

Staff Development Advisory Committee Meeting

Meeting Date:	May - 6 - 2024
Meeting Start/EndTime:	4 pm -5:30 pm
Meeting Location:	District Office
Members Present:	Terri Spartz, Sarah Andrews, Brooke Auer, Kristie O'Briens, Jill Peter, Tanya Corcoran, Marie , Nancy, Amanda, Nathan, Gina, Justin Jordan, Justin Hanson
Other Attendees:	
Members Absent:	



<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> (Minutes)	<u>Person Responsible:</u> (Reports to Superintendent)
Call to Order	4:00	Procedural		
Approval of April Minutes	4:00-4:05	Action Item	Motion by Brook Auer, Seconded by Gina Johnson to approve the minutes, motion carried.	
23-24 Budget	4:05-4:10	Information	Calculations - how beginning budget figures are calculated Jill questioned about this sheet. 2024 Summary Report as of 3/31/2024 2024 Detail Reports as of 3/31/2024 • Elementary (Jefferson, W-K, Goodview) question over the voucher payments, members can't identify who gets paid for what event. (<i>RedRover</i>) • Middle School • Secondary (High School, WALC) • District-Wide Codes • Tabled - WSHS SD funds deficits - District funds to be used	
End of school year / Next year fund allocation	4:10-4:45 Terri / Kristie	Action Item	Proposals presented by Brad last month. • Doc sharing anticipated Staff Dev Budget and expenses / ○ This includes the June staff dev day. ○ This does not assume the following:	

			★ \$115,000 for opening workshop day. ★ IC shift: ★ to 40% of salary/benefits would increase the total cost by \$22,689 ★ to 50% of salary/benefits would increase the total cost by \$55,102 ● Kristie shared the projected budget planning information and members had discussion over the information. ○ New SD funding for 2024-25 is projected at \$367,812.35 ○ Each of these proposals are aimed at freeing up funds in the general budget in an effort to reduce the impact of budget reductions for 2024-25 ○ Funds for each proposal would come out prior to funds being distributed amongst the levels ○ If the state passes the literacy funds then there will be about \$20000 to be used for SD activities in SY24-25. ○ Having AVID come to the district to do PD is an affordable way to continue supporting AVID. ○ Members questioned if SD funds will cover any SpEd Instructional Coaches in SY24-25. ○ Marie suggested discussing the curriculum writing cost and AVID cost first before moving to the discussion and voting process regarding the SD funds allocation. ○ AVID Registration is still in process, the district has not paid anything yet, cancellation fee may be involved if cancel it too late. ● Utilize staff development funds to support opening in-service day for 2024-25 school year August Workshop Day ○ This same expenditure was approved by the SD Committee for the 2023-24 school year at a cost of \$112,539.97 for one contract day for licensed staff.	
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			The request for the 2024-25 school year would be a very similar dollar amount: \$115,000 ➤ <i>Motion by Amanda Indra, seconded by Marie Holmquist to approve utilizing staff development funds to support opening in-service day for 2024-25 school year August Workshop Day. Motion Carried.</i> ● Utilize staff development funds to support a larger portion of instructional coach salary/benefits for 2024-25 school year ○ Currently, 33% of salary/benefits for each of our three instructional coaches is coded to SD funds. This equates to \$106,964.40. This salary/benefits expended to this point are reflected in the current SD budget reports. There is still an estimated \$44,849.34 that will be expended for the current year (and this amount will reduce the existing district-wide balance). ○ A shift to 40% of salary/benefits would increase the total cost by \$22,689 ○ A shift to 50% of salary/benefits would increase the total cost by \$55,102 ➤ <i>Motion by Sarah Andrews, seconded by Justin Jordon to approve a shift to 40% of salary/benefits would increase the total cost by \$22,689 for SY24-25. Motion didn't get passed. Vote-0 No-10</i> ➤ A shift to 50% of salary/benefits would increase the total cost by \$55,102 for SY24-25 has been declined by all present voting members. All in favor of not doing this shift. Vote - 10.	
Proposed change to level distribution funds	4:45-5:05 (Terri & Kristie)	Action item	● <i>Tabled for 5-8-24 special meeting</i> To help alleviate shortfalls in level funds going forward and to account for the different training needs of middle and high	

			school staff, a proposal is to change the current division of funds between the three levels from 1:1 based on FTEs to _____.	
Processes updated this year: • Staff Dev Fund Request Process • The Curriculum Writing Request Process	5:05-5:10 (Terri)	Information	• <i>Tabled for 5-8-24 special meeting</i> • Staff Development Fund Request Process ◦ We cleaned up website and clarified the process ◦ Coaches can now access the DW staff dev fund request form via their pages too. • Reminder: The curriculum Writing Request Process was updated earlier this year. • District-wide communication can go out soon. Please determine the dates site SD teams will review summer writing requests. ◦ WSHS June 7th ◦ WMS May 31st ◦ EI/EC June TBD	
Time Permitting: Mindset & April 1 Survey Analysis for 3-year PD Plan (if we don't have time, who would be willing to meet as a sub group for this purpose?)	5:10-5:25 (Kristie)	Dialogue (collaborative group work)	• <i>Tabled for 5-8-24 special meeting</i> • Purpose: analyze survey results as data points out to inform a 3-year PD plan. • Mindset survey results from Feb • April 1 survey results • Analyze the results in small groups using this template to capture patterns and reflections. Each small group can use a separate chart on the template. • Whole group share	
June Elementary days	5:25-5:30 (Kristie)	Information	• <i>Tabled for 5-8-24 special meeting</i> • Draft Overview of the week for licensed staff: • Time for grading and report cards • Transition planning (Prek-1 and building-level) • AVID PD • DLI PD for Rios teachers • Choice PD Sessions • Grade level & department time: ELA pacing, Report card revisions, etc.	

			• Work Time for LETRS/OL&LA READ Act Cohorts • Etc DRAFT Overview of week for non-licensed staff: • CPI training • Catalyst: Keeping them in the Room • PD with Joe Jerzierski and the Regional Center for Excellence • Ect	
Adjournment	5:30	Procedural	Motion by Justin Jordan and second by Amanda Indra to adjourn the meeting at 5:50, motion carried.	

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

[illegible]

[illegible]