

District Staff Development Committee
Tuesday, December 11, 2007
Administrative Services Boardroom
12:30 p.m.

Members present: Ken Decoster, Shelley Schramm, Kathy Selmsler, Denise Walker, Tim Larson, Jenny Benes, Dale Christy, Kathy Miller, Steve Wright, Charlene DeLawyer, Angie Anderson, Kristen Dimich, Connie Daigle, Jim Smokrovich, Janey Hill

Others present: Sharon Rasmussen, Jackie Bischoff

I. Call to Order

Dale Christy called the meeting to order at 12:42 p.m.

II. Additions or Corrections to the Agenda

Clarification of the Educational Support Paraprofessional (ESP) stipend was added to the agenda.

III. Minutes of October 10, 2007

Moved by Steve Wright, seconded by Tim Larson, to approve the minutes of October 10, 2007. Motion carried.

IV. Committee Reports

Program

Charlene DeLawyer, Jackie Bischoff and Sharon Rasmussen shared information on All Day Every Day (ADED) Kindergarten programming. A key component of ADED Kindergarten is not to add more to the curriculum but to relax the day for the students and teacher allowing more time for student to student contact. The teachers reported that students are much further academically this year. Reasons include consistency of rules and procedures, immersion programming, and day-to-day follow through. Other positive aspects of ADED Kindergarten programming include more community building, further social and emotional development, and simpler scheduling for families. Students are reading, writing, and journaling every day. Parents are very happy with the results. Research indicates that the benefits of ADED Kindergarten programming can be seen through the 8th grade. It's felt that we will see children more well-rounded, with better comprehension skills and making better choices. The program has much more impact than just academic growth.

It was the consensus of the committee to not schedule a program for January; members will help prepare folders for the January 21 Multi-District inservice.

Budget

Copies of staff development expenditures as of November 30, 2007 were distributed. If you have questions, please contact Lorrie Larson at extension 1017.

Tim Larson moved, seconded by Kris Dimich, to amend the May 17, 2007 action to allow Educational Support Paraprofessionals (ESP) the option of attending a half-day multi-district inservice with \$25.00 funded from the District Staff Development Committee's Fall/Winter Inservice budget. The additional \$15.00 would need to be requested and approved from the ESP's building staff development budget. Attendance at an all-day multi-district inservice would be funded with \$50.00 from the District Staff Development Committee's Fall/Winter Inservice budget. The additional \$30.00 would need to be requested and approved from the ESP's building staff development budget. Motion carried.

Charlene will notify principals that ESPs will now have the option of attending a half-day multi-district inservice with a stipend of \$40.00 or an all-day multi-district inservice with a stipend of \$80.00. She will also request principals make the registration information available to their ESPs in hard copy. Principals must approve the ESP's salary claim verifying their attendance and stipend amount. Online registration link: <http://www.isd318.org/ISD%20318/Staffdevel/packet.pdf>.

Mentor Committee

No report at this time.

Policy Manual

The policy manual is available and up-to-date on the district website at <http://www.isd318.org/ISD%20318/Staffdevel/policy.pdf>.

Tim Larson moved, seconded by Kris Dimich, to amend the District Staff Development Policy Manual to allow the use of building staff development funds for registration and course fees for a class that could be used for advancement on the salary schedule. Staff would continue to pay for their own college credits. Motion carried with Lori Clafton abstaining.

It was requested that Charlene DeLawyer send out notification to all staff of this change in procedure. The policy manual will be reworded in the two areas this is cited.

V. Old Business

NCLB and Academic Standards Update

Connie Braiedy and Charlene DeLawyer reviewed Grand Rapids High School's adequate yearly progress (AYP) improvement plan with a team from the middle school. At the next meeting, regular education teachers will be brought into the discussions.

Shared Decisions Update

Early release day plans for January 8 were reviewed and approved by District Shared Decisions Committee. They have recommended to the School Board the approval of three early release days for school year 08-09.

Professional Development Opportunities

The professional development website is an excellent tool for accessing inservice opportunities (<http://www.isd318.org/recert.htm>). On Saturday, February 2, two recertification opportunities will be held at the Grand Rapids High School: Behavior Strategies and Intervention: Not Just for Special Education Rooms and Understanding the Key Warning Signs for Early Onset Emotional Disturbance in Children and Adolescents. Each course has a fee of \$25.00; register through Community Education at 327-5730. Building staff development dollars can be accessed to cover the fees.

Shelley Schramm attended a workshop on Sexual Violence at the Blandin Foundation on November 30. Employees were encouraged to share information on the inservices they attended through staff meetings, early release days and other opportunities. Connie Daigle will share a staff development follow-up form used at the middle school.

January 21 Multi-District Inservice

Registrations for the January 21 Multi-District Inservice are due to building secretaries by Friday, December 21. Parking around Greenway High School will be at a premium; please encourage staff to ride-share if possible. The morning session will be held in the auditorium. Two afternoon breakout sessions have been

scheduled; staff will choose between two courses for each time slot. Teachers can earn clock hours in the *accommodation, modification, adaptation of curriculum materials* recertification area, as well as the *further reading preparation* area.

Recertification

Substitutes and other professionals are encouraged to access the district website (<http://www.isd318.org/recert.htm>) to learn about professional development opportunities. It was also suggested this link be advertised on the SmartFind substitute system. It was felt the *How to Keep Your Energy Level High and Your Stress Level Low* breakout session offered by Betty Hollas on January 21 would not meet the key warning signs of early onset mental illness in children and adolescents recertification area. Technology will be a new requirement for relicensure. The next recertification meeting is Wednesday, January 9, at 12:30 p.m.

VI: New Business

Best Practice Request

Tim Larson reminded the committee that Dan Bredemus would be submitting a Project Lead the Way best practice request to attend training in Milwaukee.

Transfer of Staff Development Dollars to the General Fund

By law, the State of Minnesota gives 2% of the district's state aid formula to the district staff development committee. The committee then distributes this amount as they see fit (approximately \$400,000). Traditionally, the teachers and School Board have approved the transfer of these dollars to the general fund to provide workshop days or other activities by a majority vote. Dale Christy reported that the School District has requested a vote on 08-09 funds. It was the consensus of the committee to have Dale request the union conduct a vote on the transfer of dollars to the general fund.

07-08 Long Range Plan

The 07-08 long range plan was reviewed to check on mid-year progress and to share activities:

Goal 1: Increase instructional effectiveness

A: Provide technology training

- Sean Martinson has been assisting staff at GRHS
- web site users group has been created and team is meeting
- computer and technology resources are being provided
- labs are set up and maintained; labs are experiencing high use
- Measures of Academic Progress (MAP) scores and data have been analyzed and reviewed
- elementary and secondary data retreats were held
- rotation cycle for equipment replacement has been implemented
- LCD projectors are getting utilized at elementary sites
- Kari Torgerson is providing training on integration of technology into the curriculum
- new high school curriculums in math, foreign language and engineering have heavy technology focus
- there is a focus to get elementary keyboarding re-established; possibility of using computer labs and enlisting the skills of Business Education teachers

B. Provide training in the Minnesota Academic Standards

- Special education and Itaskin Education Center staff have been trained in the standards
- Monthly department meetings are held
- Curriculum teams are reviewing and revising curriculum
- Language Arts staff have been refining their curriculum
- Math standards are being addressed with the MDE specialist

- C. Provide opportunities for instruction on educational techniques
- Richard Allington, Jim Grant, Betty Hollas, Bonnie Houck, Jan Ferraro, and Dr. Stephen Schroeder-Davis will/have provided inservices on differentiated instruction and reading best practices
 - Best practice grants have been submitted and approved
 - annual training is available for International Baccalaureate (IB) staff
 - Advanced Placement (AP) staff have workshop opportunities
 - College in the Schools (CITS) staff travel to UMD throughout the year and have inservices, meetings and workshops
- D. Staff Involvement in Decision-Making Activities
- site meetings are held
 - three early release days are planned during the year
 - staff meetings allow opportunity for input and review of building goals
 - curriculum and grade level meetings are held
 - ESPs have the opportunity to attend early release days and multi-district inservices

Goal 2: Promote a safe environment, effective and efficient use of resources and partnerships

- A. Improve communication between committee, faculty, students and community
- staff development committee minutes are posted on the web, in staff lounges, and distributed
 - annual reports to the School Board are made and early release day plans shared
 - budgets are reviewed monthly
 - sites practice lockdowns and other safety drills
 - policy manual is reviewed, updated and posted online
 - professional development website is kept up-to-date and a valuable tool
 - staff share key points of inservices attended at staff meetings and during early release days (a copy of the middle school follow-up report will be shared)
 - site's action plans are shared with staff and posted on the web.
- B. Provide opportunities for grade level and curriculum workshops
- curriculum, grade level, and staff development meetings are held
 - all-day inservices have been held on data, adequate yearly progress, leveled libraries, reading comprehension
 - before and after school study groups have been meeting/are planned to meet
- C. Support mentorship for new teachers and staff
- all-day mentoring inservice was held in August
 - inservices have been held on data, adequate yearly progress, leveled libraries, reading comprehension
 - before and after school study groups have been meeting/are planned to meet
 - Joan Bibeau and Georgia Niles are new ER&D trainers
- D. Celebrate success
- Build more recognition of staff, students and volunteers through the website, at School Board meetings and at staff meetings
 - Encourage sites to use the School Board recognition form for public recognition at School Board meetings for students, volunteers, foster grandparents, donors
- E. Build respect and celebrate diversity
- Blandin Community Leadership Program has a partners in leadership program that combines community leaders with "leaders to be" to further develop skills
 - Kennedy Arts Center may have diversity training topics to inservice staff
 - Human Rights temperature survey being conducted on the web

F. Ongoing training for medical first responders

- annual refresher training is given to first responders
- recruit a first responder at Area Learning Center and additional staff at Grand Rapids High School
- GRHS early release days have/will include time for AED and CPR training

The members felt that progress was definitely being made on the 2007-2008 District Staff Development Long Range Plan. A document will be drafted to acknowledge the activities and actions.

Other Items

Amy Luke, RJEMS staff development representative, will rejoin staff development meetings in 08-09. She is enjoying the remainder of the year as a new mother. Amy will continue to approve middle school SD-1 forms during this year.

Closure

Steve Wright moved, seconded by Tim Larson, to adjourn the meeting at 2:55 p.m. Motion carried.

Next Meeting: Our next meeting is **Thursday, January 10, 2008, at 12:30 p.m.**, in the **Administrative Services Boardroom**.

Respectfully submitted,

Jenifer Benes