**November 20, 2019 4:00-5:00 p.m. Novak Conference Room**

 X Debra Barry X Jeanne Turner  X Carol O’Donnell

 X Ryan Kreher X Nathan Wear x Steven Starkey

 □ Mary Symmonds X Bob Read □ Shannon Bisgard – ex officio

 X Erin Watts □ Kim Buelt

* **Review Minutes from 10/23/19 - approved**
* **Discuss Westfield Form A request**

**Nathan brought in 10 requests (form A), mostly from the high school, with similar proposals from previously approved requests. The committee reaffirmed that teachers can use this form for a maximum of 7.5 hours of per diem. Nathan will collect form B from teachers after completing the work and will submit to the business office for payment.**

**A Westfield proposal included a couple Lexia modules that do not currently apply to elementary teachers. The committee would like these teachers to reevaluate the request and submit another form.**

* **Possible** [**shared document**](https://docs.google.com/spreadsheets/d/10-Flh9brMJ7rAbSC8X5sKhJ4pbhD6w37oDQnyq4hpPo/edit?usp=sharing) **to keep track of PD request forms**

 **The committee will use this document instead of “reply all” email chains.**

* **Review workshops that have been completed**

 **17 workshops were scheduled in October--three were cancelled. Fourteen more workshops are scheduled this year.**

* **Finalize courses/instructors for LM University summer 2020 session**

**Help for Billy (Social-Emotional Learning)--Sean Smith/Chris Southwood**

**Cognitive Coaching Days 3-4 and Days 5-6--Erin Watts/Debra Barry**

**Adaptive Schools Days 1-4**

**Blended Learning--Emily Coonrod**

**Autism--Kelly Trier?**

**Instructors will set their own dates for summer 2020. Sign up will be sent out to staff around spring break. We will need to get a course blurb and course dates from instructors.**

* **Date for before school workshop 2020 (August 15th?)**

**The district calendar is not yet set for 2020-2021. Potentially, Friday, August 14th or Monday the 17th would make sense (if school starts on the 24th or 25th). We will revisit this in January when drafts for the district calendar are available.**

**Next Meeting: January 15, 2020 4:00 p.m. at Novak (Conference Room)**

**Potential Agenda Items**

* Future meeting (Jan/Feb)- Nathan will invite Karla Christian to review teacher evaluation process. No changes anticipated for 20-21.
* Date for before school workshop 2020
* Course blurbs/dates for LM University

**Committee Meeting Dates 2019-2020 @ the Novak Conference Room**

**August 28**

**September 18**

**October 23**

**November 20**

**January 15**

**February 19**

**March 25**

**April 22**

**May 20**