

In attendance:

Micky Bahlmann, Jean Clausing, Chelsie Meyer, Greg Bodenstiener, Christie Lines, Ken Winters, Melissa Miller, Roger Wilcox

Co-Chairs Bridgette Wagoner and Karen Erhardt

I. Called to order by Karen Erhardt at 3:46 p.m.

II. Standing Agenda Items

a. Approve March minutes

i. Moved by Micky Bahlmann. Seconded by Ken Winters. Approved

b. Budget Review

i. Presenters from the January PD day need to submit a payment form to Bridgette

I. New Business

a. Summer PD opportunities

i. Bridgette is creating a google calendar for all the summer events

i. K-12 iPad workshop days May 30 & 31 at the High School. Plenty of room still to attend. These workshops are for teachers and associates.

i. SWH June 11-15. First two days for teachers new to the process then others will join.

i. Look for PD in August for the 4th grade teachers to incorporate the iPads they will be getting for their classrooms

a. Last day pd

i. The last day needs to be at least 5.5 hours.

i. 1:15-2:15pm professional development in the high school auditorium.

a. Pd for next year

i. Bridgette proposed a schedule for the PLC time

i. K-4 time would be alternating Wednesdays for grade level meetings

i. HS would be able to continue the work they have been doing this year on the opposite weeks.

i. MS on the opposite weeks would be working with building principals to continue the work they have started.

i. The opposite days would be funneled into project based learning, SWH, and Writing in collaboration with the Iowa Writing Project.

i. People who don't fit neatly into those categories would be allowed to find work that would be meaningful to their content.

i. Technology outcomes and characteristics of effective instruction would be wrapped into those strands.

i. Flexibility will be built in to the schedule to do the data collection

and leg work it takes to make the PLC process efficient. PLC time does not necessarily have to be all at a table at the same time, understanding the value of time together. This would not be considered time to work on things that doesn't pertain to the strand of the PLC.

- i. These strands would have time to jigsaw the information so instead of pockets of expertise, the collective whole would gain knowledge from each strand.

I. Old Business

a. New Committee Members

- i. Carey & Special Ed.- Nathan Johnston
- i. West Cedar & Specialists - Tara Raymond
- i. Special Ed- Debbie wadding, Terry Hirst
- i. H.S. - Jerry Adelmund

I. Next meeting

- a. May 31st at 1:00 @ MS media center

I. Meeting adjournment

- a. Roger moved, Chelsie seconded. Motion passed. Meeting adjourned 4:40pm

Respectfully,
Allison Rasmussen

In attendance:

David Fox, Micky Bahlmann, Jean Clausing, Melissa Miller, Heather Boevers, Chelsie Meyer, Megan Slessor, Greg Bodenstiener, Steve Kwikkel, Jere Vyverberg, Roger Wilcox, Barb Bates.
Co-Chairs Bridgette Wagoner and Karen Erhardt

- I. Called to order by Bridgette Wagoner at 3:48 p.m.
- II. Standing Agenda Items
 - a. Approve March minutes
 - i. Moved by Barb Bates seconded by Melissa Miller.
 - ii. Approved
- III. New Business
 - a. Update on 9-12 iPads and PD needs
 - i. David Fox outlined the plan for the High School iPads. Teachers will receive iPad 3's at the end of May and engage in professional development with Mrs. Sarah Lalk, the new technology coordinator.
 - ii. 9th grade students will receive their iPad 3s on the orientation night while the rest of the high school students will receive theirs on the first day of school.
 - iii. Bridgette explained the decision to get iPad 3s. It was decided because of the Apple updates to ensure the updates will stay current.
- IV. Old Business
 - a. Membership Cycle
 - i. Karen Erhardt discussed that WSREA has discussed and asked a some teachers to replace outgoing members. Heather Boevers will be replacing Karen Erhardt as co-chair. Jerry Aldumund will be the other high school rep to replace Barb Bates and Tara Raymond is considering becoming a member. She would replace Allison Rasmussen.
 - ii. There is still a need for replacement members for 5-8 Special Ed., K-4 Special Ed., Carey and West Cedar (?)
 - iii. We will invite new members to the early June meeting
 - b. Early June Meeting
 - i. Micky brought up the need for a possible meeting in early June to discuss direction and planning for Fall 2012 PLC's.
 - ii. It was decided that Bridgette would send out a Meeting Wizard to all members with some choices for June meeting times.
 - iii. New members and members going off will all be present at that meeting.
 - iv. PLC schedule for 2012-2013 will be discussed at the K-4, 5-8 and 9-12 levels.
- V. Motion for adjournment
 - a. Melissa Miller moved to adjourn the meeting, Micky Bahlmann seconded, motion carried. Meeting adjourned at 4:10 p.m.

Upcoming Meeting Dates

May 14
June (early)

District	\$93,696.00
Lori Block iPad PD	\$100.00
Lori Nelson iPad PD	\$60.00
Skinner iPad PD	\$50.00
Borglum iPad PD	\$80.00
Stacy Carignan RAT	\$230.00
Karen Erhardt RAT	\$200.00
Megan Slessor RAT	\$200.00
Angell RAT	\$200.00
Metcalf RAT	\$200.00
Betts RAT	\$200.00
Literacy Materials	\$218.76

Literacy Materials	\$208.14	
Boevers 1:1 Conference	\$18.40	
Survey Monkey		
Subscription	\$24.79	
TQ-PD Committee		
Stipend	\$2,400.00	
Metcalf-Jan PD		
Presenter	\$70.00	
Cowell-Jan PD		
Presenter	\$100.00	
	<u>\$4,390.09</u>	
		\$89,111.12
Building-Southeast	\$1,290.00	
Carryover		\$275.00
Metcalf-Daily 5		
Conference	\$42.92	
		\$1,522.08
Individual-Southeast	\$1,290.00	
		\$2,415.00
Title I-Guided Reading	\$121.38	
Miller-PLC Materials	\$27.50	
Graven, Metcalf,		
Goodrich PLC Materials	\$280.00	
Angell PLC Materials	\$30.26	
Angell 6+1 Traits Conf	\$321.16	
Metcalf 6+1 Traits Conf	\$224.00	
Goeke UNI Rdg Conf	\$75.00	
		\$2,625.70
Building-Carey	\$1,548.00	
Carryover		\$663.00
Erhardt-Daily 5 Conf	\$349.93	
Chesnut-Daily 5 Conf	\$45.93	
		\$1,815.14
Individual-Carey	\$1,548.00	
		\$3,262.00
Jane Cline-Instr		
Supplies from		
Conference	\$88.70	
K. Staack-ITAG	\$97.16	
Erhardt-Daily 5 Website	\$70.00	
Title I-Guided Reading	\$121.38	
Howell-PLC Materials	\$41.41	
Cline-Conf Registration	\$75.00	
Chesnut-Daily 5		
Website	\$70.00	
Erhardt-PLC materials	\$36.29	
Chesnut-PLC Materials	\$70.00	
Chesnut 6+1		
Conference	\$321.16	
Writing PLC Materials	\$90.78	
Cline, McGregor PLC		
Materials	\$60.52	
		\$3,667.60
Building-West Cedar	\$1,754.00	
Carryover		-\$1,291.00

Carignan-Connectw/ Character	\$109.00	
		\$354.00
Individual-West Cedar	\$1,754.00	
Carryover		\$1,649.00
Brockman-Website	\$69.10	
Title I-Guided Reading	\$121.38	
PLC Materials K-1	\$44.79	
Brockman-PLC Materials	\$27.50	
Carignan-Comp Toolkit	\$166.00	
2/3 Differentiation Materials	\$84.89	
Brockman-Comp Toolkit	\$166.00	
Brockman SWH Conf	\$97.16	
Daily 5 Work-Larimer, Wurth, Young, Holst, Nuss, Troyer, Betts, Meier, Brockman, Carignan	\$420.00	
Comprehension Toolkit K-3	\$1,017.00	
		\$1,189.18
Building-Shell Rock	\$1,806.00	
Carryover		-\$339.00
		\$1,467.00
Individual-Shell Rock	\$1,806.00	
		\$1,233.00
Ferguson, Johnson, Slessor-PD Materials	\$236.57	
Hurley-ITEC	\$105.00	
Title I-Guided Reading	\$121.38	
Tucker-IAHPERD Conf	\$201.60	
Ferguson-IPDP Collaboration	\$240.00	
Ferguson-Conference	\$44.43	
Slessor-IPDP Collaboration	\$240.00	
Johnson-Conference	\$54.13	
Johnson-IPDP Collaboration	\$240.00	
Bruns-Phonogram Cards	\$15.00	
Writing PLC Materials	\$90.78	
Bruns, VanKley PLC Materials	\$60.52	
Johnson SWH Conf	\$97.16	
Bruns-UNI Reading Conf	\$172.16	
		\$1,120.27
Building- 5/6	\$2,128.00	
Carryover		\$1,425.00
6th grade PD materials	\$547.47	
5th grade PD materials	\$412.47	
		\$2,596.06

Individual-5/6	\$2,128.00	
Carryover		\$2,169.00
Skinner-CAFÉ PD	\$265.00	
Skinner-Daily 5 PD	\$190.00	
6th-Super 6 Strategies	\$98.70	
Cowell-ITEC	\$200.00	
Ott/Wessel-Mastering Mechanics	\$28.78	
Wessel-Daily 5 Conf	\$48.21	
Fields-PLC Materials	\$27.50	
6th Science	\$126.00	
Bailey-PLC Materials	\$27.50	
SWH Conf-Bailey, Angell, Boevers	\$291.48	
		\$2,993.83
Building- 7/8	\$2,496.00	
Carryover		\$9,083.00
Severson-IPDP	\$400.00	
Groth-IPDP	\$400.00	
J. Staack-IPDP	\$400.00	
		\$11,579.00
Individual-7/8	\$2,496.00	
Carryover		\$8,181.00
Cooper-ITAG Conf	\$225.00	
Prescott-iPadInd Work IPDP	\$400.00	
		\$10,052.00
Building-High School	\$5,740.00	
Carryover		\$16,571.00
Tech Club	\$300.00	
WSR SoCal		
Meals/baggage	\$330.00	
iPad Workshop	\$210.00	
		\$21,471.00
Individual-High School	\$5,740.00	
Carryover		\$12,044.00
Buseman et al -SS Conference	\$700.00	
Bullying PLC-Workshop	\$1,074.00	
Math T3 Conference	\$295.80	
P. Fox-PLC work	\$200.00	
P. Fox-Multimedia Resources Workshop	\$20.00	
		\$21,251.00
Building-Greenview	\$129.00	
Carryover		\$594.00
		\$723.00
Individual-Greenview	\$129.00	
Carryover		\$623.00
		\$494.00

In attendance:

David Fox, Micky Bahlmann, Jean Clausing, Melissa Miller, Heather Boevers, Chelsie Meyer, Megan Slessor, Ken Winter, Steve Kwikkel, Jere Vyverberg, Roger Wilcox, Barb Bates.
Co-Chairs Bridgette Wagoner and Karen Erhardt

- VI. Called to order by Karen Erhardt at 3:50 p.m.
- VII. Standing Agenda Items
 - a. Approve February minutes
 - i. Moved by Barb Bates seconded by Roger Wilcox.
 - ii. Approved
- VIII. New Business
 - a. Membership Cycle
 - i. We decided that seats on the committee will be a 3 year term
 - ii. With that decision, we need a representative from Carey, West Cedar, High School, special area (P.E., Music, Art) secondary (5-12) special ed. and elementary (K-4) special ed.
 - iii. Discussion will be had with buildings regarding membership along with discussion held at WSREA
 - iv. Moved by Roger Wilcox moved by Micky Bahlmann
 - v. Approved
 - b. Curriculum Committees
 - i. Curriculum committees are being formed for next year.
 - ii. A committee for each subject is being formed
 - iii. The schedule will be to have the meetings on a half day with the intent to double up to provide one sub for the day. (i.e. Math in the mornings, Science in the afternoon of the same day)
 - iv. Bridgette went through the lists she has for each committee. Members are needed for many of them especially in the secondary areas.
 - v. One committee per person is the goal (ie, one person can't serve on all)
- IX. Old Business
 - a. High School San Diego trip
 - i. Barb Bates and Bridgette Wagoner shared about the high school's recent trip to San Diego to visit High Tech High and other project based learning high schools. A total of 6 schools were visited in 3 days in 3 days.
 - ii. Points of discussion included longer class times, the important of relationships, they used "STEM" and "Humanities" instead of math, science etc.
 - iii. High school teachers came away knowing that they can do it even better and are excited about starting the process of getting started.
 - iv. A blogspot was kept throughout the trip. Check it out at www.w-sr.socal.blogspot.com
- X. Motion for adjournment
 - a. Barb Bates moved to adjourn the meeting, Melissa Miller seconded, motion carried. Meeting adjourned at 4:32 p.m.

Upcoming Meeting Dates

April 16

May 14

Budget

Account #		
	10-11 carryover	\$59,023.00
	11-12 new allocation	\$68,987.00
		#####
	Building allocations	\$17,157.00
2011-2012 Individual allocation \$129	Individual allocations	\$17,157.00
District		\$93,696.00
	Lori Block iPad PD	\$100.00
	Lori Nelson iPad PD	\$60.00
	Skinner iPad PD	\$50.00
	Borglum iPad PD	\$80.00
	Stacy Carignan RAT	\$230.00
	Karen Erhardt RAT	\$200.00
	Megan Slessor RAT	\$200.00
	Angell RAT	\$200.00
	Metcalf RAT	\$200.00
	Betts RAT	\$200.00
	Literacy Materials	\$218.76
	Literacy Materials	\$208.14
	Boevers 1:1	
	Conference	\$18.40
	Survey Monkey	
	Subscription	\$24.79
	TQ-PD Committee	
	Stipend	\$2,400.00
	Metcalf-Jan PD	
	Presenter	\$70.00
		<u>\$4,390.09</u>
		\$89,211.12
Building-Southeast		\$1,290.00
	Carryover	\$275.00
	Metcalf-Daily 5	
	Conference	\$42.92
		\$1,522.08
Individual-Southeast		\$1,290.00
		\$2,415.00
	Title I-Guided Reading	\$121.38
	Miller-PLC Materials	\$27.50
	Graven, Metcalf,	
	Goodrich PLC Materials	\$280.00
	Angell PLC Materials	\$30.26
		\$3,245.86
Building-Carey		\$1,548.00
	Carryover	\$663.00
	Erhardt-Daily 5 Conf	\$349.93
	Chesnut-Daily 5 Conf	\$45.93
		\$1,815.14
Individual-Carey		\$1,548.00
		\$3,262.00

Jane Cline-Instr Supplies from Conference	\$88.70	
K. Staack-ITAG	\$97.16	
Erhardt-Daily 5 Website	\$70.00	
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		\$463.00
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		\$1,467.00
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Johnson-Conference	\$54.13	
Johnson-IPDP Collaboration	\$240.00	
Bruns-Phonogram Cards	\$15.00	

	Writing PLC Materials	\$90.78	
	Bruns, VanKley PLC Materials	\$60.52	
			\$1,389.59
Building-5/6		<u>\$2,128.00</u>	
	Carryover		\$1,425.00
			\$3,553.00
Individual-5/6		<u>\$2,128.00</u>	
	Carryover		\$2,169.00
	Skinner-CAFÉ PD	\$265.00	
	Skinner-Daily 5 PD	\$190.00	
	6th-Super 6 Strategies	\$98.70	
	Cowell-ITEC	\$200.00	
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	6th Science	\$126.00	
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	Carryover		\$9,083.00
	Severson-IPDP	\$400.00	
	Groth-IPDP	\$400.00	
	J. Staack-IPDP	\$400.00	
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Individual-7/8		<u>\$2,496.00</u>	
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	Cooper-ITAG Conf	\$225.00	
			\$10,452.00
Building-High School		<u>\$5,740.00</u>	
	Carryover		\$16,571.00
	Tech Club	\$300.00	
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	Math T3 Conference	\$295.80	
			\$15,714.20
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	Carryover		\$594.00
			\$723.00
Individual-Greenview		<u>\$129.00</u>	
	Carryover		\$623.00
			\$494.00

In attendance:

David Fox, Micky Bahlmann, Jean Clausing, Melissa Miller, Heather Boevers, Chelsie Meyer, Megan Slessor, Ken Winter, Steve Kwikkel, Greg Bodensteiner, Scott Giraud, Donita Dettmer from the Evaluation Committee.
Co-Chairs Bridgette Wagoner and Karen Erhardt

- I. Called to order by Karen Erhardt at 3:48 p.m.
- II. Standing Agenda Items
 - a. Approve January minutes
 - i. Moved by Melissa Miller seconded by Micky Bahlmann. Approved
 - b. Approve building-level TQ-PD requests
 - i. HS G-Squared Trip
 1. A trip is being planned to San Diego to visit High Tech High and other project based or competency based high schools March 18th-21st.
 2. Building and Individual budget money will be used to pay
 3. Micky Bahlmann moved to support the trip as long as it says within the confines of the TQ/PD budget. Megan Slessor seconded. Motion carried.
 - ii. MS PLTW Training
 1. Three teachers will be sent to South Carolina to go for more Project Lead the Way (PLTW) to enhance the STEM classes at the MS level.
 2. Estimated cost are running \$6000 for the training, not including expenses.
 3. Micky Bahlmann moved to support the PLTW training using MS individual and building budget funds. Chelsie Meyer seconded. Motion carried.
 - c. Budget review
 - i. Bridgette Wagoner will be emailing the updated budgets by the end of the week.
- III. New Business
 - a. Evaluation Committee Update
 - i. Donita Dettmer reported on the updates to the Evaluation Forms. The updated form can be found at <http://www.wsr.k12.ia.us/forms.html> under Individual Professional Development Plan
 - b. Math Curriculum Team
 - i. K-4 grade levels as well as other district wide conversations have brought up a need to have the Math Curriculum Team meet. The Math Mentors from the K-4 level will make up part of the team and other members from other levels are being sought.
 - ii. The AEA is facilitating conversations on the implementation of the math core.
 - c. Iowa Core Plan Update
 - i. July 2012 is the full implementation deadline. WSR is meeting the implementation plan through PLCs as well as other district initiatives.
 - ii. The WSR Iowa Core plan needs to be revisited to make sure that we are in compliance and to update the self-study. Members of the former Iowa Core Committee who are interested in continuing this work need to be in contact with Bridgette Wagoner. If were not formally on the Iowa Core Team and you have interest in Iowa Core alignment work, please contact Bridgette Wagoner to volunteer your services to the cause.
- IV. Old Business
 - a. PLC Updates
 - i. At the HS level, Risky Business (At-Risk) PLC is working on bringing in a speaker to address Bullying. They are also addressing how the beginning of the school year is handled.
 - ii. Elementary started their content area/Interest based PLCs. There has been a lot of excitement about the transition and can see how this work will lead into more curriculum work.
 - iii. Discussion was held on the format of the PLC time. It came to consensus that one week looks like ongoing curriculum alignment using data collection and formative assessment to enhance student learning. An opposite week time may focus more on Professional Development using SMART goals. This is the model currently employed by the K-4.
- V. Motion for adjournment
 - a. Megan Slessor moved to adjourn the meeting, Melissa Miller seconded, motion carried. Meeting adjourned at 4:38 p.m.

Upcoming Meeting Dates

March 26

April 16
May 14

In attendance:

David Fox, Micky Bahlmann, Jean Clausing, Melissa Miller, Heather Boevers, Chelsie Meyer, Jill Boerigter, Megan Slessor, Maggie Perry (Slessor's Student Teacher) Ken Winter, Roger Wilcox, Steve Kwikkel, Christie Lines, Barb Bates
Co-Chairs Bridgette Wagoner and Karen Erhardt

- VI. I. Called to order by Karen Erhardt at 3:49 p.m.
- VII. Standing Agenda Items
 - a. Approve December minutes
 - i. Moved by Barb Bates, seconded by Melissa Miller. Approved
 - b. Approve building-level TQ-PD requests
 - c. Budget review
 - i. Bates had a question about text book funding on the iPad for next year. Wagoner explained some of the technicalities with licensing books and how we can make that more economical.
 - ii. There is still money available for Apps
- VIII. New Business
 - a. K-8 PD Day debrief
 - i. There was positive feedback and things that could be worked about a little more efficiently. All in all it seemed to be a successful day.
 - ii. It was agreed that it was a good day to have conversations across grade levels and nice to have peers as presenters.
 - b. Planning for 9-12 PD Day
 - i. WSREA will be providing "treats" for that day for all the buildings.
 - ii. The morning will be presented by Wagoner concerning the state of the common core/Iowa core as well as other content area subjects. After that MS Student panels will give sessions on the best way to use the iPad in the classroom. After that workshops on everything from Infinite campus to other technology topics.
 - iii. The HS administration will be hashing out the afternoon content. HS teachers will report to the MS Media center for the wifi support to have supported iPad exploration.
 - c. Payment for presenters
 - i. Wagoner suggested that the rate that we are paying teacher presenters is insufficient.
 - ii. Bahlmann moved to pay \$30 to prepare per hour of presentation time when presenting on contract time effective January 2012. Lines seconded.
 1. Meyer noted that when you become the "in house expert" that you will be called upon even after the presentation to help out as needed on their topic, so they are being asked of time even after the presentation.
 2. The motioned carried.
 - iii. Compensation for the February day then came into question as the middle school teachers who would possibly be presenting
 1. Kwikkel advocated not to ask the MS teachers to present for the HS to keep their work day sacred. Asking for volunteers would draw in those who would then seemingly feel obligated to give up their time for the good of the group.
 2. It was suggested that the PLC time could be used as opposed to asking the MS teachers to give up their workday.
 3. Fox mentioned how much more beneficial it would be to have more of this training when the students actually have iPads.
 4. Wagoner suggested how powerful it would be to have MS students be presenters for the iPad HS roll out.
 - a. The MS teachers on the committee chimed in on how the students are really the experts on the use of the iPad in the classroom. When the teachers have questions, they are the experts. They are also the expert in all content areas, as they are asked to use them in all content areas.
 5. It was recommended that instead of asking the MS teachers to present on their work day that they are asked to present over the summer when all are off contract time and will be compensated thusly.
 - d. Middle School Open House – February 7th
 - i. Apple sent out representatives to see how we were using their technology. They were very impressed and asked the district to host an Apple Education event. Apple has not been responsive since, but the district decided we needed to continue with the planning of this open house. Wagoner commented what a positive thing it would be to have community members in that day to

see the use of the technology. Over 150 people have registered for the day including folks from the Des Moines School, Fort Dodge, Waterloo, NIACC, UNI and many others.

- ii. It was addressed that the day is supposed to be a “watch and learn” day as opposed to having teachers do a lot of presenting to the visitors.

IX. Old Business

- a. PLC Coaching Academy
 - i. Teams have been created for the academy.

X. Motion for adjournment

- a. Barb Bates moved to adjourn the meeting, Chelsie Meyer seconded, motion carried. Meeting adjourned at 4:50 p.m.

Upcoming Meeting Dates

February 27

March 26

April 16

May 14

In attendance:

David Fox, Micky Bahlmann, Jean Clausing, Melissa Miller, Heather Boevers, Chelsie Meyer, Jill Boerigter, Megan Slessor, Maggie Perry (Slessor's Student Teacher) Ken Winter, Roger Wilcox, Steve Kwikkel, Christie Lines, Barb Bates
Co-Chairs Bridgette Wagoner and Karen Erhardt

- XI. I. Called to order by Karen Erhardt at 3:49 p.m.
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 - i. Wagoner suggested that the rate that we are paying teacher presenters is insufficient.
 - ii. Bahlmann moved to pay \$30 to prepare per hour of presentation time when presenting on contract time effective January 2012. Lines seconded.
 - 1. Meyer noted that when you become the "in house expert" that you will be called upon even after the presentation to help out as needed on their topic, so they are being asked of time even after the presentation.
 - 2. The motioned carried.
 - iii. Compensation for the February day then came into question as the middle school teachers who would possibly be presenting
 - 1. Kwikkel advocated not to ask the MS teachers to present for the HS to keep their work day sacred. Asking for volunteers would draw in those who would then seemingly feel obligated to give up their time for the good of the group.
 - 2. It was suggested that the PLC time could be used as opposed to asking the MS teachers to give up their workday.
 - 3. Fox mentioned how much more beneficial it would be to have more of this training when the students actually have iPads.
 - 4. Wagoner suggested how powerful it would be to have MS students be presenters for the iPad HS roll out.
 - a. The MS teachers on the committee chimed in on how the students are really the experts on the use of the iPad in the classroom. When the teachers have questions, they are the experts. They are also the expert in all content areas, as they are asked to use them in all content areas.
 - 5. It was recommended that instead of asking the MS teachers to present on their work day that they are asked to present over the summer when all are off contract time and will be compensated thusly.
 - d. Middle School Open House – February 7th
 - i. Apple sent out representatives to see how we were using their technology. They were very impressed and asked the district to host an Apple Education event. Apple has not been responsive since, but the district decided we needed to continue with the planning of this open house. Wagoner commented what a positive thing it would be to have community members in that day to

see the use of the technology. Over 150 people have registered for the day including folks from the Des Moines School, Fort Dodge, Waterloo, NIACC, UNI and many others.

- ii. It was addressed that the day is supposed to be a “watch and learn” day as opposed to having teachers do a lot of presenting to the visitors.

XIV. Old Business

- a. PLC Coaching Academy
 - i. Teams have been created for the academy.

XV. Motion for adjournment

- a. Barb Bates moved to adjourn the meeting, Chelsie Meyer seconded, motion carried. Meeting adjourned at 4:50 p.m.

Upcoming Meeting Dates

February 27

March 26

April 16

May 14

In attendance:

David Fox, Micky Bahlmann, Jean Clausing, Melissa Miller, Chelsie Meyer, Jill Boerigter, Megan Slessor, Ken Winter, Roger Wilcox, Christie Lines, Jere Vyverberg, Barb Bates, Steve Kwikkel
Co-Chair Bridgette Wagoner

- I. Called to order by Bridgette Wagoner at 3:48 p.m.
- II. Standing Agenda Items
 - a. Approve December minutes
 - i. Barb Bates moved, and Micky Bahlmann seconded. Motion carried.
- III. New Business
 - a. January Tech PD plans
 - i. It has been presented to Bridgette the need for some technology K-12 professional development.
 - ii. Discussion of the calendar and how to use the days in the most efficient way for both the 9-12 and K-8 levels.
 - iii. Bridgette will put together a survey to see what the most agreeable schedule and logistics for the days would be to meet the needs of all parties involved.
 - iv. Roger moved and Megan seconded to compensate presenters for off contract prep time at the rate of \$20 per hour equal to half of the presentation time. Motioned carried.
 - b. Review of PLC plan to send w/ recommendations to Evaluation Committee
 - i. Christie moved and Barb seconded, to send the forms to the committee (Megan, Melissa and Micky) for revision of the PLC plan sheet and ICDP form and presentation to the TQ/PD committee in January.
- IV. Old Business
 - a. Replacement member for Laura Beery
 - i. MS teachers are being addressed to find a replacement.
 - b. PLC updates
 - i. MS is done with the book study and moving into content area work. Logistics in content area work has been a struggle due to the multiple subjects teachers facilitate.
 - ii. HS has placed different timelines on some content area groups, which has allowed for more flexibility in the ability to extent work or move on to something new.
 - iii. Elementary folks have had conversations about how to spend the time between content area groups or as a grade level group.
 - iv. Recognizing that there is a sense of urgency to get work done, timelines will continue to develop to accommodate needs of each level.
 - v. Curriculum alignment is also becoming an urgent need. Bridgette will look at ways we can be more deliberate in curriculum revision. Questions and goals will come from PLC work. A process of gathering content area representatives for half day curriculum work was discussed. The common core has changed a conversation about alignment. The alignment conversation will change into what are the gaps in instruction and assessment and how are they going to be addressed. Bridgette will begin mapping out half day meetings in a rotation to address all the content areas.
 1. Melissa suggested some of the January days be used to have some of these conversations.
- V. Motion for adjournment
 - a. Micky moved to adjourn the meeting, Roger seconded, motion carried. Meeting adjourned at 4:52 p.m.

Respectfully, Allison Rasmussen

In attendance:

Micky Bahlmann, Melissa Miller, Jill Boerigter, Megan Slessor, Greg Bodensteiner, Chelsie Meyer, David Fox.
Co-Chairs Bridgette Wagoner and Karen Erhardt

- XVI. Called to order by Karen Erhardt at 3:48 p.m.
- XVII. Standing Agenda Items
 - a. Approve amended September minutes
 - i. Moved by Karen Erhardt seconded by Micky Bahlmann, motion approved
 - b. Approve building-level TQ-PD requests
 - c. Budget review
 - i. All that has changed is individual building budgets.
- XVIII. New Business
 - a. PLC Updates
 - i. K-4
 - 1. Book study has started on a building level. Conversations were held on the building level about what is going on at the grade level meetings.
 - 2. Grade level PLC's are differentiated and self directed
 - 3. A schedule has been employed in a Grade Level/ Book Study alternating meeting.
 - ii. 5-8
 - 1. Questions have been raised that as to why the 5-8 team is reading "Breaking Ranks" instead of the PLC book. Teams are feeling left out of that PLC Study.
 - a. Rationale was given that the "Breaking Ranks" is appropriate for the development of the middle school concept.
 - b. The book has brought up a lot of anxiety about what plans are being made for the future.
 - c. Wagoner stated that this seems to be growing pains that both the K-4 level and 9-12 have been through. And as the faculty comes out of survival mode, some of these things will be becoming clear.
 - iii. 9-12
 - 1. Teachers feel like there is no time for training on infinite campus. Teachers feel a more urgent need to develop this vehicle of grade reporting and communication with parents
 - a. A "common learning" time has been put into the schedule to help with this need.
 - iv. Over all things seem to be progressing well. More effort is being requested to get the Encore teachers (Art, Music, Business, etc) together on a regular schedule.
 - b. PLC Progress (Indicators of success, communication, etc)
 - i. Success is being felt in different ways on all levels.
 - ii. The district has been approached to begin a column in the newspaper to report to the community as to how the early outs, technologies, and the great things going on in our schools. Mr. Vyverberg has volunteered to take the first column. If you would be interested in submitting a column, please contact Karen Erhardt.
 - c. CSIP Process
 - i. The CSIP committee will be coming back together to create vision statements and guiding the next steps of school improvement.
 - 1. As a draft of the vision statement has been created, Bridgette Wagoner wanted to develop a wide vetting process for the work. It will be critical to keep our community on board with the changes that need to happen to keep our teaching and learning relevant.
 - a. David Fox proposed the advisory committees for At Risk and CTE to be a good place to vet through the parent contingency.
 - d. Need for PD days next year
 - i. A K-12 understanding of technology usage would be advantageous. A day or two of K-12 PD will be considered for next year.
 - ii. Committee members have been asked to discuss with their colleagues about modifying the PD/Work days in January and February.
- XIX. Old Business
 - a. PLC Coaching Academy
 - i. The costing of the coaching academy would come out to \$10,000 per team of 5 members. WSR would need at minimum three teams.
 - ii. Some of the content would not be relevant to us where we are currently.

- iii. The consensus of the conversation was that the money could be spent more efficiently.
 - b. iTunes cards
 - i. The money is there. If you would like to exercise that option, please contact your building principal to explore.
- XX. Motion for adjournment
 - a. Megan Slessor moved to adjourn the meeting, Micky Bahlmann seconded, motion carried. Meeting adjourned at 4:45 p.m.

Respectfully-
Allison Rasmussen

Upcoming Meeting Dates

November 21
December 19
January 16
February 27
March 26
April 16
May 1

Waverly-Shell Rock Community School District
W-SR TQ-PD Committee
Monday, October 24, 2011 3:45
MS Media Center Classroom

Agenda Items:

Standing Agenda Items

Approve September minutes

Approve TQ-PD building requests
None

Budget review

New Business

PLC Updates from K-4, 5-8, and 9-12

PLC Progress (Indicators of success, communication, etc)

CSIP Process

Need for PD days next year

Old Business

PLC Coaching Academy

Upcoming Meeting Dates (Proposed changes)

November 21

December 19

January 16

February 27*

March 26*

April 16

May 14

TQ/PD September 19, 2011 WSR MS Media Center

In attendance:

David Fox, Micky Bahlmann, Jean Clausing, Jill Boerigter, Megan Slessor, Ken Winter, Steve Kwikkel, Christie Lines, Greg Bodensteiner, Melissa Miller, Barb Bates
Co-Chairs Bridgette Wagoner and Karen Erhardt

- VI. I. Called to order by Karen Erhardt at 3:45 p.m.
- VII. Standing Agenda Items
 - a. Approve August minutes
 - i. Moved by Ken Winter seconded by Karen Erhardt. Motion approved.
 - b. Approve building-level TQ-PD requests
 - i. HS Bullying and Prevention Conference
 - 1. HS and Greenview proposed going to this conference to support their PLC Work
 - 2. Micky Bahlmann moved and Christi Lines seconded to approve. Motion carried.
 - c. Budget review/allocations
 - i. TQ/PD
 - 1. 11-12 New Allocation \$68,987.00
 - 2. \$129/ teacher as an individual
 - 3. \$129/ teacher in the building budget as well.
 - ii. Iowa Core
 - 1. \$29,311.00 11-12 new allocation
 - a. Infinite campus training \$1,920.00
 - b. Teachers having need to purchase apps
 - i. \$15/ teacher to support curriculum work
 - ii. Teachers can use this money to “try out” apps they may want their students to have or as a teacher resource.
 - iii. Contact your administrator if you have questions about the flow chart for student implementation.
- VIII. New Business
 - a. PLC updates
 - i. K-4
 - 1. Kindergarten is developing Literacy and Reading assessment and alignment.
 - 2. 1-4 grades have been trained with BRI (Beginning Reading Inventory) and using that data as a baseline. They also are working on consistent summative assessment.
 - 3. In October, K-4 buildings will be doing a book study on *Professional Learning Communities at Work*
 - ii. 5-8
 - 1. Teachers have been exploring the different ways to use the new technology in the building
 - 2. They will begin the book study soon as well.
 - iii. 9-12
 - 1. PLCs starting at the HS include: the list below **
 - 2. These PLC’s will last to the end of the semester and re-evaluate from there.
 - 3. There was conversation on how helpful the book study was to help demystify the PLC process.
 - 4. Steve Kwikkel asked how much administrative interaction was needed. Ken Winters shared that the groups were very autonomous. Bridgette Wagoner shared that she gets high traffic of email on Wednesday afternoon that signifies the need for administrative assistance.

- iv. Universal struggles include figuring out formative and summative assessments to the measure of the effectiveness of the PLC's.
 - b. PLC Coaching Academy
 - i. AEA 267 is co-sponsoring a coaching academy with the people from Solution Tree.
 - 1. Dates are in January, May and August.
 - 2. Webinar is September 28th at 4:00 to answer any questions of the AEA.
 - c. Site Visit Follow Up Plan
 - i. Mr. Vyverberg has put together a student advisory committee
 - ii. Bridgette Wagoner will be creating a continuum of urgency for action now that the school year is underway.
- IX. Old Business
- a. Meeting Dates – see below
 - b. There is a likely hood that AEA 267 employees will be joining the WSR staff and we should keep that in mind when making plans for the coaching academy and plans for next year.
- X. Motion for adjournment
- a. Barb Bates moved to adjourn the meeting, Megan Slessor seconded, motion carried. Meeting adjourned at 4:42p.m.

Next Meeting Dates: (*changed from the original schedule)

*October 24
 November 21
 December 19
 January 16
 *February 27
 *March 12
 April 16
 May 14

**Professional Learning Communities - High School 2011-12

Infinite “Labyrinth”

Peggy Hanfelt, John Atkinson, Doug Nichols, Ashley Petersen

Meeting in room 201

Goal(s):

Utilizing Infinite Campus for basic procedures

Advanced Utilization

Improving student achievement learning with Infinite Campus

Help improve communication.

Duration: 8 weeks

3 weeks basic information

3 weeks advanced features

2 weeks for student learning

Risky Business 1 & 2

RB 1: Michelle Byers, Rick Caldwell, Barb Davis

RB 2: Casey Chaplin, Wende Dawson, Rick Ruebel

Meeting in the Guidance Conference Rm

Goal(s):

Provide additional support to at-risk students at the HS

Learn how to use the Infinite Campus to document, support, and communicate at-risk students' needs and progress.

Duration: Yearlong/indefinite.

Technology in the Foreign Language Classroom

Michelle Kappmeyer, Mike Schlumbohm, Judith Strotman

Meeting in the Foreign Language Rms

Goal(s):

Effective use of online translation and/or dictionaries

On-line voice recording (evaluation)

Duration: 8 weeks

Co-Teaching

Linda Fabbro, Lisa Phyfe, Deb Wadding, Renee Borglum, Kim Ross

Meeting in Room 105A

Goal(s):

Collaborate on student concerns/plans

Working with the same groups of students so we can create/discuss discipline/work policies

Blending learning with Physical Science and Special Education.

Duration: 1st Quarter

G² (Global Generation)

Chuck Steckelberg, Barb Bates, Ashley Petersen, (Bridgette Wagoner, David Fox) – possible outside of district? Business/career adults?

Meet in Barb or Chuck's offices, collaborate on-line, site visits, distance discussions via skype.

Goal(s)

To research/develop understanding of G² program in place in Muscatine, IA

To develop/create a G² program for WSR.

Duration: This initially would easily take the 1st semester – can be a long term project.

Social Studies Department

Chuck Buseman, Bill Cook, Keith Halverson, Rick Snyder.

Meet in the Social Studies wing.

Goal(s):

Guaranteed curriculum for Government, U.S. History

Define curriculum for Current Events class.

Duration: Easily 1st semester or could be all year.

Substance Abuse

Chris Wardlow, Becky Diani (Juvenile Crt Serv.), Ross Long (WPD)

Meet in varieties of places depending upon the situation. Attempt to meet via phone as well.

Goal(s):

To gain knowledge and information regarding why certain groups of youth abuse drugs and alcohol

Intend to identify which youth are prone to this behavior and successful interventions that have been used in other communities/schools.

Duration: 1st semester – research other communities' approach

2nd semester – start to implement plan

Business

Carol Meyers, Scott Giraud, Ken Burrow, Josh Youngman (student teacher)

Meet in Room 114 or 118

Goal(s):

Develop new course CTE/Perkins strands to fit requirements.

Research Perkins curriculum requirements for technology strands & standards/benchmarks for these courses

Can we meet these standards with our current content knowledge, if not, how do we address this.

Formative assessment – how will students demonstrate competency.

Duration: One semester

STEMies

Dave Arns, Jason Reyerson, Jeff Orvis, Bryan Benham

Meet in Room 131

Goal(s):

Coordinate Science, Math, Technology, and Engineering concepts

Develop common vocabulary

Investigate new techniques and best practice

Duration: School year.

E2T2 Technology Contractors, Inc.

Paul Mugan, Amy Chopard, Jerry Adelmund, Dave Carlson

Meet in the Library/Media Center

Goal(s):

Focus on "HOTS". Increasing technology use among the faculty.

Duration: Full year.

21st Century Employability Skills Development

Brad Smith, Whitney Thompson, Pam Turner, Karen Colvin, Ellen Crayne

Meet in the ICN Room.

Goal(s):

Develop a 21st Century Employability Rubric measuring baseline employability skills to be piloted with select students in order to begin monitoring future growth.

Duration: First 8 weeks and re-evaluate and determine if we continue.

WSR Athletic Activities

Dave Litterer – assistance with Ken Winter, Dave Fox, Chris Wardlow

Meet in various places – probably office – otherwise on own.

Goal(s):

What can I bring back to WSR that will benefit our programs and all they represent.

Do so my meeting with community and business leaders and other schools in our area and their athletic departments.

Duration: One year at a time. Implement new ideas within the 1st year and branch out from there. Re-evaluate bi-annually.

High School Music

Lori Nelson, Thad Wilkins, Jim Vowels, Eric Stover

Meet in the Music Area

Goal(s):

- Improving our rehearsal techniques and student-on-task behavior.
- We will be videotaping and observing each other's rehearsals and discussing them during PLC time.
- Video one member of the department per week and then watch and discuss their video that week during PLC time.

Duration: First 8 weeks to start.

W-SR TQ-PD Committee
Monday, September 19, 2011
MS Media Center Classroom

Agenda Items:

Standing Agenda Items

Approve August minutes

Approve TQ-PD building requests
HS Bullying Prevention Conference (Ken)

Budget allocations

New Business

PLC Updates from K-4, 5-8, and 9-12

PLC Coaching Academy

Site Visit Follow Up Plan

Old Business

Upcoming Meeting Dates (Proposed changes)

October 24*
November 21
December 19
January 16
February 27*
March 26*
April 16
May 14

In attendance:

David Fox, Micky Bahlmann, Jean Clausing, Marsha Koenig, Chelsie Meyer, Jill Boerigter, Megan Slessor, Steve Kwikkel, Christie Lines, Barb Bates

Co-Chairs Bridgette Wagoner and Karen Erhardt

XI. I. Called to order by Karen Erhardt at 3:50 p.m.

XII. Standing Agenda Items

- a. Approve December minutes
 - i. Moved by Marsha Koenig; seconded by David Fox- Motion Carried
- b. Approve building-level TQ-PD requests
 - i. Science Writing Heuristic (SWH)
 1. There was discussion about the future of SWH in the future of our district as a whole.
 2. There was concern that our role in granting money was turning into a Phase III style. It was discussed that we needed to re-evaluate the vetting process for funding.
 3. Wagoner voiced interest in asking teachers involved about using individual, building or Iowa Core to help supplement the funding.
 4. Micky Bahlmann moved accepting the SWH proposal and paying it with Iowa Core money in the spirit of Characteristics of effective instruction. The motion was seconded by Megan Slessor. The motion was ruled out of order to check on the oversight of this committee of the Iowa Core money.
 - ii. iPad Summer Course work
 1. Michelle Cowell brought her proposal back to the committee with estimated dollar amounts.
 - a. Discussion evolved about the urgency of need for training when the dollar amount was established
 - b. There was a possibility of taping some building money to give more training to the 5-8 to train on the 1:1 needs.
 - c. There was concern over the payment of AEA employees as they do not fall under out PD umbrella.
 - d. It was moved by Chelsie Meier via the chair, that we modify the iPad PD proposal to have all teachers invited to the 1st day of content paid out of district PD funds and offer an additional day to be paid for out of the combined JH and Irving budget for the 5-8 for 1:1 concentrated content. Seconded by Micky Bahlmann. Motioned carried.
- c. Budget review
 - i. The chairs proposed collecting the unspent balances and reallocating in a more efficient way in light of our change from district wide professional development to PLCs. There was no vote at this time as there was no specific proposal made. The chairs will bring 2-3 different options based on state funding. If the state has not ruled their budget by that time, this action will be tabled until the fall.

XIII. New Business

- a. PLC structure/content/forms
 - i. High school has vetted a possible PLC plan and accountability possibility. Changes include:
 1. allow for group IPDPs
 2. expand the district goals: collaboration and alignment will be added
 3. expand the definition of student data past standardized tests
 - ii. It was decided to continue work on the draft of the form and have a combination form vetted through this committee and evaluation committee
- b. Role of IPDP in relationship to PLCs
- c. Site Visit feedback overview
 - i. Bridgette Wagoner reflected on the comments by the site visit team:

1. People are read to move
 2. There are really good structures in place
 3. Communication around processes need to be more transparent
 4. Everyone is looking forward to PLC's, especially the non-core folks
 5. Overall, we have a high quality teaching staff and there is a significant respect for our teachers.
- d. Budgets for next year
- XIV. Old Business
- a. District-wide iPad PD-Michelle Cowell (revised)
 - i. See II.b.
- XV. For the good of the group
- a. New members are needed to replace Marsha Koenig and Laura Beery
 - i. Melissa Miller as been appointed by Southeast
 - b. Meeting was set to review site visit report: June 8th at 9:00 a.m.
- XVI. Motion for adjournment
- a. Chelsie Meier moved to adjourn the meeting, Barb Bates seconded, motion carried. Meeting adjourned at 5:00 p.m.

In attendance:

David Fox, Micky Bahlmann, Jean Clausing, Marsha Koenig, Laura Beery, Chelsie Meyer, Jill Boerigter, Megan Slessor, Ken Winter, Roger Wilcox, Steve Kwikkel, Christie Lines, Barb Bates, Alyssa Rakotoarivelo (student teacher to Jean Clausing)
Co-Chairs Bridgette Wagoner and Karen Erhardt

- XXI. I. Called to order by Karen Erhardt at 3:50 p.m.
- XXII. Standing Agenda Items
 - a. Approve February minutes
 - i. Tabled to March
 - b. Approve building-level TQ-PD requests
 - i. K-4 Leadership team is requesting the book Building a Professional Learning Community at Work at a total of \$390.00 plus shipping
 - 1. Barb Bates moved to accept the proposal, seconded by Chelsie Meyer. Motioned carried.
 - ii. HS Building proposal for a HS Technology seminar once a month facilitated by Amy Chopard. Teachers will be reimbursed \$20 per hour and Amy will be compensated for her time.
 - 1. Micky Bahlmann moved and Marsha Koenig seconded to accept the HS Building plan. Motion carried.
 - c. Budget review
 - i. Budget documentation was available through Google.docs
 - ii. Discussion was held on the re-evaluation of the distribution of funds on the district and building level. Nothing was decided at this time.
- XXIII. New Business
 - a. PLC discussion/FAQ debrief
 - i. Chair Erhardt complimented the questions asked by the body at large. The answers have been made available through an email.
 - ii. It was agreed that the support of the School board has been appreciated.
 - iii. It was discussed that the next round of questions is how the teams will be made up, how scheduled time will be utilized to its fullest capacity, and how the groups have two roles; one of PLC work and one for a more individualized Professional Development opportunities.
 - b. Site Visit Information
 - i. The site visit is scheduled for April 12-13 (Tuesday and Wednesday)
 - ii. Representatives will be called on to answer questions. Questions will be made available to those people who have been asked to be in on the interview process.
 - c. New member for 11-12, Scott Giraud
 - i. John Atkinson has been appointed to the technology committee and will be resigning from the TQ/PD committee
 - ii. Scott Giraud has been asked to join in his place
- XXIV. Old Business
 - a. Review plan for Tech Unconference
 - i. Bridget Wagoner has a list of options for the next Unconference
 - ii. More emphasis will be placed on technology for the improvement of instruction as opposed to technology for technology sake
 - iii. More basic, entry level technology options will be addressed as well.
- XXV. Motion for adjournment
 - a. Barb Bates moved to adjourn the meeting, Roger Wilcox seconded. Motion carried. Meeting adjourned at 4:35 p.m.

Next meeting has been changed to April 6, 2011 due to the site visit.

In attendance:

David Fox, Micky Bahlmann, Jean Clausing, Marsha Koenig, Laura Beery, Chelsie Meyer, Jill Boerigter, Megan Slessor, Ken Winter, Roger Wilcox, Steve Kwikkel, Christie Lines
Co-Chairs Bridgette Wagoner and Karen Erhardt

- I. Called to order by Karen Erhardt at 3:47 p.m.
- II. Approve November Minutes
 - a. Moved by Megan Slessor seconded by Micky Bahlmann, approved
- III. Approve building –level TQ-PD requests
 - a. David Fox moved to approve plans for Carey and Shell Rock, Seconded by Roger Wilcox. Motioned carried.
- IV. Budget Review
 - a. 2009-10 TQ-ICC Available Balance - \$67,969
 - b. Discussion was started about possibly re-allocating larger building balances to other places after the new year.
- V. New Business
 - a. Review from December PD day
 - i. 100 responses from the survey on the day
 - ii. 76.0% felt the goal of the day- “to set the stage for meaningful technology integration.” was met well or very well covered.
 - iii. 75.0% felt the goal of “introducing nine different tech tools” was met well or very well
 - iv. 80.8% felt the goal of “providing enough information for participants to choose a tech tool and dig in for the last hour.” was met well or very well.
 - v. 78.6% felt the goal of “time to explore, register, play, etc with a selected tech too with the support of a teacher who is using it” was met well or very well.
 - vi. Reminder that the time obligation for ½ day PD days is till 4:00 p.m.
 - vii. Changes to the format of the day for the next un-conference were discussed.
 1. Front-loading more of the intent of the technology
 2. Taking PLC time after the “play” session to look at application of the technology pieces into their own classrooms
 - b. Review Plans for January PD day(s)
 - i. Steve Kwikkel moved to appoint a subcommittee to plan/deliver the January professional development time from the Summer PLC committee. Roger Wilcox seconded. Motioned carried
 - ii. January 17 the K-4 will be in the morning, 5-8 in the afternoon
 - iii. January 31 time frame will be determined and content guided by the HS leadership team
- VI. Old Business
 - a. Revisit organizational structure of committees
 - i. The need for structure to our committee systems, including purpose statements, roles and responsibilities, norms, a rotation system and a reporting system back to the TQ/PD committee was discussed.
 - ii. David Fox moved to create K-4, 5-8, 9-12 collaborative leadership teams that would be guided by the TQ/PD committee to form a means of two-way conversation about PLCs and Professional Development. Seconded by Micky Bahlmann. Motion was carried
 - iii. Names were presented by the WSREA to help fill the vacant positions on the committees and the chairs were requested to ask the folks on the list to join the leadership teams.
 1. Leadership teams need to go over a structure of how the PLC layout will work and recommend options of said structure.
- VII. Motion for adjournment
 - a. Mickey Bahlmann moved to adjourn the meeting, Megan Slessor seconded, motion carried. Meeting adjourned at 4:58 p.m.

Upcoming Meeting Dates

1/12 2/9 3/9 4/13 5/1

In attendance:

David Fox, Micky Bahlmann, Jean Clausing, Marsha Koenig, Laura Beery, Chelsie Meyer, Jill Boerigter, Megan Slessor, Ken Winter, Roger Wilcox, Barb Bates, Steve Kwikkel, Christie Lines
Co-Chairs Bridgette Wagoner and Karen Erhardt

- I. Called to Order by Chair Erhardt at 3:47 p.m
- II. Approve October minutes
 - a. Moved by Micky Bahlmann Second, Christie Lines; Approved
- III. Reports on formative assessment training
 - a. Karen Erhardt reported that it was an intense two days; reflection and process time has been helpful
 - b. Jill Boerigter added that the AEA is offering a class on formative assessment on literacy. She and Laarni Jamison are attending currently
 - c. Micky Bahlmann discussed the importance of student data when it comes to the PLC content.
 - d. Megan Slessor commented on how effective the training was to bring back for grade level data processing as well.
 - e. Bridgette Wagoner reported the K-6 math assessment team has met and has used the information to start planning a mid-year math assessment. She complimented the district in their understanding of Reading assessment and see this as a place that we can implement the formative piece effectively here as we already have success in this arena
 - f. Materials presented at the conference explained how to create formative assessments as well as the advantages of flexible due dates for course work. Good discussions on modifications to the current system were discussed.
 - g. The report from the conference inspired conversation on ways that our current system does not inspire reflective learning from our students and how we are compensating for that in our classrooms currently.
- IV. Review draft district committees
 - a. The PLC committee, ICC committee and CAT committee are being redistributed to K-4, 5-8, 9-12 collaborative leadership teams.
 - b. Jill Boerigter commented on the need to bring in fresh voices to the process and give leave to folks who have been on the committee circuit for awhile.
 - c. Bridgette Wagoner responded that change of this magnitude needs to come from the grass-roots level.
 - d. Roger Wilcox suggested that WSREA be asked to generate a list of possible
 - e. Chelsea Meier moved to ask if WSREA would consider becoming a recommending body for the membership of the technology committee, and the three collaborative leadership committees. Seconded by Roger Wilcox. Motion carried. Karen Erhardt was asked to bring this request to the WSREA executive board.
 - f. Creating a timeline for cycling people on and off committees was tabled until next meeting.
- V. December 1st PD Agenda
 - a. WSR Technology Unconference: Ideas Worth Sharing
 - b. The day will be very grass-roots and hands on
 - c. Recommendations of presenters were given as possible back-up facilitators
 - d. Details of the day were discussed and addressed
 - e. There will be a second day in the spring.
- VI. For the good of the Group
 - a. The Funding for the Schmoker day was questioned. Karen Erhardt has asked Denny and he has said it would not be funded through TQ/PD.
- VII. Next meeting – December 8th – 3:45-5:00 p.m. HS FCS Room
- VIII. Adjournment
 - a. Moved by Micky Bahlmann, seconded by Roger Wilcox, motion carried. Meeting adjourned at 5:02 p.m.

Respectfully- Allison Rasmussen

Upcoming Meeting Dates: 1/12, 2/9, 3/9, 4/13, 5/11

In attendance:

David Fox, Mickey Bahlmann, Jean Clausing, Marsha Koenig, John Atkinson, Chelsie Meier, Jill Boerigter, Megan Slessor, Jenna Brattrud, Ken Winter, Greg Bodensteiner, Roger Wilcox, Barb Bates, Jere Vyverberg, Allison Rasmussen, Steve Kwikkel, Christie Lines, Co-Chairs Bridgette Wagoner and Karen Erhardt

1. Meeting called to order at 3:48 p.m. by Karen Erhardt
2. Bates moved, Koenig seconded to approve September Minutes. Motioned carried.
3. Wagoner presented work from the PLC Committee
 - a. Presented Guiding Principles and KASAB chart
 - b. Bates explained where some of the ideas and concepts came from
 - c. Wagoner added this was a rough draft/collective brainstorming which can start the focus of our work so we can begin to see if we are making collective and individual progress
 - d. This draft will be revised with input from the TQ/PD team and the PLC team
4. Formative Assessment Training- October 11-12 in Minneapolis, MN
 - a. Megan Slessor, Karen Erhardt, Emilee Metcalf, Stacy Carignan, Travis Angell, Chelsie Meyer, Sue Ramthun, Lisa Phyfe and Jeff Orvis will be in attendance as faculty members. Micky Bahlmann, Ken Winter, Steve Kwikkel, Christie Lines and Bridgette Wagoner will be representing the administration
 - b. The TQ/PD committee opted to only send one team to the Minneapolis training as opposed to the two previously proposed
5. Professional Development Themes for 2010
 - a. Technology Integration
 - i. Introduce different instructional tools
 - ii. Time to try things
 - iii. Support from colleagues
 - b. Collaboration Time
 - i. Understanding of PLCs
 - ii. Helping teacher understand the importance and build the structure from within
6. Proposed Planned Activities for the Professional Development for 2010
 - a. Oct.20 – Building Agendas
 - i. 5-8 Transition work
 - ii. 9-12 Systemic barriers and J-term planning
 - iii. K-4 Building PLC common ground
 - b. Dec. 1- Technology Unconference
 - i. Using local “experts” for a hands on technology experience
 - ii. TED meeting format (<http://www.ted.com/>)
 - c. Jan 17 and 31- PLC about PLCs and Skype with PLC teams in other districts
 - i. Essential Questions: What does my PLC look like, sound like, feel like
 - d. March 2 – PLC about PLC, Part 2
 - e. April 20 – Technology Unconference
 - f. May 4 – Building Agendas
 - g. A motion for approval of the calendar was made by Wilcox and seconded by Bates. Motioned Carried.
7. District committee structure and membership
 - a. The current committee structure includes
 - i. TQ/PD
 - ii. PLC
 - iii. ICC
 - iv. Building Common Assessments
 - v. Technology
 - b. Wilcox moved and Bahlmann seconded to ask the Building Common Assessment committee to create a draft of a reconstructed committee structure and personnel make-up while in Minneapolis to be presented back to the TQ/PD committee for discussion and approval. The motioned carried.
8. Next Meeting- November 17th – 3:45-5:00p.m. HS FCS Room
9. Adjournment

- a. Moved by Wilcox, seconded by Bahlmann, motion carried. Meeting adjourned at 4:57 p.m.

Respectfully- Allison Rasmussen

TQ/PD September 8, 2010

WSR HS FCS Room

In attendance:

David Fox, Mickey Bahlmann, Jean Clausing, Marsha Koenig, John Atkinson, Laura Beery, Chelsie Meier, Jill Boerigter, Megan Slessor and Jenna Brattrud, Ken Winter, Greg Bodensteiner, Roger Wilcox, Barb Bates, Steve Kwikkel, Christie Lines
Co-Chairs Bridgette Wagoner and Karen Erhardt

10. Solution Tree PLC Training

- a. Report on August training
 - i. Attendees- David Fox, Roger Wilcox, Barb Bates, Karen Erhardt, Bridgette Wagoner, Allison Rasmussen, Steve Kwikkel
 - 1. Reported the training was valid. Emphasis was placed on Common formative assessments to improve delivery and student learning.
 - 2. Teaching the intended curriculum and collaboration to improve student learning was addressed.
 - 3. The focus has changed from teacher delivery to student learning; from intent of delivery to what the students actually get.
 - 4. We have an untapped expertise when we work in isolation.
 - 5. Differentiation for adults and students is important to continue on the path of valid professional development.
 - 6. The one question posed was “Do we have the system will to make this collaboration happen?”
 - ii. Consider October training – “Come with a team, leave with a Plan”
 - i. After the August session, the Learning Tree team discussed what needs to happen next.
 - 1. Formative Assessment – Oct 11-12
 - 2. Building Collaborative Teams – Oct 13-14
 - ii. Learning Tree has 2 day workshops in Minneapolis on these two areas
 - 1. People have been asked with a more equal sampling throughout the district
 - 2. Make up will be solidified after budget arranging

11. September 17th Professional Development Day

- a. Denver, Cedar Falls, Janesville and Tripoli will be joining us
- b. Itinerary Overview
 - i. An 8:00 session with leadership teams is available to each district
 - ii. 9:00 a.m.- Schmoker will be speaking on using student data in a collaborative setting
 - iii. Content or Grade alike processing of the speaker
 - iv. District time will follow
 - 1. Facilitators will be on hand to help with both break out sessions
 - v. An email will be delivered Friday to explain to all staff

12. 2010-2011 PD Schedule

- a. Wagoner suggested that we wait for the feed back from the September 17th day to make any more decisions on the calendar for 2010-11
- b. Committee discussed using the October 20th day be a time to bring all of the pieces of what we have been working to connect the district goals. Where were we- Where are we now- Where are we going.

13. 2010-2011 PD budget

- a. Discussion was held on potential reshuffling of carry-over funds.
- b. Bahlmann moved and Meier seconded, to have Wagoner look at the budget and take it to the administrative team to make plans and arrangements with the current budget to bring back to the committee for discussion and vote.

14. District Teams
 - a. ICC- TQ/PD- and PLC team seem to be doing some of the same work
 - i. Please think between now and next meetings as to how all of these teams work together
 - b. PLC team meets September 20, 2010
15. Next Meeting- October 6th – 3:45-5:00p.m. HS FCS Room
16. Adjournment
 - a. Moved by Bahlmann, seconded by Atkins, motion carried. Meeting adjourned at 4:53 p.m.

Respectfully- Allison Rasmussen

W-SR 2010-11 PD Tentative Planning Guide

Available Date/Time	Planned Activity
August 19-23: Full Day	Workshop Days
	Possible ICC Overview Presentation/ PLC Report
Sept. 17: Full Day (8:00-4:00)	<p>a.m. - Speaker Schmoker on using student data in a collaborative setting (Denver and Cedar Falls joins us)</p> <p>p.m. – follow-up</p>
Oct. 20: Early Dismissal (1:15-4:00)	Characteristics of Effective Instruction and breaking into groups K-4, 5-8, and 9-12.
Nov. 4: Early Dismissal	P-T Conferences
Dec. 1 Early Dismissal (1:15-4:00)	Building Meetings
Jan. 17: PD for K-6 Staff Work time for 7-12 Staff	
Jan. 31: PD for 7-12 Staff Work time for K-6 Staff	
Feb. 11: Early Dismissal	P-T Conferences
March 2: Early Dismissal (1:15-4:00)	
April 20: Early Dismissal (1:15-4:00)	Building Discussions: ??
May 4: Early	

Dismissal (1:15-4:00)	
Total PD Hours for 2010-11 (excluding workshop/conference days) 31 Hours	

Teacher Quality/ Professional Development Committee Meeting 3:45 p.m., May 12, 2010

Members present: Jim Janssen, Karen Ernhardt, Jill Boerigter, Allison Rasmussen, Pat Wehr, Ken Winter, Laura Beery, Barb Bates, Marsha Koenig, Steve Kwikkel, Micky Bahlman, Megan Slessor, Jean Clausing, Christi Lines and Roger Wilcox; Guest – Bridgette Wagoner, Curriculum Director starting 2010-11 school year

- I. Bridgette Wagoner was introduced by Jim
- II. Welcome by Karen.
- II. Laura moved and Ken seconded that the minutes be approved as emailed. Motion carried.
- III. W-SR Budget Status Report was presented.
- IV. Moved by Roger and seconded by Allison that the following monetary allocations be approved:
 - ✚ Professional Learning Community (PLC): Training for seven teachers and four administrators for three days in Minneapolis this summer (ICC and one time federal funds)
 - ✚ Summer curriculum alignment work: six high school teachers (District's ICC funds)
 - ✚ MicroSoft Settlement: Training for Carey, Shell Rock, and West Cedar Schools (ICC Implementation money)
 - ✚ Payment of TQ-PD members: twelve teachers (District's TQ funds)
 - ✚ Project Lead the Way – (Federal Funds)The motions carried.
- V. Professional Development meetings for August workshop, September 17, October 20 and December 1 were tentatively planned. (See Planning Guide attachment) Comprehensive musicianship will meet when time is available.
- VI. Departing members were thanked. Replacements on next year's committee: Bridgette Wagoner for Jim, Chelsie Meyer for Pat, and Allison will take over as secretary.

Micky moved and Megan seconded that the meeting be adjourned. Motion carried.

The meeting adjourned at 4:58

Next meeting: Probably in August sometime

Respectfully submitted one last time,
Pat Wehr
Secretary

Teacher Quality/ Professional Development Committee Meeting 3:45 p.m., April 7, 2010

Members present: Jim Janssen, Karen Ernhardt, Allison Rasmussen, Pat Wehr, Ken Winter, Laura Beery, Barb Bates, Marsha Koenig, Steve Kwikkel, Micky Bahlman, Megan Slessor, Roger Wilcox, Greg Bodensteiner, Christi Lines, and Jean Clausing; Guest - Chelsie Meyer (Pat Wehr's replacement for the next school year)

- I. Welcome by Karen.
- III. Micky moved and Allison seconded that the minutes be approved as emailed. Motion carried.
- III. Budget updates were reviewed. Marsha moved and Allison seconded that the up-dates be approved. Motion carried.
- IV. Denny received word that one time Federal Funds are available which can be used before the district's market factor fund is tapped.
- V. CSIP long range and short range goals were reviewed. After much discussion, it was recommended that goals for 2010 be based on the highest percentage of proficient students over a two year period for each goal. Micky moved and Allison seconded that the recommendation be approved. Motion carried.
- VI. Long range goal areas were discussed. Moved by Roger and seconded by Barb that the first six goals (reading, math, science, social studies, technology and 21st century skills) be used for long term goal areas.
- VII. A Collaborative Task Force with members from TQ-PD and ICC Leadership Committees was considered. Leadership meetings and the best timing were deliberated. Volunteers include Roger, Allison, and Steve from the TQ-PD committee.
- VII. April 14th in-service will be presented by ICC members.
- VIII. New business: K-12 music staff would appreciate more time for comprehensive musicianship next year.

The meeting adjourned at 5:03
Next meeting: Wednesday May 12.

Respectfully submitted,
Pat Wehr
Secretary

W-SR'S TEACHER QUALITY/PROFESSIONAL DEVELOPMENT COMMITTEE
Wednesday, February 17, 2010

Members present: Jim Janssen, Karen Erhardt, Roger Wilcox, Micky Bahlmann, Allison Rasmussen, David Fox, Steve Kwikkel, Greg Bodensteiner, Marsha Koenig, Barb Bates, Megan Slessor, Jean Clausing, Laura Beery and Christie Lines

1. Welcome was given by Karen Erhardt.
2. Minutes from January meeting as emailed were approved as emailed. The 2009-10 Budget was presented. Extra funds will continue to be carried over to next year. Discussion was held on what would be ways we could creatively spend PD funds while meeting the needs of the district. It was moved by Christie Lines and seconded by Marsha Koenig to accept the budget update. Motion carried

A request was made for Market Factor funds by the Junior High Industrial Arts Department. The committee oversees these funds but they are at the digression of the school board so no action was taken. There is \$16,800 left in this fund.

A consistent interpretation of the "October 15 consideration" date for PD plans was discussed. It was decided that all IPDPs submitted before October 15th would be put in the same pool for consideration. Any IPDP submitted after October 15th would be recommend for payment on a first come first serve basis. It was discussed that a reminder about the April 30th deadline for the submission of the IPDP, and perhaps a reminder of this should come from the committee as well. Action will be taken on this topic at the next meeting as the IPDP form will be revised to reflect the understanding of the October 15th date.

3. Progress Reports were presented by Jim Janssen. Questions generated from February 1 small group discussions were directed to the ICC committee to decide how the answers to said questions would be dispersed. There were many positive comments from the group discussion format on February 1st.

The CSIP Committee has met only two times due to weather. They will be getting closer to writing goals at the next meeting and will be very close to having them done by March 11th though they may not be passed by the board yet at that time.

The ICC Leadership Committee will be meeting on Monday February 22nd at which time they will be evaluating which of the 28 actions will be the focus of the beginning of the Implementation plan. As this plan becomes clearer, it is probable the ICC team will be in need of some professional development time next year.

4. Plans for March 11 PD Planning Session were discussed. We will be meeting from 8:30-11:30 on the Wartburg College Campus. Potential Long Range Goal Areas will be addressed including the potential CSIP goals as well as goals to include the specialty areas. Though they CSIP goals will not have been passed by the school board at that time, we will be going forth in good faith that they will be passed.
5. Upcoming Dates for Professional Development for 2009-10 include March 3rd which will be used as building and Comprehensive Musicianship time; April 30th will be used for building

level plans and Comprehensive Musicianship; And May 5th will be used for writing building level goals.

The next TQ/PD committee meeting is March 11th at 8:30 on the Wartburg campus. The last two meetings for the year will be April 7th and May 12th.

Micky Bahlmann moved to adjourn the meeting. It was seconded by Laura Beery and passed the committee. Meeting was adjourned at 4:35 p.m.

Respectfully submitted,
Allison Rasmussen

Teacher Quality/ Professional Development Committee Meeting
3:45 p.m., January 13, 2010

Members present: Jim Janssen, Karen Ernhardt, Allison Rasmussen, Jill Boerigter, Pat Wehr, John Atkinson, Ken Winter, David Fox, Linda Beery, Barb Bates, Marsha Koenig, Christi Lines, Steve Kwikkel, Micky Bahlman, and Jean Clausing

- I. Welcome by Jim.
- IV. Ken moved and Allison seconded that the minutes be approved as emailed. Motion carried.
- III. Budget updates were reviewed.
- IV. Proposed forms for **TQ money for workshop registration and personal reimbursement** stating money will be paid directly through the business office were considered. This will simplify payments. After discussion, it was moved by Kristi and seconded by Barb the two forms be utilized. Motion carried.*****
- VI. Instructional Practices Inventory results for all six schools were examined at great length. This process spun off to a discussion about the exciting possibilities the future holds. It was decided each principal will share this information with his/her building(s) rather than at a large group meeting.

Next meetings: Wednesday, February 17; Wednesday, Thursday, March 11, 8:00 – 11:30; Wednesday, April 7; Wednesday May 12.

Respectfully submitted,
Pat Wehr
Secretary

***** Two new forms have been added to the
<http://www.waverly-shellrock.k12.ia.us/forms.html>
directory.

Teacher Quality/ Professional Development Committee Meeting 3:45 p.m., November 4, 2009

Members present: Jim Janssen, Karen Erhardt, Roger Wilcox, Micky Bahlmann, Allison Rasmussen, Pat Wehr, John Atkinson, Ken Winter, David Fox, Steve Kwikkel, Greg Bodensteiner, Marsha Koenig, Barb Bates, Megan Slessor, Jean Clausing, Laura Beery and Christie Lines

Allison's student teacher Sarah Snowden was a guest.

- I. Welcome by Karen, and a special welcome to new member Jean Clausing.
- II. Roger moved and John seconded that the minutes from the last meeting be approved as emailed. The motion was carried.
- III. Stimulus Fund totals as of October were provided by Jim.
- IV. Two new Workshop/Conference Registration forms to simplify payment were submitted by Jim. After reviewing the forms, the committee will offer any suggestions at a later time. Until the form is adopted, continue using the old forms.
- V. Allison re-presented the Professional Development Proposal for Comprehensive Musicianship for 2009-10. The first question to be answered was how the committee will approach the vote on this proposal. After much discussion, it was pointed out that this committee's sole authority is how professional development money is spent. More discussion followed and examples were given. It was move by Allison and seconded by Pat that the committee accept the Professional Development Proposal for Comprehensive Musicianship for 2009-10, and that they use December 3, February 1, March 3, April 14, and May 5 to develop their plan as long as there is not a district meeting. Amendment: This is a pilot program that will not set precedence. The amended motion carried.
- VI. Next meetings: December 9; January 13; February 17; March 17, 8:00-11:30; April 7; May 12.
- VII. Moved by Micky and seconded by Roger that the meeting be adjourned.

Respectfully submitted,
Pat Wehr
Secretary

Teacher Quality/ Professional Development Committee Meeting 3:45 p.m., October 7, 2009

Members present: Jim Janssen, Karen Erhardt, Roger Wilcox, Micky Bahlmann, Allison Rasmussen, Jill Boerigter, Pat Wehr, John Atkinson, Ken Winter, David Fox, Steve Kwikkel, Greg Bodensteiner, Marsha Koenig, Barb Bates, Megan Slessor, and Christie Lines

- IV. Welcome by Karen and a thank you to the presenters at the last PD Day.
- V. Discussion of a possible special education replacement on the TQ-PD committee.
- VI. Roger moved and Allison seconded that the minutes from the last meeting be approved as emailed. The motion was carried.
- VII. Roger moved and Allison seconded that the 2007-08 carry over money of \$9,555 be applied to the \$36,000 cost of the September 28, 2009, PD Day be approved. (This was an option agreed upon in May 2009.) The motion was carried.
- VIII. Jim explained two options for the distribution of TQ-PD money. It was moved by Roger and seconded by Micky that Option A be accepted. This option stipulates that each building retain the building and individual carry over money from last year. The motion was carried.
- IX. A note from Denny advises that stimulus money be spent first. This money is separate from the TQ-PD money.
- X. Allison presented a Professional Development Proposal for Comprehensive Musicianship for 2009-10. No decision was reached.
- XI. The agenda for October 21, 2009, early dismissal day was presented.
- XII. Next meeting dates: November 4; December 9; January 13; February 17; March 17, 8:00-11:30; April 7; May 12.
- XIII. Moved by Steve and seconded that the meeting be adjourned.

Respectfully submitted,
Pat Wehr
Secretary

**W-SR'S TEACHER QUALITY/PROFESSIONAL DEVELOPMENT COMMITTEE
(TQ-PD Committee)**

To: **W-SR Teachers:**
Laura Beery (Irv.) Marsha Koenig (SE) Karen Erhardt (Carey)
_____ (SH)
Allison Rasmussen (WC) Pat Wehr (JH) Megan Slessor (SR) John
Atkinson (SH)
Greg Bodensteiner (GV)

AEA 267 Ad Hoc Teachers: Jill Boerigter _____

W-SR Administrators:
Micky Bahlmann David Fox Jim Janssen Steve Kwikkel
Christi Lines Jere Vyverberg Roger Wilcox
Ken Winter

From: Karen Erhardt, Jim Janssen, Co-Chairs
Date: September 30, 2009

TQ-PD COMMITTEE AGENDA
October 7, 2009
High School Family-Consumer Science Room
3:45-5:00 PM

Agenda Items:

6. Welcome (K. Erhardt)
7. Amendments to Agenda (K. Erhardt)
8. Public Forum (K. Erhardt)
9. Reports: (J. Janssen)
 - A. Minutes from May meeting
 - B. 2009-10 Budget
 - C. New Committee Members
10. PD Proposal From K-12 Music (Utilizing Musicianship to increase rigor) (A. Rasmussen)
11. PD Planning for October 21 Early Dismissal (J. Janssen)
12. Upcoming Dates for 2009-10
Nov. 4 Dec. 9 Jan. 13 Feb. 17 March 17, 8:00-11:30 April 7 May 12
Teacher Quality/ Professional Development Committee Meeting
3:45 p.m., September 9, 2009



Members present: Jim Janssen, Karen Ernhardt, Roger Wilcox, Micky Bahlmann, Allison Rasmussen, Jill Boerigter, Pat Wehr, John Atkinson, Ken Winter, David Fox, Greg Bodensteiner, Marsha Koenig, Megan Slessor, Barb Bates, Christi Lines, Jere Vyverberg, and Steve Kwikkel

- I. Welcome by Karen.
- II. Amendment to the agenda: Kari Staack will present a graduate credit opportunity.
- III. A new AEA representative needs to be added. It was decided that it should be from the high school.
- IV. Jim moved and Barb seconded that May minutes be approved as written. Motion carried.
- V. Budget Report – The new 2009-10 money will be roughly the same as last year.
- VII. Ken Winters outlined a social studies proposal from the high school.
- VII. Market Factor Funds – It was moved by Ken and seconded by Allison that Shane Erlandson’s reimbursement request be submitted to the Board. Motion carried.
- VIII. Kari Stack presented a proposal to provide an opportunity for WSR teachers to earn two credits for the PD 2009 – 2010 school year. After much discussion, it was moved by Allison and seconded by Pat that this opportunity be endorsed by our committee. Motion carried.
- IX. Professional Development Plans for next week’s early release day September 16, 2009, were reviewed; Iowa Core Committee has planned for the day. The agenda was discussed and a few adjustments were made. Participants will be asked to be seated in the main floor section.
- IX. Iowa Core Team is ready to move ahead with the Instructional Practice Inventory. A copy was distributed and its implementation and benefits were discussed.
- X. September 28, 2009, plans were reviewed and clarified.
- XI. Proposed meetings for the year: Wednesdays, 3:45 – 5:00 - 10/7, 11/4, 12/9, 1/13, 2/17, 4/7, 5/12. 3/17 meeting will be 8:00 – 11:30 for planning.
- XII. Moved by Pat and seconded by Steve that the meeting be adjourned. Motion carried.

Respectfully submitted,
Pat Wehr
Secretary

Teacher Quality/ Professional Development Committee Meeting
3:45 p.m., April 15, 2009

Members present: Jim Janssen, Karen Erhardt, Micky Bahlmann, Barb Carney, Laura Beery, Denielle Stuntz, Allison Rasmussen, Linda Podhajsky, Pat Fox/ Barb Bates, Pat Wehr, John Atkinson, Ken Winter, Jill Boerigter, Christi Lines, David Fox, Roger Wilcox, Steve Kwikkel, and Greg Bodensteiner

- I. Karen warmly welcomed us.
- II. There were no amendments to the agenda.
- III. Micky moved and Pat Fox seconded that minutes be approved as written. The motion passed.
- IV. Jim presented and explained the Budget Report.

Pat Fox moved and Roger seconded that retiring committee members be paid in May from '07-'08 money.
- V. 2009-10 PD needs from the last meeting were reviewed and amended.
- VI. Next meeting will be Wednesday, May 20, 2009, 3:45, in the high school FCS room.
- VII. Barb moved and Laura seconded that the meeting be adjourned.

Respectfully submitted,
Pat Wehr, secretary

Teacher Quality/ Professional Development Committee Meeting

3:45 p.m., January 22, 2009

Members present: Jim Janssen, Micky Bahlmann, Barb Carney, Laura Beery, Denielle Stuntz, Allison Rasmussen, Pat Fox, Pat Wehr, Ken Winter, Greg Bodensteiner, Steve Kwikkel, Roger Wilcox, Karen Erhardt, and Christi Lines

- I. Karen welcomed us. Lori Nelson was a visitor.
- II. There were no amendments to the agenda.
- III. Pat Fox moved and Roger seconded that minutes be approved as written. The motion passed.
- V. Jim presented and explained a Budget Status report. We were reminded that we need to spend **2007-8** year's allocation by June 30, 2009, or lose it.

Roger proposed that building funds for the 2007-08 be merged into one general fund. Discussion. Roger moved and Ken seconded that the aforementioned proposal be accepted. The motion passed.
- V. Initially Identified 2009-10 PD Needs from the last meeting were reviewed. The growing importance of technology was brought to light. Although it is a district goal, technology will be added to the list of needs to reinforce our commitment.
- VI. W-SR 2009-10 Planning Guide was examined.
- VII. Next year's district goals will be a continuation of this year's with the possibility of one additional goal.
- VIII. Next meeting will be Wednesday, April 1, 2009, 3:45, in the high school FCS room.
Following meeting will be April 15, 2009, 3:45, in the high school FCS room.
- IX. Pat Fox moved and Allison seconded that the meeting be adjourned.

Respectfully submitted,
Pat Wehr, secretary

Teacher Quality/ Professional Development Committee Meeting 3:45 p.m., December 10, 2008

Members present: Jim Janssen, Karen Erhardt, Roger Wilcox, Micky Bahlmann, Laura Beery, Denielle Stuntz, Allison Rasmussen, Jill Boerigter, Linda Podhajsky, Pat Fox, Pat Wehr, John Atkinson, Ken Winter, David Fox, Steve Kwikkel, Christi Lines, BarbCarney

- I. Welcome by Jim.
- II. Added Market Factor Report to the Agenda.
- III. Pat Fox moved and Allison seconded that minutes be approved as presented. Motion carried.
- IV. Jim explained the Budget Projections.
 - A. Two categories: Building PD Activity Funds and Individual PD Activity Funds.
 - B. Carry-over money for 2007-8 must be spent by the end of the year, June 30.
 - C. Moved by Roger and seconded by Ken that the Budget Projections be approved as allocated. Motion carried.
 - D. Moved by John and seconded by Christi that submitted TQ claims be paid. Motion carried.
- V. Additional Monies
 - A. Jill moved and Pat Fox seconded that \$34,956 be allocated for the one Professional Development Day. Motion carried.
 - B. Pat Fox moved and Barb seconded the TQ Committee be paid for Semester I. Motion carried.
- VI. Allison moved and Micky seconded to recommend to the Board the use of Market Factor Funds to train the junior high industrial teacher in the amount of 60% reimbursement during his course work and 40% reimbursement at the completion of his full endorsement.
- VII. Each principal up-dated the committee on the progress of his/her school regarding building goals.
- VIII. Next meeting: Wednesday, January 22, 3:45, in the high school FCS room to start considering **next year's goals and choose a date for a 1/2 day workshop**. Bring calendars.

Respectfully submitted,
Pat Wehr
Secretary

Teacher Quality/ Professional Development Committee Meeting
3:45 p.m., October 15, 2008

Members present: Jim Janssen, Karen Ernhardt, Roger Wilcox, Micky Bahlmann, Laura Beery, Denielle Stuntz, Allison Rasmussen, Jill Boerigter, Linda Podhajsky, Pat Fox, Pat Wehr, John Atkinson, Ken Winter, David Fox, Steve Kwikkel, Greg Bodensteiner, Sarah Dentingerling, (guest), Lori Nelson, (guest)

- I. Welcome by Karen.
- II. No amendments to the agenda.
- III. Pat Fox moved and Allison seconded that minutes be approved as amended. Motion carried.
- V. Pat Fox moved and Allison seconded that Greg Bodensteiner be approved as the Geenview representative. The motion carried and he was warmly welcomed to the committee.
- VI. 2008-09 Budget Projections and Allocations were presented and explained by Jim Janssen. Discussion about items that are included and excluded were discussed. Roger moved that the allocation money by building be approved as presented. Allison seconded. Motion passed.
- VI. Monitoring responsibilities of the TQ Committee include teacher evaluation and Iowa Core Curriculum.
 - A. Jim will discuss our monitoring role with the teacher evaluation committee.
 - B. Iowa Core Curriculum information packet was read, discussed, and clarified.
- VII. Professional Development Plans for next week's early release days are set in place.
- VIII. Next meetings: Wednesday, November 19, 3:45, in the high school FCS room.
Wednesday, December 10, 3:45, in the high school FCS room

Respectfully submitted,
Pat Wehr
Secretary

Teacher Quality/ Professional Development Committee Meeting

3:45 p.m., September 10, 2008

Members present: Jim Janssen, Roger Wilcox, Micky Bahlmann, Barb Carney, Laura Beery, Denielle Stuntz, Allison Rasmussen, Jill Boerigter, Linda Podhajsky, Pat Fox, Pat Wehr, Sarah Dentingerling (guest), John Atkinson, Lori Nelson, (guest), Ken Winter, Christi Lines, David Fox, Steve Kwikkel

- I. Jim welcomed everyone to the meeting. Each person present introduced him/herself.
- II. Jim went over the structure of the meetings.
- III. Allison moved and Ken seconded that minutes be approved as written. The motion passed.
- IV. Jim reviewed the budget structure from last year. He reminded us the only monies this committee approves are district, building, and individual funds. Unclear at this point is the issue of how long the unspent monies can be carried over. Clarification – monies remain in the same category as the year before.

The budget report was presented. It was moved by Ken and seconded by Allison that the budget be approved. The motion passed.
- V. Committee Payment and Reimbursement Form was discussed. Note that the transportation amount was raised to \$.40 per mile to reflect the rise in gas prices. Micky suggested that the form should be modified to include that necessary invoices and requisitions that need to be submitted as well as who receives the check.

Micky moved and Pat Fox seconded that the form be accepted with the suggested modifications. The motion passed. The modified form will be emailed to committee members; once approved the form will be sent to Denny Stufflebeam and then placed on public file.
- VI. Greenville representation was discussed. Greenview is open to this idea. It was moved by Allison and seconded by Micky that we include representation of Greenview to the TQ/PD committee. The motion passed.
- VII. An informational piece regarding the 2008-2009 Budget Projections was presented.
- VIII. TQ/PD Committee members are to read through the five page report regarding House File 2679, ask questions, and report back at the next meeting.

Teacher Quality/Professional Development Committee Meeting
8:00 a.m., August 14, 2008

Members Present: Karen Erhardt, Roger Wilcox, Micky Bahlmann, Barb Carney, Laura Beery, Denielle Stuntz, Allison Rasmussen, Pat Fox, John Atkinson, Ken Winter, Christi Lines, David Fox, Jere Vyverberg, Steve Kwikkel

- I. Karen Erhardt welcomed us to our first committee meeting of this school year. No visitors were present.
- II. The committee briefly reviewed the 2008-2009 budget.
- III. Pat, Allison and Karen provided an update on what they had learned at the ISEA Summer Leadership Conference. There is still a lot of confusion and frustration state wide regarding the interpretation of this legislation, but overall we feel that we are pretty much on top of things with our plan. We are very fortunate with the size of our committee and the leadership we have.
- IV. Building plans were reviewed and a few changes were noted. Copies will be sent to Jim and Karen as they become finalized. We were reminded of the October 15 deadline for Individual Development Plans and the fact that the forms are available on the district computer system under the Public file. Individual Plans can be submitted after the October 15 deadline if there is money left. Payment requests should be sent to Jim and then to the central office. We were also reminded that the September 17 in-service day is for building level meetings and the October 6 day will have department meetings K-12 for half the day and building meetings for the other half of the day.

The next meeting date was scheduled for Wednesday, September 10 at 3:45 in the Board Room of the Administration Building.

Respectfully submitted by Pat Fox, interim recording secretary, for Pat Wehr.