



**SCHOOL DISTRICT U-46**  
FULL COMMITTEE  
**PROFESSIONAL DEVELOPMENT COMMITTEE**  
**SEPTEMBER 5, 2019**  
**4:00 P.M.**  
**ELGIN HIGH SCHOOL LIBRARY**  
**MINUTES**

Main Points from Meeting:

- One of the main responsibilities of the PD committee members is communication with their staff. There is an introduction video and we will work to capture the main ideas of the meeting to better facilitate communication.
  - There are two clarifications/adjustments to the application process based on discussions from previous years - we will cover 2 days of sub costs but the \$1000/person cap remains the same and we will not limit # of people per building (within reason) but we will inform building administration of who will be gone in their buildings.
  - When scoring applications, we are most concerned with the detailed, personal connection between the conference and the job assignment of the person (How will this conference really improve the student experience?). In order to better facilitate this, prompts and clarifications have been added to the online application.
- I. Open Meeting (4:00 - 4:10)
- A. Check-In/Introductions (Peggy)
  - B. Today's Minute Taker: Mary Huizenga
  - C. Approval of [May 2019 minutes](#) **Minutes were approved as presented**
  - D. [Today's Slide Presentation](#) **Within this presentation was the PD Committee Knovio. [PD Committee Knovio](#) Share this with your staff as a link. This will help explain what we do.**
- II. Committee Basics (4:10 - 4:30)
- A. District PD Committee Training - Roles/Responsibilities
    - 1. [PD Committee Handbook](#) **The consensus statement is important to note. This is what we do as a committee.**
    - 2. [Contract Language](#) **Within the handbook is the language from the ETA contract.**
  - B. Purpose and Intent of the committee:
    - 1. **To coordinate and plan learning opportunities that support professional development for all teachers recognizing differentiated needs.**
    - 2. **To participate in decision making and recommendations of allocation of resources efficiently, equitable, and transparently.**
    - 3. **To collaborate and communicate with the school district department SIP teams in regards to PD needs and opportunities.**
- III. Old Business (4:30 - 4:40)
- A. Old Business
    - 1. PD Application Last Year's Budget - 2018-2019 (Josh)
    - 2. Summer PD Funds Update 2018-2019 (Heather)



SCHOOL DISTRICT U-46  
FULL COMMITTEE  
PROFESSIONAL DEVELOPMENT COMMITTEE  
SEPTEMBER 5, 2019  
4:00 P.M.  
ELGIN HIGH SCHOOL LIBRARY  
MINUTES

- a) Over 200 teams applied, 31 Approved with PD funds, another 54 teams approved through remainder Title funds at their building
  - b) About 70% used the funds
  - c) Variety of work: Integrated curriculum, SIP, MTSS, AVID, intervention planning, incorporating DL teachers with existing teams, and more
- IV. Budget 2018-2019 (4:40 - 4:45)
- A. PD Committee Budget 2019 - 2020(Josh)
- V. New Business (4:45 - 5:20)
- A. Steering Committee (Peggy and Heather)
  - B. Updates from steering committee meeting
    - 1. 2 Days of Sub Coverage - No change to per person cap of \$1000
      - a) **No limits on people from building, each application scored on own merit. NEW: Building administration will be notified at the same time as the staff member to help alleviate sub coverage.**
    - 2. **No limit per building on attendees - but adding in a communication with building administration to help with coverage issues.**
  - C. Updates to [PD Website](#), Application (Heather)
    - 1. Thank you Tristan and Peggy!
  - D. Scoring Calibration (Peggy)
    - 1. **Purpose: all members will be able to score applications and will assist each meeting in the scoring process.**
    - 2. **Why?**
      - a) **Too many applications**
      - b) **Equal access to important meeting functions.**
  - E. Scoring Individual and Site-Based Applications (All)
    - 1. When using a rubric, what are the main things to remember when scoring?
      - a) **Many responses are compiled from a checklist**
      - b) **When you get to a box that they are required to explain, this is where a personal connection is important.**
- VI. Next Steps (5:20 - 5:30)
- A. Meeting Summary (Peggy)
  - B. Report Out at Building/Department (Heather)
    - 1. New Important Info Email Template
    - 2. [PD Committee Knovio](#)
  - C. Next Meeting: October 3, 2019



**SCHOOL DISTRICT U-46**  
**FULL COMMITTEE**  
**PROFESSIONAL DEVELOPMENT COMMITTEE**  
**SEPTEMBER 5, 2019**  
**4:00 P.M.**  
**ELGIN HIGH SCHOOL LIBRARY**  
**MINUTES**