

PDC Minutes  
Wednesday, May 23, 2007

Attending: Sheila Chalfant, Elaine Stuck, Jennifer Gigstad, Brenda Royer, Debbie Schneider, Susan Erickson, Tom Sack, Mark Preut, Tom Hinrichs and Steve Wiseman.

Chair Sheila Chalfant called the meeting to order. With the absence of the secretary, minutes from April's meeting were waived until our August meeting.

Mr. Wiseman distributed copies of the 2007-2008 school calendar. The following staff development activities have been tentatively set. (subject to change depending on availability of presenters):

August 8, 9	Back to School Staff Development
August 10	Power School Training
Oct. 22	½ day—MAP Data Analysis and Strategic Planning
Nov. 21	½ day—PLC
Jan. 4	MAP Training Level III
March 10	½ day—flex day (subject to be announced later)
April 17	Effective Teaching Strategies, How to Make Them Work
April 18	½ day—PDP Toolbox/reflective writing

The following dates were set for PDC meetings for 2007-2008—at the Central Office, 3:45:

August 29	February 26
September 26	March 26
October 22 (during lunch)	April 23
November 28	May 21
January 23	

The following officers were elected for 2007-2008:

Elaine Stuck, Chair  
Debbie Schneider, Vice-Chair  
Susan Erickson, Secretary

Jennifer Hansen, Brenda Royer, and Debbie Schneider will begin new 3 year terms in the fall.

Meeting adjourned at 4:35 p.m.

PROFESSIONAL STAFF DEVELOPMENT MINUTES  
WEDNESDAY, SEPTEMBER 26, 2007  
Central Office

The following PDC members attended: Sheila Chalfant, Susan Erickson, Jennifer Gigstad, Susan Kramer, Brenda Royer, Debbie Schneider, Elaine Stuck, Tom Hinrichs, and Steve Wiseman.

Sheila C. moved to accept the August minutes with the correct spelling of Mark Preut's name. Debbie S. seconded. Motion passed.

Tom Hinrichs made a report on the Project Citizen Workshop conducted last weekend by Clayton Lucas. The workshop was attended by twelve teachers and well received. Mr. Lucas is considering offering a second workshop with a \$200 stipend later this school year.

Tom Hinrichs reported on upcoming learning activities:

October 22            ½ day (A.M.) on MAP analysis conducted by level SIT team Members; ½ day (P.M.) work day. Lunch on your own.

November 21        ½ day (A.M.) with PLC's and Results Now. (Principals will make their own agendas.) Dismissal for Thanksgiving.

January 4            1 day Climbing the Data Ladder (MAP III training)

Elaine Stuck announced that our new Staff Development Plan is due to the state for approval July, 2008. She will have hard copies made for PDC members. We will go over 1/3 of the document to make changes and add amendments at each meeting beginning in November.

Other items of concern: Jennifer Gigstad was concerned about workshop registrations as it seems we now sometimes have to register on our own. Mr. Hinrichs is working with Greenbush to get information from Kathy tagged to the Toolbox page. Mr. Wiseman and he will work with Kathy to see if we can make this easier on her and all of us.

There was a reminder that reflections for out of district learning activities is due to Toobox within two weeks of the workshop.

Mr. Wiseman discussed the need for after school day training on PowerSchool and the gradebook. He will let teachers know when this is ready. He also discussed future training needs for new teachers or transfer teachers on things like VPL. Hopefully, next year's schedules will be developed in the spring, and this matter can be attended to over the summer. Middle School VPL were directed to High School teachers for help on learning how to generate reports.

Next PDC meeting will be October 22 at noon at the Central Office. Lunch will be provided.

Jennifer G. made a motion to dismiss. Sheila C. seconded. Meeting concluded at 4:33 p.m.

Susan Erickson  
Secretary

PROFESSIONAL STAFF DEVELOPMENT COMMITTEE MEETING  
OCTOBER 22, 2007

The PDC met at the central office at 11:30 a.m. on October 22, 2007. Members present were Elaine Stuck, Jennifer Gigstad, Brenda Royer, Becky Campbell, Debbie Schneider, Sheila Chalfant, Jennifer Hansen, Susan Kramer and Susan Erickson. Administrative members present were Steve Wiseman, Dr. Peters, and Tom Hinrichs.

The meeting was called to order. Jennifer Hansen moved to accept the minutes of the September meeting, and Sheila seconded. Motion passed with all in favor.

Mr. Hinrichs reported on the Civics Mosaic Seminar to be held Nov. 19 from 4-7 p.m. at ACCHS. Currently eight people are enrolled. Participants may apply for points following the session

In our discussion concerning registration procedures for workshops, Mr. Hinrichs requested that applicants should list the cost of the workshop so that he can mark the appropriate funds. He has talked to Toolbox concerning changing Kathy Enzbrenner's portion of Toolbox. This concern is being looked into. Meanwhile, faculty should check their emails regularly concerning registration for workshops. If there is any problem. Mr. Hinrich should be notified.

In reflection of our annual PDC training, it was noted that it was quite timely as we are to be addressing the rewrite of our plan for the State Ed. Dept. Most notably, PDC must approve any staff requests for points for seat time if they present their evidence. No conditions may be placed on seat points per the state law.

November 21 staff development day will be meeting ½ day in the morning. Each principal is responsible for providing an agenda to Elaine Stuck with cc to Mr. Hinrich no later than Nov. 14. Each staff will meet with their level and discuss Results Now book.

Elaine passed out copies of our PDC handbook. Members should go over the first 5 ½ pages prior to our next meeting.

Elaine expressed concern that she cannot access the manager's portion of Toolbox. Tom is looking into whether the manager's portion can be shared.

Mr. Wiseman asked PDC to be looking into the 2008-09 school year. He will be working on the calendar soon and wants to know of any changes that we suggest. The fair will be held in July 2008, so that leaves us a lot of room to make changes.

Becky proposed to close the meeting at 12:34. Jennifer H. seconded. Motion passed.

Next meeting will be November 28.

**PROFESIONAL STAFF DEVELOPMENT COUNCIL MINUTES  
WEDNESDAY, NOVEMBER 28, 2007**

Present: Susan Kramer, Susan Erickson, Becky Campbell, Sheila Chalfant, Debbie Schneider, Jennifer Gigstad, Elaine Stuck, Tom Hinrichs, Mark Preut and Mr. Wiseman.

The meeting was opened at 3:50 p.m. with a call for approval of the minutes. Jennifer G. made the motion to approve the minutes as presented and Debbie S. seconded. Motion passed unanimously.

The Council discussed the results of the November staff development day at each level. The main discussion centered around PLC's.

Tom Hinrichs reported that Map Level III training has been set for January 4, 2008. Administration will decide if all teachers need to attend or just the core teachers. If it is only core teachers, then something will be provided for the rest of the staff. It will be held in the ACCHS Commons. Tom will provide an agenda for the day and see that lunch will be served.

Following a discussion of the number of staff development days needed for 2008-09, Sheila C. made a motion that we recommend 6 days. Becky seconded the motion which passed unanimously.

The PDC was directed to start compiling our presentation needs for 2008-09 school year staff development days. The final outcome will be driven by the needs assessment.

A deeper discussion was held concerning time needed for PLC's for the 2008-09 school year. It was decided to get input for each faculty level and from the Site Councils. This input needs to be presented to the PDC at the January meeting.

Tom Hinrichs presented a possible presentation/hands-on use of Info Source for the March 10 staff development flex day. While the PDC finds this favorable, final action on the proposal will be held until we get closer to that date.

The PDC then went through the first 4 pages of our PDC plan. Corrections and revisions were made. The revisions will be kept by the secretary until we are completed with looking at the entire plan. PDC was assigned to look over pages 6-9 for the next meeting.

Next meeting will be held January 23, 2008. Agenda items will include PLC time, March 10 flex day, and revision of the PDC plan.

Meeting adjourned at 4:50 p.m.

## PROFESSIONAL DEVELOPMENT COUNCIL MINUTES

WEDNESDAY, JANUARY 23, 2008

Present: Sheila Chalfant, Debbie Schneider, Jennifer Gigstad, Brenda Royer, Susan Kramer, Elaine Stuck, Susan Erickson, Dr. Peters, and Mr. Preut.

The meeting was called to order with a call for approval of minutes. Sheila made a motion to approve the minutes, Debbie seconded. Motion passed.

The first item covered on the agenda was our March 14 staff development day. Sheila moved and Debbie seconded the following: It is suggested that we have level meetings to discuss the state bullying regulations and discuss at the building levels bullying in our own buildings. It was also suggested that for the remainder of that staff development time be used for teachers to update their curriculum maps and/or departmental level meetings. Motion approved unanimously.

April 17<sup>th</sup> staff development will be on instructional strategies with a speaker from Greenbush. April 18<sup>th</sup> staff development day we will have a speaker/training on bullying to satisfy the state regulations.

PLC time for next school year was discussed. It is an item on the negotiation table.

Members went through pages 6-9 of our current staff development plan and made appropriate changes. It is suggested that Mr. Hinrichs work out step-by-step directions on how to access PDP Toolbox, how to set goals, how to schedule learning events (workshops requests), and how to claim points. We would like to include this in our plan when it is sent to the state. We also feel that there is a definite need for it with our new faculty and as a reference for our present faculty.

Next meeting was set for February 27<sup>th</sup> at the Central Office at 3:45. Members will complete revision of our PDC plan, pages 11 to the end.

Meeting adjourned at 4:30 p.m.

PROFESSORIAL STAFF DEVELOPMENT COUNCIL MINUTES  
WEDNESDAY, FEBRUARY 27, 2008

Members present: Elaine Stuck, Brenda Royer, Sheila Chalfant, Susan Erickson, Susan Kramer, Dr. Peters, Tom Hinrichs, and Mr. Wiseman.

After making corrections to the minutes of the January meeting, Sheila made a motion and Dr. Peters seconded that the minutes be approved.

The committee made the following changes regarding upcoming staff development days:

March 14            Morning workday ending at 11:30 with grades due to offices  
                         Lunch on our own.  
                         12:30-1:30    District department meetings held at the HS  
                         1:30-3:45    Teachers to work on updating and making  
                         changes in their curriculum maps.

April 17            Sheila made a motion seconded by Brenda that a portion of the day be used for new science textbook training and that committee members are to go back to their faculties and find out faculty needs for that day. Brenda, Sheila, Susan K., Jennifer G., and Elaine Stuck are responsible to report back their findings in March. Tom Hinrichs was requested to cancel. The speaker requested for that day on instructional strategies.

April 18            ½ day speaker on bullying. Training is required by state mandate.  
                         7:30-8:00    Breakfast  
                         8-11:30     Presentation in the HS Commons

May 1 is the deadline assigned for all teachers wanting points for this year's staff development before summer break. If teachers plan on renewing certificates over the summer, all points need to be claimed. PDC will not meet after May 21 until August.

Resignations from the PDC were received from Sheila Chalfant, Susan Erickson, and Debbie Schneider. Mr. Wiseman stated that new representatives need to be found for the 2008-09 school year--two for the MS and one for the HS. He stated

that PDC has evolved over the years from an organizational state, to one of record keeping and points approval, to one that now must more vocally express the needs and wants of the faculty as a whole. PDC needs to look at miscommunications within the committee and also plan follow-ups for staff development, especially for new teachers in the district. We need to instruct mentors to help them with their Toolbox needs. We also need to train our own council members on using Toolbox as an evaluative tool for points.

2008-09 Needs assessment was discussed. It is required by the state and by the PDC. Currently SIT chairs are in charge of getting the surveys completed by the faculty. Mr. Hinrichs was asked to have a set date for the surveys to be completed in order that our committee can use the information to work on staff development for next year. The committee wants to see the entire results from the survey and not just a report.

Mr. Wiseman has suggested for next school year that regular monthly meetings be scheduled for meetings, (various departments, etc.). They would meet at the Central Office with substitutes provided.

Final corrections were made to the PDC Five-year plan. Mr. Hinrichs will get Toolbox directions to Susan E. Susan will then meet with Beverley to have her make the changes to the handbook. Rough drafts will be available to the PDC at the next meeting. We would like to be able to present the handbook to the BOE in May for their approval and mail it to the state by June 1. It is due to the state no later than July 1.

On the agenda for our March 26<sup>th</sup> meeting--establish meetings for the next school year, approve rough draft of the PDC plan.

Meeting adjourned at 4:50 P.M.

PROFESSIONAL STAFF DEVELOPMENT COMMITTEE  
MINUTES  
WEDNESDAY, MARCH 26, 2008

Present: Elaine Stuck, Jennifer Gigstad, Brenda Royer, Becky Campbell, Susan Kramer, Susan Erickson, Sheila Chalfant, Mr. Preut, Dr. Peters, Mr. Hinrichs, Mr. Wiseman, and guest, Harold Arnett.

Elaine opened the meeting at 3:50 p.m. Becky made a motion to accept the minutes as presented. Susan K. seconded. Approval was unanimous.

Elaine presented Dr. Harold Arnett from Highland Community College who made a presentation concerning staff development and what he might be able to provide for us in the future. We had an active discussion about goals, how we measure those goals, and how well we felt we are doing. The question to be answered is how do we get to where we want to be. Susan Kramer has attended a workshop presentation by Dr. Arnett and said that it was excellent. PDC will return to look at the HCC offerings in the future.

APRIL 17—full day of staff development. Schedule is not yet set. Suggestions from the three levels were as follows: science textbook training (K-8), BAIP training (Math 3-12), English departmental meeting (5-12), Love and Logic (K-4), CPR/First Aid (K-12), and continue work on curriculum maps. It was decided that Mr. Wiseman and the administrative team will take the above subjects and work out a schedule.

APRIL 18—1/2 day of staff development at the High School

7:30-8:00	Breakfast
8:00-11:30	Bullying Training in the HS Commons
11:30	Dismissal for the extended weekend

Mr. Wiseman said that the district is looking into Rachel's Challenge. For more information go to the Rachel's Challenge website.

Due to the lateness of the day, Susan E. made the motion to table the rest of the agenda until our next PDC meeting. Becky seconded. Motion passed.

Sheila moved and Susan K. seconded to move the next PDC meeting to April 16<sup>th</sup>. Motion passed.

Jennifer G. moved and Sheila seconded that the April 16<sup>th</sup> meeting start at 1:00 at the Central Office with substitutes being provided. Motion passed.

Agenda items for April 16<sup>th</sup>: Establish meeting dates for 2008-09  
Establish time/place to meet 2008-09  
Approve rough draft of PDC plan  
Needs assessment by SIT Teams

Meeting adjourned.

*Susan Erickson*  
*3-26-2008*

PROFESSIONAL STAFF DEVELOPMENT COMMITTEE  
SPECIAL MEETING  
WEDNESDAY, APRIL 9, 2008

Present: Elaine Stuck, Brenda Royer, Jennifer Gigstad, Becky Campbell, Sheila Chalfant, Susan Erickson, Jennifer Hansen, Susan Kramer, Mr. Hinrichs, Mr. Preut, Dr. Peters, and Mr. Wiseman.

Purpose of the meeting was to finalize activities for April 17<sup>th</sup> staff development day..

After much discussion and input the day has been set as follows:

7:15-7:45	Breakfast
8:00-9:00	All meet in ACCHS Commons with Mr. Wiseman
9:00-11:30	K-4 to see demonstration by Compass Learning 5-12 Department Curriculum Meetings to be held Math to do BAIP (elem to send 1 rep per grade) 5-8 Science Textbook training
11:30-12:30	Lunch
12:30-3:30	5-12 building levels to go over state assessment results/SIT K-4 Science Textbook training

Staff Development for April 18<sup>th</sup> is unchanged. See your Toolbox learning activity.

Meeting adjourned at 4:15.

*Susan Erickson*  
*Secretary, PDC*

PROFESSIONAL STAFF DEVELOPMENT COUNCIL MEETING  
WEDNESDAY, APRIL 16, 2008

Members present: Brenda Royer, Elaine Stuck, Jennifer Gigstad, Becky Campbell, Sheila Chalfant, Debbie Schneider, Jennifer Hansen, Susan Kramer, Susan Erickson, Dr. Peters, Mr. Wiseman. Guest: Anita Stutesman

Meeting was called to order at 1 p.m. Motion was made by Jennifer H, to accept the minutes as presented. Sheila seconded. Motion passed.

School Improvement Teams chairs presented their needs assessment results. Jennifer H., Becky, and Anita were questioned on various points regarding their presentations.

The Council was given a revised calendar in order to work on staff development activities for the 2008-09 school year. The following has been set tentatively:

Aug 8	administration needs
Aug 11	Map/State Assessment Results, SIP
Aug 15	Mike Schmocker presentation with location to be announced.
Oct 16	½ day –follow-up on bullying.
Oct 17.	Reflective on Schmoker
Nov. 26	½ day Left open at this time
Jan 19	Curriculum Meetings
Mar 12	½ day Technology needs/future requests
Apr 9	½ day MS/HS to visit another school district, Elem PLC's
Apr. 13	State assessment autopsies/At-risk plans

November 18, there will be a Ruby Payne presentation at TPAC in Topeka. Mr. Wiseman will have 10/20 tickets for those interested.

It is suggested that IDL training be held this summer for those teachers involved. It is also suggested that FAME training be held this summer for 3 HS language teachers, 1 HS SPED, 1 7/8<sup>th</sup> language teacher, and 1 MS SPED.

There was a discussion of a Reading Recovery training for all K-6 teachers.

It was suggested that PLC's be scheduled for all levels every three weeks with release time for those involved.

We discussed sending teachers to other school districts and other states to see programs that are working.

The following dates were set for the 2008-09 PDC meetings to be held at 4 p.m. at the Central Office:

August 27, September 24, October 22, November 24, January 28, February 25, March 25, April 22, May 20.

Debbie Schneider made a motion to accept our PDC plan as presented. Sheila seconded. Motion passed. The plan will now be presented to the BOE before being sent to the KS State Education Department.

Meeting adjourned at 3:10 p.m.

**PROFESSIONAL STAFF DEVELOPMENT COMMITTEE MINUTES  
WENESDAY, MAY 21, 2008**

Present: Elaine Stuck, Susan Kramer, Susan Erickson, Sheila Chalfant, Jennifer Gigstad, Brenda Royer, and Mr. Wiseman.

Sheila made a motion, seconded by Jennifer to accept the minutes from our previous meeting as presented.

On old business, Mr. Wiseman was requested to place the new PDC 5 Year Plan on the agenda for the next BOE meeting on May 27<sup>th</sup>. Susan E. will talk to Beverly about getting copies to the BOE packet.

Concerns were discussed over workshop requests and that the CO needs at least a week's notice to get workshops approved. It was also discussed and agreed that the mentor's for new faculty members need to aid in their Toolbox training. It's possible we can offer an after school training for anyone who needs a refresher. Jennifer Hansen was suggested as a good trainer.

Under new business, the committee discussed the possible need for MTSS training. At this time it is not required by the state, but recommended. This may be used for an open date next November.

Sheila made a motion and Susan E. seconded, that we unanimously elect Elaine Stuck as chair, Susan Kramer as co-chair, and Brenda Royer as Secretary for the 2008-09 school year. The motion passed.

There are openings on the committee for the HS (2 year term) , a MS position with a 2 year term, and a MS position with a 3 year term. Those interested must make a supplemental application to Mr. Wiseman asap. Applications will then go to principals for their input.

It was suggested that next year all PDC minutes be sent to all faculty and placed on the website every month. Susan E. will email all of this year's minutes to Mr. Wiseman to be placed on the site.

Meeting adjourned at 4:20 p.m.