

District Professional Development Committee



MINUTES for Thursday, August 22, 2019
8:00 to 3:00 pm at the Administrative Center Board Room

AEIOU NORMS - WORKING AGREEMENTS

- A -- ACCEPT RESPONSIBILITY; APPRECIATE ONE ANOTHER'S EXPERTISE**
- E -- ENGAGE FULLY; EXTINGUISH SIDE CONVERSATIONS**
- I -- INTEGRATE YOUR LEARNING; INVEST IN THE LEARNING**
- O -- OPEN YOUR MIND TO NEW WAYS OF THINKING**
- U -- UNITE IN SINGLE PURPOSE**




<https://tinyurl.com/wsdPDresources>



Members Present:








We Are Wentzville!




Time		Agenda Item
8:00 a.m.		Welcome Back! Padlet link - (Needs Assessment)



<p>8:10 a.m.</p>	 	<p>Updates and such...</p> <p>Approval of 4/4/19 Meeting Minutes.</p> <ul style="list-style-type: none"> ● Motion by Rebecca Hepperman ● Second by Hester Menier ● Approved? Yes <p>Back Channel</p> <p>Summer PD Feedback link</p> <p>Resources:</p> <ul style="list-style-type: none"> ○ 19-20 DPDC Membership ○ PD Resources Doc: https://tinyurl.com/wsdPDresources
<p>8:30 a.m.</p>		<p>How do I get my PD approved? (flowcharts on WSD PD Home Doc)</p> <p>4420 Cheat Sheet</p> <p>STEP 1: Secure a sub on the PD Calendar if needed. If waitlisted, wait until you have a spot. (40 subs Tues-Thurs/ 20 subs Mon & Fri) *Can squeeze in 22 or 44 *MUST CONFIRM SUB ON PD CALENDAR W/ BILLIE 1ST BEFORE YOU PROCESS 4420!</p> <ul style="list-style-type: none"> ○ Getting waitlisted - This is primarily for events already on the calendar where we are sending teachers, but calendar spots are full. You could waitlist a teacher and if a spot comes open, they “could be” the teacher that fills that spot ○ PD Calendar - Put a comment here if you need access. <p>STEP 2: What funding am I requesting?</p> <ul style="list-style-type: none"> ● Building - https://tinyurl.com/WSDbuildingPD1 approval: you/Karen → principal → (cabinet for out of state) <ul style="list-style-type: none"> ○ Your Building Budget ○ District PD Budget *You can see what PD is being sponsored by the district (content leads, lead special area teachers, technology...) You can see who is attending already. *Items in pink are funded by other sources ● All others - https://tinyurl.com/WSDdistrictPD1 approval: principal/Karen → Director over funds → (cabinet for out of state) ● Presenter Application -

		<ul style="list-style-type: none"> ○ \$15,000 in District Pd budget ○ Approval from a conference to present DOES NOT mean you are WSD approved. Presenters must submit application. ● Mileage reimbursement rate effective July 1st is \$0.42/mile; sub rate is \$120/day or \$60/half day ● FYI - Just because a district content lead/lead teacher is organizing a group, it doesn't automatically mean you can't approve an additional person to attend using building funds. Usually it can be approved if there is a spot on the PD Calendar available. <p>STEP 3: Once approved, Billie/Jeanne will get POs and help with registrations and reservations.</p> <ul style="list-style-type: none"> ● Educators can track the approval process using TRACK from the confirmation email. ● DRAFT How to Travel the Wentzville Way <p>What should I do when I get the “Approval” email?</p> <ul style="list-style-type: none"> ● Refer to you Building PD focus ● Look at your budget ● Get BPDC feedback / approval or denial ● You can ask for MORE INFORMATION
9:30 am		AM BREAK
9:45 am		<p>Building PD Plans</p> <p>Why have a PD plan? 256 Influences</p> <p>What is your FOCUS?</p> <p>Unpacking the PD Plan - This is the plan for the PD focus(es) you have this year. This is not an indication of all the PD activities you will provide.</p> <p>Overview of 2019-20 PD Days</p> <ul style="list-style-type: none"> ● Please put Building / Whole Child PD Agendas in this folder - due 2 weeks prior to PD Day. <i>Please name: (school) 11/1 PD Agenda</i> ● K-5th grade difference on 9/27 PD Day

		<ul style="list-style-type: none"> ● Agenda Template for PD organized by content leaders/lead teachers <p>Review of Building PD Plan (folder)</p> <ul style="list-style-type: none"> ● Please finalize by 9/6 - (BoE approves in September) ● Must align to the new Building / District CSIP <ul style="list-style-type: none"> ○ Time to read District CSIP ● NOT Equity at this time ● Building PD planned by BPDC. ● Whole Child PD planned by “Whole Child” team. <ul style="list-style-type: none"> ○ Poverty simulations - Reach out to Kathy Twellman to schedule. ○ James Moffett - November 1 ○ 3/20 - District Wide Mini Conference (optional) ● Must include: (developed at 4/4/19 DPDC meeting) <ul style="list-style-type: none"> ○ Aligns with Building CSIP ○ Living Document ○ Staff feedback ○ Measurable Goals w accountability ○ Timelines: What? When? Checkpoints
10:45 am		<p>Rep Team Update</p> <p>PD Goals and Action Steps</p> <ul style="list-style-type: none"> ● Collaboration <ul style="list-style-type: none"> ○ A Guide to Late Starts ○ Collaboration Team - Developing Teacher Leaders for Collaboration <ul style="list-style-type: none"> ■ Engage in learning to inform district practices and present PD ● PD Chair Training ● Needs Assessments <p>A Guide to HQPD</p>
11:00 am		LUNCH (on your own)

12:00 pm		Are you Present?
12:10 pm		Upcoming PD <ul style="list-style-type: none"> ● Getting Started on National Board Certification – September 28, 2019 <ul style="list-style-type: none"> ○ District PD Budget has \$4000 to support teachers in their journey to National Board Certification ○ WSD adds \$2000 per year to your salary. ● Courses for College Credit - Math and ELA book studies, Apple Educator (like GEG), GEG 1&2 <ul style="list-style-type: none"> ○ Will be posted on the WSD PD Home Doc. ● Art of Presenting (October 17&18) - Use Building Budgets. We have 13 spots reserved. ● LearningForward National Conference in STL - Dec 7-11, 2019
12:20 pm		PD Bootcamp (Adam) <ul style="list-style-type: none"> ● Leadership Timeline Lead by example, needs assessment, communicate, advocate, listen, encourage, search for new best practices in specific fields, continually learning, respectful of teacher time, motivational, constant ● Teacher Groups ● 10 Things Teachers Want for PD ● MO PL Guidelines <ul style="list-style-type: none"> ○ Save The Last Word For Me ● Agendas <ul style="list-style-type: none"> ○ Structured application time at the end of the day ○ Transition time after lunch *for district and buiding building PD time! ○ Motion was made by Stacy Wade and 2nd by Kim Adkins that district AND special area agendas be linked to the District Overview 2 weeks before the PD date! ○ Discussion/debrief listed in written form in your agenda for all activities

		<ul style="list-style-type: none"> ○ Rep team - Will glance over all agendas submitted to clarify purpose, alignment to CSIP, application time... ● Engagement Strategies <ul style="list-style-type: none"> ○ Give One/Get One ● Communication (Megan S.) ● Research Support <ul style="list-style-type: none"> ○ Marzano <ul style="list-style-type: none"> ■ DESE ■ Meta-Analysis Database ○ Hattie <ul style="list-style-type: none"> ■ 256 Influences ■ 10 Mindframes ● Whole Child PD time <ul style="list-style-type: none"> ○ Verbalize the connection between this and trauma. Repeatedly.
		<p>Needs Assessments & Look-fors (Kelly Manning)</p> <ul style="list-style-type: none"> ● Put several questions on a form (When a child is having a meltdown in class, what do I do with them? When a child is having a meltdown in class, what do I do with the other 28 students?) and have faculty rank them. ● What is your biggest complaint? What is it you feel you aren't getting the support you need with? <p>Habits</p> <p>Needs Assessment Topics/Questions</p>
1:45 pm		PM Break
2:00 pm		<p>Portrait of a WSD Learner Update This is WSD's 5-year PD Plan.</p>
2:30 pm		<p>Review Responsibilities of the Building Chair</p> <ul style="list-style-type: none"> ● Should we add: At least 2 weeks prior to PD Days, submit building PD plans to the identified folder. Communicate Building PD Agenda to certified staff at least 1 week prior to PD days.

2:45 pm		WNEA Agreement update
3:00 pm		See you on November 19! Next Meeting - 11/19 from 8:00a to 3:00p <ul style="list-style-type: none"> ○ Karen will send calendar invite

- **Action Items**

- **Before 9/6: Complete your 2019-20 Building PD Goal & Planning Tool AND Building PD Plan.** (Please keep in the folder it was created in. :)
- **Accept the Google Calendar invite to the November DPDC Meeting.**
- **Change 4420 to “Do you want to be redirected to the first page” in the sections that asks whether teacher wants to present**
- **Change in “Funding Part 1” third choice to read “Yes for a sub ONLY”**
- **Add pic on 4420 to be “We Are Wentzville”**
- **Add “building/district” to “Are you willing to share your knowledge question**
- **Plan your 11/1 Building PD and upload the agenda to the folder by 10/15.**
- **Move doc [“4420 Requirements” Here](#) to PD Home doc to share with teachers what they need to have ready to complete the 4420**
- **Ronda Meyer needs the ability to view the calendar. Thanks - and the ability to write on the back channel.**

Back Channel: [What questions do you have?](#)