

## Staff Development Advisory Committee Meeting

<b>Meeting Date:</b>	Sep-13-2021
<b>Meeting Start/EndTime:</b>	4 pm
<b>Meeting Location:</b>	Meeting conducted via Zoom
<b>Members Present:</b>	Jim Schul, Sandy Bussian, Shannon Helgenson, Amanda Gillett, Karla Winter, Amanda Indra, Amanda Schewe, Jessica Marish, Jacob Feldman, Molli Kook, Dawn Lueck, Marie Holmquist, Terri Spartz, Dr. Annette Freiheit, Jolene Danca
<b>Other Attendees:</b>	Alexandra Retter
<b>Members Absent:</b>	Brooke Auer, Joyce Houdek, Dr. Dan Kirk



<p><b><i>Our Vision:</i></b></p> <p>One community of lifelong learners, engaged in creating our culture, where all are safe, valued and accountable to one another for success.</p>	<p><b><i>Our Mission:</i></b></p> <p>Expect excellence, grounded in compassion, to meet the needs of all learners.</p>
<p><b><i>Strategic Directions: Strategies to Achieve Our Vision</i></b></p> <ul style="list-style-type: none"> <li>A. Expecting high achievement for all students by improving our practices and building positive relationships</li> <li>B. Understanding and meeting everyone's social-emotional, mental health, and cultural competency needs</li> <li>C. Operating with and communicating clear expectations, support, and accountability</li> <li>D. Implementing safe and secured schools and environments</li> <li>E. Engaging and partnering with parents, families and community</li> <li>F. Securing and managing all of our resources: people, money, facilities, time</li> </ul>	<p><b><i>Core Values:</i></b></p> <p><b>Excellence:</b> Be my best and expect the best of others</p> <p><b>Kindness:</b> Concern, compassion, and advocacy for others</p> <p><b>Respect:</b> Acceptance of self and others as we work together</p> <p><b>Honesty:</b> Say and do the right thing, even if no one is watching</p> <p><b>Responsibility:</b> Do my part and be accountable for what I say and do</p>
<p><b><i>Committee Purpose and Collective Commitments:</i></b></p> <ul style="list-style-type: none"> <li>• To serve as an advisory committee to ensure active participation of employees in all phases of planning and implementing the district staff development activities.</li> </ul>	

- 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.

<b><u>Agenda Item:</u></b>	<b><u>Type:</u></b> <a href="#"><u>(Procedural, Information, Briefing, Action)</u></a>	<b><u>Discussion/Action:</u></b> <b><u>(Minutes)</u></b>	<b><u>Person Responsible:</u></b> <b><u>(Reports to Superintendent)</u></b>
Call to Order	Procedural		
<a href="#"><u>Approval of May Minutes</u></a>	Action Item	➤ <i>Motion by Sandy Bussian, seconded by Amanda Gillett to approve the minutes of May meeting. Motion carries.</i>	
Calendar Meeting Dates	Action Item	<ul style="list-style-type: none"> <li>• Amanda and Karla proposed to have meetings as a district committee meeting every other month in September, November, February, April and May; committee members meet with building levels to plan for the workshops in October, January and March:               <ul style="list-style-type: none"> <li>○ Sept. 13</li> <li>○ Oct. 11-Meet with Level to Plan for Nov. workshop</li> <li>○ Nov. 8</li> <li>○ Dec. 13-?? If needed</li> <li>○ Jan. 10-meet with level to plan for Jan. workshop date</li> <li>○ Feb. 14</li> <li>○ March 14 -meet with level to plan for April workshop</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>○ April 11</li> <li>○ May 9</li> <li>● Members had a discussion and thought the Dec meeting should be a site meeting; January one should be a district meeting; Flip flop the Feb and March meetings.</li> <li>➤ <i>Motion by Terri Spartz, seconded by Amanda Schewe to approve the SDAC meeting schedule for SY21-22 as it shows below. Motion carries.</i> <ul style="list-style-type: none"> <li>○ Sept. 13-district</li> <li>○ Oct. 11-Meet with Level to Plan for Nov. workshop</li> <li>○ Nov. 8-district</li> <li>○ Dec. 13-meet with level to plan for Jan. workshop date</li> <li>○ Jan. 10-district meeting</li> <li>○ Feb. 14-district</li> <li>○ March 14 -meet with level to plan for April workshop</li> <li>○ April 11-district</li> <li>○ May 9-district</li> </ul> </li> </ul>	
Summer Learning and Teaching Academy 2022	Information	<ul style="list-style-type: none"> <li>● Task force</li> <li>● \$25,000 for next summer, per year for 3 years</li> <li>● Karla will send out a survey to teachers/staff to collect more information/ideas.</li> <li>● Send out to staff development team first to gauge interest</li> </ul>	
<a href="#">Membership</a>	Information	<p>Membership changes?</p> <ul style="list-style-type: none"> <li>● Goodview rep? - only opening</li> <li>● Replacements for Angela McQuinn &amp; Courtney Anderson <ul style="list-style-type: none"> <li>○ Molli took Courtney's position at large.</li> <li>○ WMS Admin needs to be updated</li> <li>○ Shannon and Marie filled up the spot of Angela.</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>Karla will work with John Casper to send out vacancies to the community.</li> </ul>	
<a href="#">Staff Development Plan</a> Oct 1.	Information	<ul style="list-style-type: none"> <li>Reflection from Opening Workshop 116 responses             <ul style="list-style-type: none"> <li>Appreciate time right away in the classroom</li> <li>Grade level time was appreciated</li> <li>It's not rare that all different kinds of meetings happen at the same time; teachers need more time. Is there a way to compensate for early meetings?</li> </ul> </li> <li>Karla present the SY 21-22 SD plan to members</li> </ul>	
Instructional Coaches Shannon Helgeson	Information	Shannon presented an IC report to SDAC members, click <a href="#">here</a> to view.	
Curriculum Writing	Discussion	<ul style="list-style-type: none"> <li><a href="#">Curriculum Writing Checklist</a></li> <li>Marie- Hourly rate? for EA if it's non contract days. Guidelines in SD request form. Required training on non-contract days, certified staff, \$25/hr.</li> <li>Amanda went through the checklist with members.</li> <li>Clarification: Meet with L&amp;T Director to request additional hours if it's district budget - Site level committee approves if from site level budget?</li> <li>ALC is part of the WSHS SD committee and will work on the curriculum writing together.</li> <li>Members had a long discussion of the checklist, please view the comments and new edits on the document by clicking <a href="#">here</a>.</li> <li>Amanda will update the checklist and bring it back to discuss more in the next meeting.</li> </ul>	
Book Study	Information	"Onward"- Over 75 staff members registered	
Agenda Item Ideas	Information		
Adjournment	Procedural	<ul style="list-style-type: none"> <li>Motion by Marie Holmquist, seconded by Terri Spartz to adjourn the meeting. Motion Carries</li> </ul>	

