DPDC Agenda

September 10, 2026, Archive Room at CO
8:00 pm - 3:00 pm
Sign-In Sheet

DPDC Rep List with phone numbers
Hospitality for September: Amy, Katy & Delilah

Community Agreements

- Start and End on Time
- Stick to the Agenda (efficient)
- No sidebar conversations
- Circle of Trust - conversations stay within the group
- Make timely decisions
- Support decisions made by the group
- Open mind-Listen to all voices
- End positive

Executive Board Roles
Facilitator: Chair- Lisa Graham
Time Keeper: Vice Chair- Leah Lawrence
Note Taker: C&I Liaison- Maegan Bowersox
Advisor (Immediate Past Chair)- Katy Smith

Welcome!
Dr. Draper

- Pending MSBA policy changes pertaining to professional development.
- It will be voted on in tonight's School Board meeting. Dr. Draper will let us know if it is approved.
- Per Dr. Draper, this will not impact how we operate. The one topic that is crossed out is CUs, which is covered under a different policy.

Cathy Kubiak - budget

- Make sure to fill in the proper forms.
- Send Cathy your ERD schedules- she keeps track.
- Don't purchase anything until it's been approved by Dr. Draper
- **Budgets have to be set by 9/15** → let Cathy know if you need to move things around.
- Certified staff qualify for DPDC funds- not school nurses, paraprofessionals (anyone with a teaching certificate are able to use the funds)
- Ashley Jones created a flow chart for special services certified staff to go through the building DPDC process for using these funds for professional development

Old Business

2026-2027 DPDC Dates Hospitality

- [x] ~~Tuesday, May 26 - Retreat in-person meeting 12:00-3:30 pm - board room~~
- [x] ~~Thursday, Sept. 10 - B day - at Central Office Archive Room~~
- [ ] Tuesday Oct. 13 - A day -at Central Office Archive Room (Phil & Brendan)
- [ ] Wednesday Nov. 4 - tentative virtual after school 4:00 - 5:30 pm
- [ ] Wednesday Jan. 13 - tentative virtual after school 4:00 - 5:30 pm
- [ ] Wednesday Feb. 10 -B day -at Central Office Board room (Stephanie & Bree)
- [ ] Thursday Mar. 11 - A day -at Central Office Archive room(Ashley & Katie)
- [ ] Tuesday Apr. 6 - A day -at Central Office Board room (Leah, Christen & Sasha)
- [ ] Wednesday June 2 - Retreat at Central Office (Lisa & Cori)

Building Roles for the DPDC (page 11 of PDP) -

- Building budget plan due Sept 15. Funds spent or encumbered by March 15.
    - Teachers can apply to use them over the summer break, but everything needs to be purchased by May 1. If teachers are requesting reimbursements for travel, lodging, or meals, the travel needs to be completed by June 1 and receipts submitted by June 4 to Cathy Kubiak. We can request to transfer funds between our supplies and sub budget if needed.
    - RATES OF PAY:
        - Substitute teachers**
            - Substitute Certificated: $106.00 per day - $53.00 half day
            - Teacher Certification: $121.00 per day - $60.50 half day
            - District Retired Substitute: $185.00 per day -$ 92.50 half day
            - *A full day is 6.5 paid instructional hours with an additional 30 minute unpaid lunch and unpaid 20 minutes before the assignment begins and 10 minutes after the assignment ends - being there for 7.5 hours.*
            - *A half day is 3 hours and 15 minutes of paid instructional hours and 20 minutes before the assignment begins and 10 minutes unpaid after the assignment ends - being there for 3.75 hours.*
        - *Mileage chart link*
- Regularly (monthly) meet with building principal and building PD committee. Must be a member of the leadership committee if there is no BPDC. Help guide PD in building along with principal, instructional coach and/or RTI specialist.
- Review survey results and share with your principal at your monthly check-in to ensure everyone is getting what they need.
- Use DPDC shared document for tracking who uses Cathy Kubiak BPDC funds and how they will give back
- Make sure you require the Meeting Form BEFORE any registrations are made
- Make sure a building PD agenda is sent to before each ERD day
    - Send to Cathy (late is better than never)
    - Format does not matter- just an accounting of how time is spent

- Horizontal days- February 2026 Example of Spreadsheet
  - September 25, 2026
    - During committee time:
      - Committee members will update column C
    - The committee will follow up with Bowersox on next steps after the meeting. This needs to be shared out sooner rather than later.

New Business

- [ ] Ice Breaker
- [ ] Earl's Updates
  - [ ] Horizontal PD Day
- [ ] Building Rep Updates
  - [ ] Update building PD Focus 2026-2027
  - [ ] Discuss whether we email school employees who took PD or keep this as a committee job.
    - [ ] Approval Email for Building Funds
- [ ] Celebrations to share
  - [ ] Amy Maus PD on executive functioning at Harris was well received by teachers and very helpful.
    - [ ] Book rec from Amy: *Managing ADHD in Schools*
  - [ ] JI reached out to Jessica Gannon to present on educator wellness - ECC had a great experience with her
  - [ ] Hardin- science MAP results showed improvement-Focus on Literacy in Science
  - [ ] Jefferson - got 4/4 in attendance scores and this year they are starting off strong
  - [ ] Blackhurst- improved MAP scores so everyone is very positive about what is to come
  - [ ] Overall positive vibes on the new Math curriculum rollout
  - [ ] PLC Institute attendees (from Coverdell) loved it & they are rolling it out well
  - [ ] Success Campus over 90%graduation rate the past 2 years.

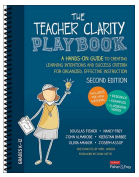
- [ ] Touch base with subcommittees to review members, what we did at the Retreat, & share out about committee work with the whole group
  - [ ] ERD Surveys
- [ ] Look at DPDC Shared Drive and check that everyone has access
- [ ] Review Summer PD surveys
  - [ ] Is it possible to take 2minutes at the end of each session for feed back
- [ ] Prep and determine roles for District PD Day (Cathy Kubiak)
  - [ ] Review sessions

- [ ] How many more sessions do we need to add to each chunk/section?
- [ ] Is every category sufficiently represented (audience)?
- [ ] What else do we need to do before Oct. 26 to prepare? Timeline for tasks?
    - [ ] Bowersox & Kubiak work with Angie Rigo (during parent teacher conferences on Thursday)- check classrooms, count chairs in rooms to confirm seating, print signs, NHS kids will come Monday to tape up signs (sessions for each room for the morning) (must have room number and presenters/session titles)
    - [ ] Update room numbers in Sched
    - [ ] Share a building map with rooms labeled- update in app and have some printed
    - [ ] NHS students take presenters to their room
    - [ ] Swag bag for presenters
    - [ ] Bowersox will email presenters about what to expect for day (in and out of district presenters)
    - [ ] Bowersox will make sure tech knows we need support helping outside presenters to connect to technology and ask for their help coordinating and communicating this with outside presenters.
    - [ ] Bowersox - ask tech needs to bring Chromebooks (4) for classified staff to sign in
    - [ ] DPDC subcommittee will email in-district presenters on 9.10.26
    - [ ] **Booklet will be simplified- done by September 28th**
        - [ ] **Categories, title, description, presenter, bio, audience, length**
            - [ ] **Spreadsheet (with tabs for each session)**
        - [ ] **Before the 1st we also have manually enter the staff that need to be in specific sessions**
        - [ ] **Before the 1st pre-place presenters in Sched**
        - [ ] **1st of October early registration (Sched has to be ready and live by this date) (for list of people it's open to)**
        - [ ] **5th everyone registers**
        - [ ] **Closes on the 12th**
            - [ ] **Bowersox will send out this communication on September 28th**

- [ ] DPDC Subcommittee works on getting vendors for next year's PD day with free resources

- [ ] Light breakfast, drinks and snacks set up?
    - [ ] These logistics can be worked out during October's meeting

- [ ] Full Day PD Oct 26, 2026
    - Same plan as last year (no keynote, PM PLCs)
    - Schedule so far
    - Review call for proposals and review ideas for presenters/PD with the second recruitment
    - Choose a theme/name - SCSD (heart) PD - Navy shirt, white print, maroon heart
    - 26-27 DPDC T-shirts
    - Are we using SCHED again? Who is putting that together?
        - [ ] Yes. Bowersox & Kubiak are working on this.
    - Future PD idea- roundtable for free resources for educators- grants, etc.
- [ ] Book Study
    - Discuss Layout of Book & Book Study Format Options
        - [ ] Book Study: TCP



- [ ] Lunch
- [ ] Subcommittee Work
- [ ] Future PD Request- PD for paraprofessionals to work with classroom teachers (Team 360 training used at ECE)
- [ ] List of People with Early Registration:
    - District presenters and DPDC members and raffle winners: Faythe Dunlap, Anne Rakers, Tammy Torrick
- [ ] Email People Who Were Selected to Present from Our District
    - Don't know time or location yet
    - They do get early registration in SCHED & VIP Parking
- [ ] Horizontal Day
    - Email Facilitators and Update
    - Include Facilitator Guide

2026-27 Subcommittees

- [ ] Subcommittee Folders - Discussion of Subcommittee responsibilities

Survey committee - Katy, Delilah, Amy, Sasha, Bree

1. Create and send out surveys and reminders (all ERD, Early release, & Horizontal)
2. At the meeting present the survey results
3. Filter all survey results by building, grade level, content area etc.
4. Create and email and send rep, admin, facilitator
5. Horizontal planning- reach out to facilitators

District PD plan and forms -Lisa, Maegan, Brendan

1. Update PD Plan and ongoing review (PDP that is shared with the board every year)
2. Update the PD Evaluation presentation slide show. (PDE Every 2 years presented to the board)
3. Take over the PD responses - collecting responses from teachers who have received PD funds and how they used that in their classroom and how they shared it
4. Summer PD

Technology & Communication -Christen, Leah, Katie, Phil and Stephanie, Cori

1. Create/Share monthly staff email from DPDC meetings
2. Share with staff from the DPDC gmail account
3. +Update forms that teachers would get to request PD (business office forms and our forms)
4. District webpage/alternative PD opportunities

National Board Certification Scholarship- **only when neede**d-DPDC Chair and 3 members representing each level and HR

District PD Steering Committee- Exec Board

NEXT MEETING

- Look into Sched for feedback survey over specific PD and overall PD day
    - Bowersox will pull spreadsheet from Sched and have DPDC review sessions in each building
- Feedback survey- Sched or branching Google Form?
- Snacks- who is responsible for this? Cathy?
- PD Day remaining logistics