

Staff Development Advisory Committee Meeting

Meeting Date:	November 25, 2024
Meeting Start/EndTime:	4 pm -5:30 pm
Meeting Location:	District Office
Members Present:	Sarah Andrews, Marie Holmsquit, Nathan Waneke, Dave Anderson, Justin Jordan, Jill Peters, Kristie O'Brien, Terri Spartz
Other Attendees:	Brandon Mehling, Erica Upton, Amber Mlynczak
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> <u>(Minutes)</u>	<u>Person Responsible:</u> (Reports to Superintendent)
Call to Order	4:00 (Terri)	Procedural		
<i>Approval of Sep Minutes</i>	4:00-4:05 (Terri)	Action Item	➤ <i>Motion by Justin Jordan and seconded by Nathan Waneke to approve the minutes. Motion carried.</i>	
24-25 Budget	4:05-4:10 (Terri)	Information	• The majority of summer vouchers have been paid out. ○ For the summer vouchers, use past 5 years expenditure as a reference. ○ Table it for the next meeting for voting. • Click here to view Nov budget summary. FY25 Draft SD Reconciliation ○ Encourage site leaders to view this report monthly from building secretaries. ○ Detailed payroll report is from the business office/Jolie Severson directly. • Note: Elementary budget: \$25928.86, 01.005.640.000.306.366 ○ Jefferson YTD expenses: \$2059.85 ○ WK YTD expenses: \$10.32 ○ Goodview YTD expenses:\$3960.31 • May Minutes - voting for carry over.	

			...during the year. ● <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> ● SD Budget Committee Notes about SD distribution from 2020 <u>Notes</u> ● Kristy presented a document that reflected proposed changes to the budget allocation. ○ Discussion on change to 60% allocated to district and 40% allocated to sites. ○ By-laws and policy will need to be updated to reflect these changes and give criteria for each fund. ○ Discussion on changing site allocation to be based on FTE rather than an even split. Further discussion on whether to use Teacher FTE or all employee FTE number. The percentage is not very different. It was decided to use the total employee FTE number. ○ It was also mentioned the Special Education staff development money should be used by EAs whenever appropriate. ● The committee's recommendation to SDAC will be: ○ Budget committee recommends changing the Staff Development funds allocation for the 2020-2021 school year. The change would be as follows: 60% of funds would be allocated to the district. 40% would be allocated to the sites. The site allocation would be allocated based on employee FTE. ■ Curriculum Review/Standards and Implementation of new curriculum (Ex. curriculum writing during review cycle, curriculum writing for new standards, Bridges training) ; ■ District leadership and School Board trainings; ■ District-wide trainings and workshops (Ex. August workshops, PBIS, AVID) ○ Kristie shared the concern of equitable funding distribution. Should we contribute the SD budget to each building through FTE or equally based on the previous year's expenditure.	
AVID	4:10-4:40 (Terri & Kristie)	Information	Summer Institute 2024: ● Total is \$34,715.97 - as of 9/17/2024 ○ AVID SI Registration - \$26993 ○ Travel Reimbursement - \$ 6337.36	

			• Anticipated/estimated baseline budget for FY2026: (no carry-over considered) \$371,170 To Dialogue today → To decide January 13: Do WAPS faculty attend 2025 Summer Institute in Chicago (July 23, 24, 25) or a Regional Pathway event in Minnesota (Tuesday, August 5 - Wed, Aug 6) • AVID Regional Pathway (MN) Location: Twin Cities & exact location TBD, no site team times, but do “anticipate a “large variety of Community of Practice offerings.” • AVID SI Chicago: 2.5 days, includes site team meetings • Kristie will share the importance of AVID using the Strategic Plan and SY2425 Goals: • Principals and AVID coordinators will share which roles and how many staff they recommend have AVID PD this summer. ○ Use three-point system: very important, important, would be nice ○ Summer 2024: 33 (very important) (Leaderships, AVID coordinators, AVID site team leads and members, AVID teachers) ○ Elem 2025: ○ WMS: 2025: ○ WSHS/ALC 2025: • For the committee to dialogue: What are the pros and cons of attending each event? • How about some faculty attending Chicago SI and some attending Twin Cities Regional pathway? • <i>AVID always offers SI and pathways - you get community practice that will support teachers. 45 community practices. Same training in Regional pathway, not same community practice, not guided by AVID. SI fits better with the site team. No site team component for Regional Pathway. Virtual option is available in summer for community practice, not site team practice.</i> • <i>If we do regional pathways, we could host the site team time on WAPS campuses and pay the \$35/hour rate.</i> • <i>33 staff registered to go last year. Projection, expectation for supporting this program.</i> • <i>Train to trainer mode is content area specific. For example, Amber is unable to deliver any training related to counseling.</i>	
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Staff Development Updates	4:40-4:50 (Terri & Kristie)	information	• January end-of-quarter PD will be swapped with morning or afternoon on February 17 ○ January 24 will be district planned ■ K-8 math vendor presentations ■ K-4 LETRS protected work time - 11 staff on LETRS ■ K-8 all other content areas meet as departments ■ HS honoring MOA - MOU? Memorandum of Agreement; Sarah suggested Smart Board training and Lumio Training.	

			○ February 17 will be level-planned ■ District - Racial Equity ■ Sites - choices ● Asynchronous options for mandatory re-licensure requirements now a comprehensive, one-stop-shop for all re-licensure requirements ● Curriculum Review Cycle Handbook: Included Curriculum Writing Process and other tools for alignment and support	
Policy and Process Comparison	4:50-5:00 (Terri)	Information	Subgroup to ensure articulated SD request process matches the policy (revise practices if not)	
Future Mtg: SD Goal/purpose	5:00-5:10 (Kristie)	Information	Background: we started the work for this in 2022-2023 and didn't finish. We used the Learning Forward standards for Professional Learning. ● We plan to revisit this in January ● Discuss the strategic plan and investments drive the work of SDAC	
Adjournment	5:30	Procedural	Motion by Nathan Wanake seconded by Dave Anderson to approve the meeting. Motion carried. Meeting ended at 5:40 pm	

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]

