</i></b><br/>A safe and inclusive community of compassionate, curious and resilient lifelong learners.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p><b><i>Our Mission:</i></b><br/>Inspire, curiosity, empower resiliency, engage community.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b><i>District Belief Statements:</i></b></p> <ul style="list-style-type: none"> <li>• We believe that public schools should serve and engage students, families, staff and the community.</li> <li>• We believe learning and teaching is maximized in a safe, respectful and inclusive environment.</li> <li>• We believe every individual's diversity and experience is valued.</li> <li>• We believe healthy relationships are crucial for the success of our schools.</li> <li>• We believe that every student can achieve to the best of their ability.</li> <li>• We believe all decisions should be focused on students and their success</li> </ul> | <p><b><i>Core Values:</i></b></p> <ul style="list-style-type: none"> <li>• <b>Safety:</b> Everyone's physical and emotional well-being is a priority.</li> <li>• <b>Integrity:</b> Everyone does the right thing and makes positive choices, even if it is difficult.</li> <li>• <b>Inclusivity:</b> Everyone belongs, is valued and is heard.</li> <li>• <b>Equity:</b> Everyone has the opportunities, access, information and support provided in the individual way they need it.</li> <li>• <b>Respect:</b> Everyone's differences are recognized, acknowledged and celebrated.</li> </ul> |
| <p><b><i>Committee Purpose and Collective Commitments:</i></b></p> <ul style="list-style-type: none"> <li>• To serve as an advisory committee to ensure active participation of employees in all phases of planning and implementing the district staff development activities.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

- 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:** [\(Procedural, Information, Briefing, Action\)](#)

| <b><u>Agenda Item:</u></b>                                  | <b><u>Time</u></b> | <b><u>Type:</u></b> | <b><u>Discussion/Action:</u></b><br><b><u>(Minutes)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b><u>Person Responsible:</u></b><br>(Reports to Superintendent) |
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| Call to Order                                               | 3:45               | Procedural          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                  |
| Strategic Plan                                              |                    | Informational       | WAPS SDAC plans backward from the WAPS Strategic Plan Goals in making SDAC budgeting decisions and recommendations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                  |
| <b>Proposed change to Staff Development Budget Formula.</b> | 3:45-4:15          | Action Item         | <p>To help alleviate shortfalls in level/DW funds going forward, the SDAC will vote to pool all carry-over funds annually into one pot and re-distribute using the current formula starting July 1, 2024.</p> <p><a href="#">See Spreadsheet</a></p> <ul style="list-style-type: none"> <li>• <i>New scenario #1: With Pooled Carry-over</i></li> <li>• <i>Scenario #2: Without Pooled carry-over</i></li> <li>• Now assumed: \$115,000 for opening workshop day, Aug 2024</li> <li>• <a href="#">AVID Summer Institute with cost savings calculations</a></li> </ul> <p>Minutes:</p> <ul style="list-style-type: none"> <li>• Discussed at length giving stipends for those required to attend AVID Summer Institute, ie teachers teaching an AVID class per SDAC policy</li> </ul> |                                                                  |

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|                                                                                                                                                                                              |                 |                    | <ul style="list-style-type: none"> <li>Percentages had previously been changed to the current distribution based on FTE to account for repeated shortfalls at the elementary level. Discussed adjusting percentages in an attempt to alleviate future shortfalls at different levels.</li> <li>Cons to trim avid: telling those who made plans they can't go, and slowing down district and BILT goals to be trained in AVID</li> <li>Alternative: teachers could attend the free avid PDs that occur during the year.</li> <li><i>Amanda Indra motioned carry-over funds to be pooled and then redistributed to the levels 60/40, changing the allocation percentages for the building levels from the current numbers to approximately 13.333% each. Seconded by Erica Upton. Motion carried.</i></li> </ul> |  |
| <b>Dialogue about AVID Summer Institute, PLC Facilitation, Mentor Program</b>                                                                                                                | 4:15-4:45       | Dialogue to Advise | <p>Dialogue about AVID Summer Institute, PLC Facilitation, and Mentor Program. SDAC's role is to recommend cost savings measures for these three programs.</p> <ul style="list-style-type: none"> <li>Guiding Question: What additional cost-saving measures can we take?</li> <li><a href="#">Review AVID Cost Savings Revisions</a></li> <li><i>Advise paying only stipends to teachers required to attend the AVID Summer Institute per SDAC Policy.</i></li> </ul>                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Reminder: Processes updated this year:</b> <ul style="list-style-type: none"> <li><b>Staff Dev Fund Request Process</b></li> <li><b>The Curriculum Writing Request Process</b></li> </ul> | 4:45<br>(Terri) | Information        | <ul style="list-style-type: none"> <li><a href="#">Staff Development Fund Request Process</a> <ul style="list-style-type: none"> <li>We cleaned up website and clarified the process</li> <li>Coaches can now access the DW staff dev fund request form via their pages too.</li> </ul> </li> <li>Reminder: <a href="#">The curriculum Writing Request Process</a> was updated earlier this year.</li> <li><i>District-wide communication can go out soon. Please determine the dates site SD teams will review summer writing requests.</i></li> </ul>                                                                                                                                                                                                                                                        |  |

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|                                                                                                                                                                                                 |                        |                                           | <ul style="list-style-type: none"> <li>◦ WSHS June 7th</li> <li>◦ WMS May 31st</li> <li>◦ EI/EC June TBD</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Time Permitting:<br/>Mindset &amp; April 1 Survey<br/>Analysis for 3-year PD Plan</b><br><br>(if we don't have time, who<br>would be willing to meet as<br>a sub group for this<br>purpose?) | 4:45-5:15<br>(Kristie) | Dialogue<br>(collaborative group<br>work) | <i>There was no time to discuss this item so it will be moved to next<br/>year's agenda:</i> <ul style="list-style-type: none"> <li>• Purpose: analyze survey results as data points out to inform a 3-year PD plan.</li> <li>• <a href="#">Mindset survey results from Feb</a></li> <li>• <a href="#">April 1 survey</a> results</li> <li>• Analyze the results in small groups <a href="#">using this template</a> to capture patterns and reflections. Each small group can use a separate chart on the template.</li> <li>• Whole group share</li> </ul> |  |
| <b>Adjournment</b>                                                                                                                                                                              | 5:15                   | Procedural                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |

| Suggestion Topic | Description | Rate how valuable this would be for you or your colleagues | Rate how much it aligns with the strategic plan or BILT goals |
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