

Staff Development Advisory Committee Meeting

Meeting Date:	Sep-15-2025
Meeting Start/EndTime:	4 pm -5:30 pm
Meeting Location:	District Office
Members Present:	Terri Spartz, Karla Krause, Sara P, Jill Peters, Amanda Indra, Michael H, Kristie, Sarah Andrews, Steve Gilberston, Dave Anderson, Abigail Monney
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		
Welcome / Icebreaker	4:00-4:10 (Terri)	Procedural	Introduce yourself with name, building, and subject area. Identify something exciting you did over the summer and something you are looking forward to with the new school year. Volunteer to start & go left.	
Norms of Collaboration	4:10-4:20 (Kristie & Terri)	Procedural	 <i>Norms of Collaboration Adaptive Schools.pdf</i> In groups of 4 with 3 share-outs at the end: What is one norm you will be mindful of throughout today's meeting? Why?	
<i>Approval of May Minutes</i>	4:20-4:25 (Terri)	Action Item	➤ <i>Motion by Amanda Indra , seconded by Sarah Andrews to approve the May minutes. Motion carried.</i>	
FY26 Budget	4:25-4:35 (Terri)	Information	Please print off a hard copy before the meeting if you desire one. • SD Budget Report: Sep-10-2025 report • Draft 26 SD Budget Allocation 4-10-25 - needs to be updated • 26 SD Estimate 9-15-25 ○ FTE is split based on the assignment of the position at each building.	

- FTE information is provided by HR- Kristie will clarify with HR and the Business Office again due to assignment changes at the beginning of the school year.

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	
Meeting Dates	4:35-4:40 (Terri)	Information	Meeting dates for 2025-26 School year ● September 15, 2025 ● October 13, 2025 ● November 10, 2025 ● January 12, 2026 ● March 16, 2026 ● April 13, 2026 ● May 11, 2026	
Schedule for PD days	4:40-4:45 (Terri)	Information	● Nov 7 (Mid-semester): Beyond Diversity part 2 (½ Day) ● Jan 19 (End of semester): Building-Determined (½ Day Plan in Sept/Oct) ● Jan 20 (District-Determined): (Full day) ○ Reveal Math ● Feb 16 (District-Determined): (Full Day) ○ AI PD with Tyler Moberg ● April 3 (Mid-semester): Building-Determined (½ Day Plan in Sept/Oct) ● Vertical Alignment at WMS (2-hrs) with joint sessions - each level offering 2 sessions open to all teachers - preference given to Jan 19 . ○ PD cost will be paid with available SD funds under each fiscal year. SY25-26 cycle is from July 1, 2025 to June 30, 2026. ○ Abigail Mooney questioned AI training and wondered if this is the priority of the district or the best usage of SD funds. Kristie O'Brien shared that her concerns are part of the training conversations for everyone in the education field. Michael Harranty shared with his personal experience with AI tools, explaining how useful and relevant the AI tools can be.	
Staff Development Goal	4:40-5:00	Information	● WAPS Learning and Teaching Goal: All students experience a guaranteed and viable curriculum, delivered through high-quality instruction in a positive climate and culture. ● What is our Staff Development Goal that aligns with and supports the WAPS goal?	

			○ Support all staff with relevant, meaningful and preferred development opportunities. ○ Provide all staff with opportunities to learn evidence-based practices to improve the educational experience for all students. ○ WAPS will prioritize the expertise of the educators within our district to provide high-quality professional development to all staff. ○ WAPS will provide staff with professional development that is high-quality and fiscally responsible which reads to a positive climate and culture.	
Mid-semester / End of semester PD Brainstorm	5:00-5:15	Information	Brainstorm for SD needs. Write using the doc below.  PD Brainstorm Doc SDAC Number off in 4s → in small groups to write an aligned goal. Next mtg: SDAC votes for one.	
Adjournment	5:15	Procedural	➤ <i>Motion by Sarah Andrews, seconded by Steve Gilbertson to adjourn the meeting. Motion carried.</i>	

PD Suggestions 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]

