



JPDSP

Joliet Professional Development School Partnership



Joliet Public Schools District 86 & University of St. Francis

Leadership Team Meeting Minutes

October 4, 2005 @ 1:00 pm
USF – Moes Room

In Attendance:

Lacy Althoff, Karen Ball, Amy Benish, John Gambro, Barb Ingold, Sally Kowalski, Jeanne Legan, Myrna McCarthy, Cathy Nelson, Cheri Packard, Laura Pritz, Edmee Sienkowski, Wesley Russell, Linda Scott, Tracy Spesia, and Jane Udovich

Review of Minutes:

- September meeting minutes were reviewed and corrections were made

Sub-Committee Reports:

Public Relations:

- Denim shirts have been ordered
- Pencils (student gifts) and coffee mugs (teacher gifts) have been ordered. The pencils are in and supplies have been given to the respective principals. It was requested that the mugs be delivered to the schools ready as gifts no later than December 1st.
- Jane sent the parents of the students a newsletter detailing the JPDSP program
- The Book Fair is scheduled for November 1st through November 4th; open daily from 10:00 am till 6:00 pm daily. Volunteers are still needed to work the book fair.

Technology:

- Their first meeting was held on 10/06/05.
- Megan Smith (4th grade at AO Marshall) is joining the sub-committee.

Professional Development:

- Beatrice Reyes is lined up to do a one hour workshop for teacher candidates and teachers on Bilingual Education at AO Marshall.
- The possibility of getting Sandra Thomas in this spring to do a workshop on Special Education is being explored.
- The task of building up the Professional Development Library has begun. The question was asked as to how much total \$\$\$ are available for this portion of the strategic plan. John will send an email outlining the \$\$\$ available in the Year 2 budget.
- The availability of monies from the TQE grant in the form of mini-grants was announced. The process for applying was discussed and it was decided that:
 - Deadline dates for applications received need to be established
 - The Application Form for a mini-grant needs to be revised for presentation at the next meeting.

- The process of applying, approving, etc needs to be fleshed out for review at the next meeting.
- The requirements (such as date by which money must be spent and the evidentiary materials required) need to be detailed.

Action Research:

- The Action Research Workshops were highly received and it was felt that everyone was now more comfortable with the process. The framework provided by Cathy at the workshops is being used.
- A PDS Action Research Timeframe has been established for both schools. Contact Jane Udovich for a copy of the timeframe is desired.
- Farragut – 3, possibly 4, groups are forming with project plans.
- A.O. Marshall – 2 groups have formed.

Student Achievement:

- The screening tools currently available at one or both of the PDS schools have been reviewed resulting in two recommendations:
 - Provide refresher training on the A.R. and ISOL diagnostic tools for the teachers detailing ways of how to better use these tools as well as how to analyze the scores.
 - Purchase the BRI diagnostic for Farragut.
 - Only test those students who are no longer showing growth OR evidence a specific problem.
 - Align the diagnostic tools at USF to provide another bridge between USF and the PDS partners.

Teacher Candidate:

- It has been determined that expectations of Teacher Candidates at PDS schools are for the most part not much different than expectations at other schools with the following exceptions:
 - Earlier start date
 - Attendance at Teacher Team Meetings
 - Triad Seminars
 - Assisting with Action Research projects
 - The Debbie Miller book study

Leadership Team Community Member:

- The determination was made not to add a community member to the Leadership Team due to uncertainty of what their role would be.

Web Site Updates:

- A JPDS calendar has been added to the web site.
- Complete an “event form” on the web site to add additions to the calendar, the event form will automatically generate an email to Amy for the addition.



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Art Tours:

- Art Tours at USF are possible, maybe as a mini-field trip. After discussion it was determined that this option is on viable for Farragut due to busing issues. Karen Ball will discuss further with the staff at Farragut and report to the Leadership Team on the feasibility of anyone taking advantage of the Art Tours this year.
- It was asked that the possibility of having an Art Student visit the PDS schools:
 - Develop a traveling Art Show
 - Display the show first, then have the Art Student visit later

Health Workshops:

- Health Workshops are being set up at Farragut. A.O. Marshall would like to have these workshops as well.

Digi Blocks:

- A joint Professional Development Digi-Block workshop was held at Farragut Elementary in September.

Science Boxes:

- Inquiry based science activities were conducted in late September at USF with Farragut students. This experience was well received by both the Farragut staff and the USF students with the Farragut students benefiting the most as they explored the various science boxes at the event (not to mention the delicious ice-cream bars).

Permanent Substitute Position:

- The new permanent subs are being well received.
- Farragut:
 - The permanent sub has helped in building a stronger teacher and candidate relationship
 - The sub has also allowed 3-way conferencing to happen between the cooperating teacher, the teacher candidate, and the Field Experience Supervisor
- AO Marshall
 - a sign up list has been established for the sub and is being used by the PDS Supervisors
 - The permanent sub is very hands on and is doing well in the classrooms
 - The disadvantages of having 2 PDS Field Experience Supervisors were discussed. In order to ensure better continuity, it is strongly recommended that in the future only 1 PDS Field Experience Supervisor be used at A.O. Marshall if possible.

Spring Open Houses:

- The Spring Open House dates were set as follows:
 - Farragut: January 24th from 3:30 – 5:00 pm
 - A.O. Marshall: January 25th from 3:30 – 5:00 pm

Leadership Team Meeting (LTM) format:

- After discussion it was determined to conduct future meeting using the following format:
 - ½ hour – subcommittee meetings
 - 1 hour – full LT meeting
 - ½ hour – subcommittee meetings

Teacher Manuals:

- The problem of not enough teacher manuals for the teacher candidates was discussed.
- Cheri Packard will contact Craig Speelman to address the issue of Harcourt not returning phone calls.
- Barb Ingold will contact Channahon District 17 to determine if Math Teachers manuals can be obtained from them once they replace their textbooks next year.
- This issue will be discussed again at the next LTM.