

# Staff Development Committee

## Meeting Minutes 05-05-2015

### **The Committee**

Melissa Bahr, Lisa Bollinger, Amy Eklund, Terri Forseth, Dave Gooch, Roxanne Hartje, Drew Hildenbrand, Meredith Kehoe, Rich Morehouse, Kathy Palm, Jacque Pearce, Stephen Pflieger, Mary Jo Sorenson, Lisa Vind, Janine Wahl, Keven Waller, Diane Whalen

### **Call to Order**

Meeting called to order at 4:00 p.m.

### **District Updates**

#### Staff Development Funds:

- » Committee members each received a current balance sheet, followed with discussion about any issues or positives with funds:
  - More interest this year from staff with more grants submitted
  - Disappointing that grade level teams can't attend as groups – because there is a shortage of subs
  - Some schools implemented a new system for delegating funds and this is working well
  - The District-Wide services budget is a large group and management is a little chaotic
  - To secure subs, Monday and Friday is not possible; Tuesday and Thursday is difficult because of sporting events: Wednesday seems to be the most optimal – requesting subs as far in advance as possible and getting in the leave requests is helpful for the timing of hiring subs
- » The BEA votes again this year for one or two percent of the district funds channeled to District Staff Development. The replenishment of funds will probably be similar to this year.
- » Title II will replace the Response to Intervention position with two separate FTE roles.
- » Title I will see approximately a five percent cut in 2015-16.

# Staff Development Committee

## Meeting Minutes 05-05-2015

### Professional Development Survey:

- » The district committee will conduct a staff needs survey in May 2015. Committee members will review the questions and make suggestions for revisions. The launch date is set for May 18 with the closing date May 29.
- » Kathy Palm informs the committee of opening events for the 2015-2016 school year, along with special days throughout the year.

### Grant Review Dates 2015-2016:

- » Dates are set for grant reviews next school year: Sept. 30/Oct. 5; Dec. 2/Dec. 7; Feb. 17/Feb. 22; May 4/May 9 – Due/Review, respectively.

### **Activity Grant Applications Review**

Four grants were up for review this session for which funding was approved.

1	Compass Learning Training Curriculum Development	\$4,596.88
2	ITEM Conference	\$2,551.15
3	Math Expressions Core Curriculum Training	\$5,056.80
4	Social Thinking Conference	\$1,822.37
<b>Total</b>		<b>\$14,027.20</b>

### **Adjournment**

5:15 p.m.

# District Staff Development Meeting

Tuesday, May 5, 2015

1. Welcome  
Building reps – sign in
2. Budgets – Handout
3. Kathy Palm – Updates on DSD, Title I and Title II funds  
Updates for 2015-16 school year
4. Staff Development Funds  
Building focus on school goals  
How were funds used for 2014-15 school year?  
Focus on any specific areas?  
Address sub concerns
5. Professional Development Interest Survey
6. Grants – Review
7. Other  
New Chair for 2015-16 school year  
Grant rounds for 2015-16 school year.

# Bemidji Area Schools 2015-2016 School Calendar

<p style="text-align: center;"><b>AUGUST 2015</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td><b>31</b></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p><i>0 Student/1 Teacher</i></p>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<b>31</b>						<p style="text-align: center;"><b>SEPTEMBER 2015</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td><b>1</b></td><td><b>2</b></td><td><b>3</b></td><td>4</td><td>5</td></tr> <tr><td>6</td><td><b>7</b></td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td><b>28</b></td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table> <p><i>16 Student/19.5 Teacher</i></p>	S	M	T	W	T	F	S			<b>1</b>	<b>2</b>	<b>3</b>	4	5	6	<b>7</b>	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	<b>28</b>	29	30			
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August 31.....Teacher Day  
 September 1-2 .....Teacher Day  
 September 3.....Teacher Half-Day  
 September 7 ..... Labor Day  
 September 8.....Students' First Day  
 September 28 .....Staff Development Day

October 15-16 .....Education Minnesota  
 October 29-30 .....Conferences  
 November 18 .....Student Early Release  
 November 26-27 .....Thanksgiving

December 23 – January 1 .....Winter Break  
 January 18.....Martin Luther King, Jr Day-  
*(or Snow Make-up Day if Needed)*  
 January 27.....Student Early Release

February 10..... Student Early Release  
 February 15.....Presidents' Day-  
*(or Snow Make-up Day if Needed)*  
 March 3-4 ..... Conferences  
 March 9 .....Student Early Release  
 March 25-28.....Spring Break  
*(March 28 - Snow Make-up Day if Needed)*

**End of 1<sup>st</sup> Term.....November 13**  
**End of 2<sup>nd</sup> Term.....January 29**  
**End of 3<sup>rd</sup> Term.....April 8**  
**End of 4<sup>th</sup> Term.....June 7**

**2014-2015  
Bemidji Area Schools  
Staff Development Budgets**

<b>Account</b>	<b>Fiscal Year 2014-2015 Allocation</b>	<b>Fiscal Year 2014-2015 to Date Activity</b>	<b>Fiscal Year 2014-2015 Balance</b>
Central	\$ 6,540.00	\$ 5,066.08	\$ 1,473.92
District-Wide Programs (ECFE, ECSE, EIC, ABE, AEC, BYLaW, FCE, Oshki, RpEd Related Services)	\$ 26,263.00	\$ 12,762.02	\$ 13,500.98
General Fund (District Grants)	\$ 50,000.00	\$ 12,135.74	\$ 37,864.26
High School/Lumberjack	\$ 25,026.00	\$ 11,202.57	\$ 13,823.43
Horace May	\$ 8,860.00	\$ 157.30	\$ 8,702.70
JW Smith	\$ 8,003.00	\$ 1,231.02	\$ 6,771.98
Lincoln	\$ 10,861.00	\$ 3,021.18	\$ 7,839.82
Middle School	\$ 21,150.00	\$ 10,845.05	\$ 10,304.95
Northern	\$ 9,718.00	\$ 1,207.99	\$ 8,510.01
Paul Bunyan Center	\$ 4,287.00	\$ 1,395.11	\$ 2,891.89
Solway	\$ 3,715.00	\$ 1,113.21	\$ 2,601.79
<b>Totals</b>	<b>\$ 174,423.00</b>	<b>\$ 60,137.27</b>	<b>\$ 114,285.73</b>

Exit this survey

## 2014-2015 Professional Development Interest Survey

The District Staff Development Committee requests your input for planning professional development activities. Please complete this survey by May 22, 2015.

1 Indicate your position:

- Administrator
- Paraprofessional
- Teacher
- Other

2 Indicate your level:

- Alternative
- Elementary
- Middle School
- High School

3 What formats do you prefer for professional development:

1 = No Interest - - - - 5 = Most Interest

	1	2	3	4	5
Collaboration within each building	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conference Style Sessions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Data Retreat	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Grade/subject level meetings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
District teacher expert presenters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Out-of-District conferences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outside speaker/presenter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Professional Learning Communities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teacher coaches within your classroom	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vertical teaming with related subjects across grades	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Webinars	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4 Please list other professional development formats that interest you:

^  
v

Please indicate your interest in the following topics:

1 = No Interest - - - - 5 = Most Interest

	1	2	3	4	5
Accommodation, modification and adaptation of curriculum, materials and instruction	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
AIMSweb benchmarks, progress monitoring and reports	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
All students ready for kindergarten	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
American Indian Culture and instructional strategies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Analyzing student and school data to determine instruction	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Business education content, instruction and standards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Classroom web pages	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Closing achievement gaps	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communicating with parents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Differentiating instruction	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Enhancing instruction with technology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Family and consumer science content, instruction and standards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
FirstClass	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Guided Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Handwriting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Improving graduation rates	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Industrial technology content, instruction and standards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Language arts content, instruction and standards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Literature circles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mathematics content, instruction and standards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Music content, instruction and standards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mental health issues (students and parents)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
NWEA MAP reports	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Physical education/Health content, instruction and standards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	1	2	3	4	5
Positive behavioral intervention strategies					
5 Preparing students for college and career	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reading preparation in the content areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reading Well by Third Grade	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Response to Intervention	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ruby Payne's Framework for Understanding Poverty	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Science content and standards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Six-Traits Writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Skyward Gradebook	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SMART Board	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Social Studies content, instruction and standards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Special Education due process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supporting gifted and talented in the classroom	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teaching vocabulary	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Understanding the key warning signs of early-onset mental illness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Viewpoint Data Warehouse	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Visual arts content, instruction and standards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
World Language content, instruction and standards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working with autistic students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working with student disabilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Writing in the content area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please list other professional development opportunities that interest you:

Submit

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**Bemidji Area Schools  
District Staff Development  
General Fund FY 2014-2015 Activity**

<b>Activity</b>	<b>Approved</b>	<b>Date of Activity</b>	<b>Grant Amount</b>	<b>Budget Available</b>	<b>Balance</b>
MEMO/ITEM Conference	May, 2014	October 2-4, 2014	2,829.00	50,000.00	<b>\$47,171.00</b>
Closing the Achievement Gap	October, 2014	October 15, 2014	76.16	47,171.00	<b>\$47,094.84</b>
Number Worlds Math Intervention Training	December, 2014	Jan-Feb, 2015	2,889.60	47,094.84	<b>\$44,205.24</b>
Advanced Guided Reading Training	December, 2014	Jan-Feb, 2015	5,359.05	44,205.24	<b>\$38,846.19</b>
Advanced Guided Reading Training, Part 2	February, 2015	Mar-Apr, 2015	4,272.45	38,846.19	<b>\$34,573.74</b>
Behavior Intervention Training	February, 2015	Feb-Mar, 2015	2,776.68	34,573.74	<b>\$31,797.06</b>
CEU Workshops for Teachers	February, 2015	April, 2015	1,425.00	31,797.06	<b>\$30,372.06</b>
Collaborative Experience for Professionals	February, 2015	April, 2015	349.48	30,372.06	<b>\$30,022.58</b>
Google Apps for Education (GAPE) Technical Retre	February, 2015	March, 2015	732.70	30,022.58	<b>\$29,289.88</b>
MCTM Spring Mathematics Conference	February, 2015	May, 2015	1,481.50	29,289.88	<b>\$27,808.38</b>
MCTM Spring Conference	February, 2015	May, 2015	402.50	27,808.38	<b>\$27,405.88</b>
Viewpoint Data Warehouse Training	February, 2015	March, 2015	3,612.00	27,405.88	<b>\$23,793.88</b>
Zones of Regulation	February, 2015	August, 2015	5,328.00	23,793.88	<b>\$18,465.88</b>



# **Bemidji Area Schools District Staff Development Committee**

## **Grant Application Review Process**

### **Phase I - Initial Criterion**

The review process is to first determine whether the submitted grants meet criteria to move on to the discussion and scoring phases. (Is information complete, is the application signed, etc...?)

### **Phase II - Discussion**

All grants submitted that have met initial criterion now advance to the discussion phase. A motion is made to accept the grant as is. Discussion ensues with comments and questions regarding the elements of the application. After discussion the committee votes on whether the motion will be carried to accept the grant.

### **Phase III - Rubric Scoring**

All grants that have met initial criterion and have passed the discussion phase will now have rubric scores totaled. Each grant must have an average score of at least 60 in order to be accepted.