

Minutes
Professional Development Committee – SAU #20
Wednesday December 10, 2008- Gorham Middle High School Library

Committee Members Present

D. Backler – Principal, Milan Village School
A. Bradford – Gorham High School
J. Carlisle – Professional Development Assistant SAU 20
J. Carpenter – Professional Development Chairperson
J. Corrigan-Gorham High School
M. Giroux – Milan Village School
I. Graff – Ed Fenn Elementary School
L. Hunt – Gorham Middle School
K. Parent – Principal, Gorham Middle High School

Committee Members Not Present

K. Cloutier-Principle, Ed Fenn Elementary School
S. Lane-Errol Consolidated School
L. Pike – Ed Fenn Elementary School

The December 10, 2008 meeting of the Professional Development Committee was called to order at 3:45 PM by Chairperson, Jo Carpenter.

The November 12, 2008 minutes were reviewed for committee approval.

Motion by Jen Corrigan, second by Mike Giroux

Motion: to approve the November 12, 2008 minutes as presented.

Vote on motion: all in favor; motion carried.

Workshops

GIS- Discussion was held regarding Milan Village School's experience with utilizing GIS in the curriculum and the GIS workshop which Faith Kimball presents. Milan Village School has 12 new GPS units that they will loan to other schools.

It was agreed that Faith's proposal to offer the workshop for 45 minutes afterschool on two consecutive days at a rate of \$80 was reasonable.

Motion by Lynn Hunt, second by Jen Corrigan

Motion: to approve the GIS Workshop as presented.

Vote on motion: all in favor; motion carried.

Joyce will contact Karen Cloutier and she will work with Faith on setting up a date for the workshop. It will be open district wide and listed on My Learning Plan catalog.

Follow-up

NCPDD-Joyce provided attendance information: 36 workshops were attended by SAU 20 staff (bus drivers not included). Discussion was held on attendance and the cost of the workshop. Joyce will bring the costs of the workshop to the January meeting.

Bloodborne Pathogens Workshop-Discussion was held regarding the workshop and it was determined that the workshop should be held again next year, possibly by Primex

The Including Samuel Project- Keith Parent provided the PDC with additional information on the "Including Samuel Project". Joyce will look into the possibility of having the movie shown and Mr. Habib speak to the staff in August 2009 as a kick-off to the new school year.

A Trail to Every Classroom- Joyce provided the PDC with a handout on the TTEC professional development opportunity. These materials will be distributed to the schools.

MLP

Discussion was held regarding the explanation box in the activity request form. Joyce will work with MLP people to have the form refused until the explanation is filled in.

Discussion was held regarding the confusion between MLP fill-in forms, PD Activity Request and Activity Proposals. Joyce will consult MLP on this issue and have the Activity Proposal renamed Presenters Proposal.

Course Reimbursement

Discussion was held regarding the need for better distribution of information on college course reimbursement and easier accessibility of the procedures and applications. Jen will check with MLP to verify that the warning "preapproval is necessary" is appearing on MLP and on the possibility of including the procedures and applications for college credit reimbursement on MLP.

Extra Monies

Discussion was held on the Extra Monies funds. It was agreed that extra monies can only be applied for by staff that had applied for course reimbursement and had been denied due to lack of funds. The PDC agreed to readdress the extra money topic at the June 2009 meeting.

Index PD Learning Aids

Jen has discovered a method of listing PD learning aids, such as books, CD's, etc. that are stored in the different schools on MLP. Ingrid Graff is compiling the PD learning aids in the Ed Fenn and GMHS libraries. Joyce will catalog them and they will be added to MLP

Recertification Progress Reports

Discussion was held on providing the staff, whose certification will expire in June 2009, with a progress report on their PD hours. It was determined that MLP has the capabilities of producing a report. Joyce will work with MLP on accessing this report and will provide a copy to the school principals and the individuals.

Date and Location of Next Meeting

The next regularly scheduled meeting of the Professional Development Committee is **Wednesday January 14, 2008** at Edward Fenn School at 3:30.

Adjournment

The December Professional Development meeting was adjourned by consensus at 5:15 PM.

Respectfully submitted,

Joyce M. Carlisle
Professional Development Assistant
SAU #20