

Staff Development Advisory Committee Meeting

Meeting Date:	May 12
Meeting Start/EndTime:	4 pm -5:30 pm
Meeting Location:	District Office
Members Present:	Amanda Indra, Marie Holmquist, Gina Johnson, Justin Hanson, David Anderson, Kristie O'Brien, Jessica Marish, Sara Pohlschneider, Michael Hanratty, Terri Spartz, Nathan Warneke, Justin Jordan, Jill Peters, Sarah Andrews.
Other Attendees:	
Members Absent:	
Resources:	 SDAC Membership (Quorum: Simple Majority i.e., 9 voting members)



<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 in groups of 4 with 3 share-outs at the end: 1. What is one norm you will be mindful of throughout today's meeting? Why? • Pause, asking questions, putting ideas on the table. 2. Share: What curriculum writing or PD plans are folks looking forward to over the summer? • Bilingual services, identify students at EC and early elementary. • WSU Math PD - Aug 14, 2025 .	
<i>Approval of April Minutes</i>	4:10-4:15 (Terri)	Action Item	<i>Motion by Justin Jordan , seconded by Sara Pohlschneider to approve the minutes, motion carried.</i>	
24-25 Budget	4:15-4:20 (Terri)	Information	- Please print off a hard copy before the meeting if you desire one.	

			FY25 Draft SD Reconciliation SD Budget Report Draft 26 SD Budget Allocation 4-10-25 CPI Updates: ● CPI will be funded through DWSD, Title IV, and Sped Dollars (Not taken off the top of SD) ● WAPS has decided to go with CPI over Safety Care/ Much lower in costs. ● CPI will also take place over workshop week, which will bring down costs further than the estimated cost listed on the spreadsheet. ● See the Budget Tab on CPI estimated expenses and funding sources	
Distribution for Leveled funds FY26	4:20-4:40 (Kristie)	Action	Vote: 1. Determine 40% split: with knowledge of total amounts and what's coming off the top. a. Divisional split is by FTE b. Divisional split equally between the three levels c. Divisional split by FTE and then shift an additional 2% from elementary to high school Voting Process: a) Vote on a, b, or c first. b) Then, vote on top 2. Discussion: ● 1a, has been practicing for about 6-7 years. Schedule changes affect the available funds at secondary level. ● 1c, 2% of the dollar amount, or 2% of the FTE? ● FTE is not updated on the allocation sheet, elementary FTE will be less for SY25-26. Add more for mentors, \$4000 more. Less for PLC facilitators. ● Indra suggested talking about the carryover prior to the Split rate. ➤ <i>Motion by Gina Johnson , seconded by Amanda Indra to vote for 1a. divisional split is by FTE for SY25-26. Motion carried.</i> 2. Determine 100% of carry over:	

			a. Does it roll forward for each of the 4 divisions? b. Does it roll forward into one pot and then: i. Get divided 60/40 first, and then equally by the 3 divisions ii. Get divided 60/40 first, then by FTE by the 3 divisions? iii. Get divided equally into 4 pot c. DW rolls forward - buildings roll to one pot then gets divided equally or equitable by FTEs. Voting Process: 1. Vote on #1 first. 2. Vote on #2: a or b If needed: 3. Vote on i, ii, and iii next. 4. Vote between the top two of #2. ➤ <i>Motion by Marie Holmsquit, seconded by Sarah Andrews, to vote on pooling the building funds together and then distributing them equally, keeping the district fund on its own. Motion carried.</i>	
Staff Dev and Curriculum Writing Request Process Revisions	4:40 (Terri)	Action	Staff development Request process Curriculum writing process updates - 1. Take 2 minutes to review all changes again. 2. Vote to approve all changes on each document. Discussion: ● DWSD funds are for all staff, including nutrition staff and AVID summer projects. We need to consider other groups and departments district wide as well. ● Members showed their concern of recurring payment for certain programs, such as PBIS, AVID. Members also questioned what should be DW initiative or building responsibility for paying for these programs.	

			➤ <i>Motion by Marie, seconded by Amanda Indra to keep the initial curriculum writing request to 5 hours for new job or course assignments. Motion carried.</i> ➤ <i>Motion by Amanda Indra, seconded by Justin Jordan to strike out the statement of “plus teammate, if applicable. Add: Teammate in current position may request 5 hours to join you. “ under New Job or Course Assignment. Motion couldn't be carried due to the insufficient quorum at the end of the meeting.</i> ● <i>Kristie O'Brien sent out an online survey link to complete this vote.</i> <u>Survey Question 1. Curriculum writing requests:</u> <i>I vote to keep the following language on the curriculum writing request form, knowing that the building can deny the teammate hours if so determined: New Job or Course Assignment: (E.g. Grade Level or Role) A teammate in your current position may request 5 hours to join you.</i> ➤ <i>Regarding question #1</i>, <i>nine of ten members voted yes to "keep the following language on the curriculum writing request form, knowing that the building can deny the teammate hours if so determined." New Job or Course Assignment: (E.g. Grade Level or Role) A teammate in your current position may request 5 hours to join you. This motion carries.</i> <u>Survey Question 2. Staff development and curriculum writing request revisions:</u> <i>I vote to approve the staff development and curriculum writing request process revisions.</i> ➤ <i>Regarding question #2</i>, <i>all ten members voted yes to "approve the staff development and curriculum writing request process revisions. ". This motion also carries.</i>	
PLC Facilitator Dialogue			Dialogue: PLC facilitator pay.	
Staff Dev SY2526			 SY2526 WAPS PD Overview for SDAC 5.12.25	

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