



JPDSP

Joliet Professional Development School Partnership



Joliet Public Schools District 86 & University of St. Francis

Leadership Team Meeting Minutes

November 8, 2005 @ 1:00 pm
USF – Moes Room

In Attendance:

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

New Team Member:

- Stacy Hogan was introduced as the newest member to the Leadership Team (LT) representing the JPDSP Teacher Candidates

Review of Minutes:

- October meeting minutes were reviewed, there were no corrections. It was decided that in the future, minutes would be drafted, emailed to all LT members with a request for input within in a one week period, corrections would be made, and then minutes would be posted on the web-site.

Meeting Sign-in Sheets:

- New sign in sheets were introduced to the LT. ACI has requested that all meetings, seminars, workshops, etc. and the participants be tracked in order to aid the Federal Grant Evaluators.
- The sign-in sheets are available on the JPDSP website for all to use. All sign-in sheets should be forwarded to Barb for tracking purposes.
- After discussion, it was determined that either this sign-in sheet or the one available through the mylearningplan.com could be used as long as the MM/DD birth date was noted.

Sub-Committee Reports:

Technology:

- A summer technology workshop for teacher candidates is being investigated as a possible way to expose candidates to the technology at their PDS School. The task force is in the process of determining what district training is offered for technology with the possibility of inviting USF candidates to participate.
- The survey collected in March, 2005, was reviewed. A.O. Marshall has sufficient hardware and software at this time. Farragut had numerous requests for Elmo

document cameras. However, document cameras cost approximately \$2000 each, and at this time there is not money in the JPDSB budget to accommodate this need.

- Part of the technology strategic plan is to develop videos of exceptional use of technology in the classroom. The idea is to have taped demonstrations of technology use (AlphaSmart Danas, Smartboards, Team Teaching with Technology, etc) so that USF faculty can show examples in USF classes. In addition, these videos could be utilized for presentations at conferences.
- Amy is chairing a USF Technology Task Force to look at aligning the Graduate M.Ed. technology course for next summer (2006). Phase two of this Task Force is to look at the Undergraduate Technology course.

Professional Development:

- The Bilingual Education workshop was held on 11/01 and went well.
- Work is progressing on the scheduling of a Special Education workshop in the spring of next year.
- The task of building up the Professional Development Library has continued. Each PDS Partner has \$1000 in the budget to use for the purpose of obtaining books and magazine subscriptions for their respective Professional Development Library.
- Plans for the Aurora University PDS field trip are being worked upon with the visit slated for after the holidays.

Public Relations:

- The teacher Christmas gifts will be delivered to the respective schools prior to Thanksgiving. The plan is to have the gifts placed on the teachers' desks as a surprise for them on Monday, November 28th.
- Plans are being finalized for attending the National PDS Conference in March. Five individuals from the LEA PDS schools will be attending; Cathy Nelson will be notified by November 9th as to who will be the attendees. Amy is going to investigate developing a 10 minute video clip.
- A monthly newsletter will not be developed; it was determined to continue to use the JPDSB Website as the main resource for information and news.
- A JPDSB "Spotlight of the Month" featuring classrooms from Farragut and AO Marshall will be highlighted monthly on the web site beginning in January. It was requested that the principals and field experience supervisors submit names of five classrooms (cooperating teachers and candidates) to Amy Benish at our next meeting, January 10th.
- Work has begun on the End of Year Dinner; please reserve April 20th from 4:30 – 6:00 pm on your calendars.
- The committee recommends that a JPDSB team from each partner (cooperating teacher/AFE candidate) be selected to receive a JPDSB Award at the Student Teacher Appreciation Dinner in May.
- Carol Sossong will be planning and organizing the JPDSB Open houses in January – Farragut on January 24th and AO Marshall on January 25th. The Open houses will be shorter with only a program for the staff being planned.

Action Research:

- Work by the established Action Research teams is continuing. All teams are being encouraged to continue to make progress in completing their research and preparing results for presentation at respective schools.

Teacher Candidate:

- Work continues on analyzing the difference between JPDSP candidates and USF candidates in general. One major difference noted was that the IFE candidates are usually also AFE candidates at the same school. In addition the JPDSP candidates are able to take advantage of the rotating sub which is used to facilitate “quality time” with their partner as well as allows for additional observation time in other classrooms.

Student Achievement:

- The committee has agreed to use the (BRI) Basic Reading Inventory as a diagnostic tool for reading. Both schools will continue to use (A R) Accelerated Reading and (ISEL) Illinois Snapshots of Early Literacy as a screening tool.
- The next step is to think about grade levels and training.

JPDSP Mini Grants:

- The draft of the new mini grant application and procedures were presented to the LT.
- After discussion, it was determined that:
 1. One application deadline – Jan 13, 2006 – would be used.
 2. One project completion – August 31, 2006 – would be use.
- It was requested that a rubric be developed to provide applicants a basis for which mini grants would be awarded. The Mini Grant Approval Committee will develop the rubric.

Book fair:

- Another successful book fair was held the first week of November at USF for the benefit of the JPDSP partners. Donna presented both schools with an award of \$236.27 to be used to purchase books through the fair. Donna requested that the schools determine the books that they would like to order as soon as possible.