



Staff Development Advisory Committee Meeting

Meeting Date:	Sep-14th, 2026
Meeting Start/EndTime:	4 pm -5:30 pm
Meeting Location:	District Office
Members Present:	Dawn Lueck, Sarah, Slaby, Terri Spartz, Karla Krause, Sarah Andrews, Jill Peters, Justin Jordan, Sara Pohlschneider, Justin Hanson, Amanda Indra, Steve Gilbertson
Other Attendees:	
Members Absent:	
Resources:	SDAC Membership (Quorum: Simple Majority i.e., 9 voting members)
SDAC Goal	WAPS Learning and Teaching Goal: All students experience a guaranteed and viable curriculum, delivered through high-quality instruction in a favorable climate and culture. SDAC Goal: Support all staff with relevant, meaningful, and preferred professional development opportunities to ensure success for all students.

Our Vision: A safe and inclusive community of compassionate, curious and resilient lifelong learners.	Our Mission: Inspire, curiosity, empower resiliency, engage community.
District Belief Statements: • 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	Core Values: • 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.

- ability.
- We believe all decisions should be focused on students and their success

Committee Purpose and Collective Commitments:

- 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	4:00-4:10 (Terri)	Procedural	Introductions - what and where you teach	
Norms of Collaboration	4:10-4:15 (Terri & Dawn)	Procedural	 <i>Norms of Collaboration Adaptive Schools.pdf</i> Use the Four Agreements to frame the conversation with disagreement. - STAY ENGAGED - EXPERIENCE DISCOMFORT - SPEAK YOUR TRUTH - EXPECT/ACCEPT NON-CLOSURE Brief Discussion	



<u>Approval of May Minutes</u>	4:15-4:20 (Terri)	Action Item	➤ <i>Motion by Amanda Indra, seconded by Sara Pholscheider to approve the May minutes. Motion carried.</i>	
Budget	4:20-4:35 (Sarah)	Information	Please print off a hard copy before the meeting if you desire one. ● Reconciliation report Fiscal Year 2026: Total 26 carry-over is \$46,117.70. ● <u>REVISED 2026 Reconciliation - based on committee conversation</u> ● Reconciliation report Fiscal Year 2027: Total 27 SD budget is \$404,630.70. ● <u>REVISED 2027 Reconciliation - based on committee conversation</u> ● SD 26-27 SD Budget Report as of 9/10/2026: (please print in advance if desired) ○ Members revisited the memo of deficit solution and carryover protocol from May meeting: ■ First, divide the deficit by FTE. ■ Then, Pool carryover funds divided by 4. ○ Sarah Slaby updated the reconciliation reports based on the memo and shared the documents with members during the meeting. ●  Guidance on Reading Budget Reports	
Summer Curriculum Writing requests	4:40-4:45 (Terri)	Information	Deadlines and Process moving forward ● Issue from this summer: incomplete details in the requests without an approval from building administrators make the process less efficient and lead to the payment delay. ● Submission Deadline: Sep-30th. ○ Dawn Lueck will send out a message district wide to encourage the submission deadline for curriculum writing.	
Overview of PD & Literacy PD in 2026-2027	4:45-5:00 (Dawn)	Information Literacy Focused Work and PD 2026-2027 Presentation	Recap of workshop-How did it go? ● 26-27 PD Calendar ● PD Overview ○ Part of the first day in the classroom so they can focus on meetings. ○ Elementary PLC in team time is valuable - working on classrooms, team time and common math assessment team work help to establish and get things off to a calm start. ○ PLC at WSHS - Making smart goals at the beginning of the school year. ○ WMS - wrap up PLC by department and grade level, enough time to	

			focus on specific topics. But if you teach at different grade levels, it is hard to be in both places. ○ SpEd - differentiated time needed for veteran versus new staff. ○ More equity piece -Was there sufficient classroom time for all levels? Discussion was held regarding BARR training at the High School, but those teachers fulfilled their Day 184 training. ● Literacy Focus ● January 18, 2027 - ½ & ½ - Should we combine like we did last year? - Correction this should be March 26, 2027 ○ EA will receive more PD details soon. Sara Pohlschneider suggests providing an onboarding introduction for new EAs or staff who are new to classrooms. ○ On level planned day, levels will combine in one building to share resources March 25th is Choice Sessions: ● Brainstorming ideas for the choice day - levels should also brainstorm at their next meeting ○ Suicide prevention, ○ Poverty simulation, ○ Infinitec ○ Curriculum within departments ○ AI training ○ Awareness of EL Assessment and understanding of EL students' needs. ○ American Indian - in flex PLCs. ○ Anxiety - mental health for students and staff	
Teacher Trainers for PD	5:00-5:10 (Terri)	Action Item	Paying teachers time to prepare for trainings ● Historically 2:1 - two hours of pay per each individual unique session taught ○ Should be \$35 to match contract language ● Not transferred to the current Request process and needs to be added in. ● Instructional coaches? - as part of their job description, leading PD.  WAPS Staff Development Request Process	

			➤ Motion by Amanda Indra to pay teacher trainers 2 hours prep time per each individual session taught with \$35 to match contract language. Seconded by Justin Jordan. ➤ Motion was withdrawn by Amanda Indra. ➤ <i>New motion by Amanda Indra, seconded by Justin Jordan to approve that pay teacher trainers 2 hours prep time for each unique session they present at \$35 per the contract. Motion carried.</i>	
Meeting Dates (for reference)	5:10-5:15 (Terri)		Meeting dates for 2026-27 School year ● September 14, 2026 ● October 12, 2026 ● November 9, 2026 ● December 14, 2026 ● January 12, 2027 ● February 8, 2027 ● March 15, 2027 (spring break week pushes meeting back a week) ● April 12, 2027 ● May 10, 2027	
Discussion/Input	5:15-5:20 (Terri)		Next meeting agenda topics: ● Need elementary reps on SDAC; ● Community reps. ● CACR report	
Adjournment		Procedural	➤ Motion by Amanda Indra , seconded by Jill Peters to adjourn the meeting at 5:16. Motion carried.	