

## District Professional Development Committee

### Minutes

November 14, 2016

3:00 - 4:00

MHS Library

#### Attendance

J. Corcoran

D. Danhof

J. Kasperek

S. McNally

K. Parkhurst

M. Peterson

B. San

Martino

C. Saunders

C. Sousa

M. Tenters

J. Theriaque

K. Thibodeau

J. Zaino

### Questions

- Bob Marquis was present he will make sure that all committee members will be sent an electronic copy of the District Goals.
- Stipends
  - We couldn't remember not having stipends.
  - Currently the stipends come from Title 2A grant money which could have the possibility of changing/decreasing in the future.

### Plan Revision

- Mike will put the current plan on the drive so it can be utilized as we work on it.
- Everyone received the *Professional Development Master Plan Template Form*.
- All reviewed the templates **Statement of Purpose** and **Professional Development Committee** requirements.
- Revisions were completed by the group on both sections:
  - **Purpose**
    - pages 4-5 - left as is
    - page 6 - Vision - will be revisited at the end
  - **Committee**
    - Page 8 - Membership
      - Delete - *one classified staff member (secretary ....)*
      - Delete - *one community .....*
      - Change - *Sage to Project Drive*
      - Delete - *2. Recruitment and selection of a parent*
    - Page 9 - Roles
      - Revise - bullet 3 - serve on Building Level ..... to
        - *Collaborate with administrators at building level with PD*
      - Revise - bullet 7 - orient staff to *the new*
        - *orient staff to any updated certification . . .*
    - Page 9 - Functions
      - Delete last bullet - promote the Standards . . .
    - Page 10
      - Check the last three bullets with building administrators to see if this is their responsibility and if should be removed from PD committee

- This section on Building Level Committees needs to be adjusted into the regular roles and functions of the committee - as building level teams do not exist in this form any more.
  
- Subcommittees were formed to work on 4 areas of the plan.
- Members should work with revision area and have changes for the January meeting.
- By the March meeting all the revisions should be done so the final will be ready by the May meeting.
- Subcommittees:
  - Data Collection, Interpretation, and use  
Pages 14-38 in current plan
    - Meg Peterson
    - Beth San Martino
    - Chris Saunders
    - Kaylan Thibodeau
    - Judi Zaino
  
  - 3-year Individual Professional Development Plans / Forms / Timelines  
Pages 39-54 and 66-86
    - Mike Tenters
    - Kaylee Parkhurst'
    - John Kasparek
    - Rose O-Neill-Verney
  
  - Job-Embedded Professional Development  
Pages 56-66 and 86+
    - Doreen Danhof
    - Jacqui Theriaque
    - Caroline Sousa
    - Jessica Dobson
    - Marguerite Ferrer
  
  - Para educators
    - Sue McNally
    - Kathie Martin
    - Jeanne Corcoran
    - Lisa Parkhurst

**PD Committee Dates** (snacks)

- January 9 (high school)
- March 20 (middle school)
- May 15 (Project Drive + Jacques)