

Staff Development Advisory Committee Meeting

Meeting Date:	March-10-2025
Meeting Start/EndTime:	4 pm -5:30 pm
Meeting Location:	District Office
Members Present:	Kristie O'Brien, Terri Spartz, Jill Peters, Sarah Andrews, Justin Hanson, Gina Johnson, Justin Jordan, Jessica Marish, Marie Holmquist, Amanda Indra, Michael Hanratty
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> <u>(Minutes)</u>	<u>Person Responsible:</u> (Reports to Superintendent)
Call to Order	4:00 (Terri)	Procedural		
Norms of Collaboration	4:00-4:10 (Kristie & Terri)	Procedural	 <i>Norms of Collaboration Adaptive Schools.pdf</i> Grounding: What is one norm you will be mindful of over the course of today's meeting? Why? Share in triads.	
<i>Approval of Jan minutes</i>	4:10-4:15 (Terri)	Action Item	➤ <i>Motion made by Amanda Indra seconded by Sarah Andrews. Motion carried.</i>	
24-25 Budget	4:15-4:25 (Terri)	Information	SD Budget Report 2-27-25 - Please print off a hard copy before the meeting if you desire one. • FY25 Draft SD Reconciliation Description of report: • Annual Budget - starting balance from beginning of year • Period 2025# - how much has been paid out in the last month (1 is July, 12 is June) • Year to Date - how much has been paid out since July 1	

- **Encumbrances** - a PO has been issued but not paid out yet but accounted for in the remaining balance
- **Remaining Balance** - what is left available to spend

Elementary: Take the remaining balance from the top line of the DW report (DW Elementary staff Dev), then subtract year-to-date from each building.

Coding Cheat Sheet: [UFARS Manual for Coding from MDE](#)

Building Activity Report

For example: 01.002.640.000.306.366, Jefferson's in-state SD expenses, including event registration, hotel, mileage, food, etc.

L	Fd	Org	Pro	Crs	Fin	O/S
E	01	002	640	000	306	366

- Org code: 005 - DW / departments, etc / 006 - WMS / 007 - WSHS / 019 - ALC / 002 - Jefferson / 012 - WK / 015 - Goodview / 016 - EC
- Pro code 640 - staff devel budgets
- Fin code 306 - site level; 308 - district level expense.
- O/S code
 - 100s - salary codes (185 is CW, 186 EA pay)
 - 200s- benefits (each benefit has a different object code)
 - 300s - registration (366 expense for in-state SD Event, registration, travel & meals, etc.)
 - 400s - supplies & licensing (401 Supplies)
 - 820 - Infinitec

➤ *3.11.25 clarification: Elementary needs to continue coding by buildings. To verify total spending, add the following year-to-date columns: Elem DW, Jefferson, WK, Goodview and ECE.*

➤ *Note: The Elem DW annual budget includes the following amounts: the amount listed in the Elem DW annual budget line, and the amounts listed in the Jefferson, WK, Goodview and ECE pages. This is because the*

			<i>Business office moves funds from the DW Elem budget to the buildings' budgets when funds are spent.</i> ➤ <i>For auditing purposes, we need to keep coding activities to the buildings.</i> ➤ <i>This process above is the same for ALC and WSHS too.</i> ➤ <i>See the FAQ below this agenda for more information.</i>	
February 17 Survey	4:25-5:00 (Terri & Kristie)	information	Break out into small groups for analysis of results Feb 17 Beyond Diversity and Choice Session Feedback Collaborative Survey Analysis to inform reflection and next steps: ●  SDAC Survey Data Analysis Feb 2025 ● Part 2/2 of Beyond Diversity Foundations: Nov 7 ● All non-licensed and new teachers: Aug 27 ● What are the ideas for optional book studies over the summer?	
Policy and Process Comparison	5:00 (Terri)	Information	Subgroup to ensure articulated SD request process matches the policy (revise practices if not) ● Participants: Terri Spartz, Jill Peters, Justin Jordan. ● Timeline: By the end of the 3rd quarter. Staff Dev Request Process and Curriculum Development Request	
Coming up: March 24, 2-hour extended Days, and April 4	5:00-5:05		● March 24: Content teams select a day and 2-hour block of time that works for them. Purpose: Curriculum/program development work ● April 4: 3.5 hours End-of-qt day ○ EC-G4: draft: some current grade level time / possibly will have new team time ○ G5-12: building needs/ Content Team time: Curriculum/Program development work	
April SDAC Meeting	5:05-5:15	Action Item	Do we need to meet in April? We usually meet every other month, but we leave April on the schedule as a just in case. What are the committee's thoughts on meeting in April? <i>We will still plan to meet to discuss budget and summer curriculum writing</i>	

[illegible]