



Joliet Professional Development School Partnership

Joliet Public Schools District 86 & University of St. Francis

Leadership Team Meeting Minutes

February 7, 2006 @ 1:00 pm
USF – Moes Room

In Attendance:

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

Absent: Bill Bromer, MeShelda Jackson, Virginia Matthews, Lisa White-McNulty, Doreen Vieitez

Review of Minutes:

- January meeting minutes were reviewed; the minutes were approved with one correction.

Introductions:

- Sue Krause from Joliet Junior College was introduced to the Leadership Team. Sue will be attending in Doreen Vieitez absence.

Subcommittee Meetings:

- The Leadership team broke out into subcommittee meetings for 20 minutes and then reconvened.

Sub-Committee Reports:

Public Relations (Barb Ingold):

- Year-End Celebration:
 - Re-scheduled for April 25th from 4:30 pm to 6:00 pm.
 - Leadership Team members, faculty from all the *JPDSP* schools, faculty and administration from the College of Education, and *JPDSP* teacher candidates will be invited to attend.
 - Celebration to be held at the Mother House Ballroom at USF
 - Buffet Dinner to be served
 - Program Speakers include:
 - Joliet Public Schools District 86 Superintendent
 - Joliet Public Schools District 86 BOE President
 - USF President
 - LT members were asked to send Barb an email with any suggestions for the program agenda
 - Stacy & Lindsay both volunteered as speakers for the “teacher candidate” portion of the program
- Work continues on developing a promotional video:
 - To be filmed at both schools
 - To be used for:
 - New faculty
 - New Teacher Candidates

- Training sessions conducted by Cheri
 - Other team needs
- Theme includes:
 - JPDSF Mission
 - Who's involved
 - Seeing it in action
- **Exploring Joliet** spotlight: The JPDSF was spotlighted on this television show produced by USF students. Barb and Scotty were interviewed; action shots of Lindsay Dykstra (teacher candidate) and Mrs. Quiggley (in-service teacher) were taken.
- JPDSF Spotlight:
 - Karen Ball and Jane Udovich being spotlighted first
 - Standard set of questions developed for spotlight individuals to complete

Professional Development (John Gambro):

- **Special Education in District 86:**
 - In-house workshop on April 11
 - 4:00 – 5:00 pm
 - Farragut Elementary
 - Sandra Thomas, presenter
 - Teachers and Candidates invited

Teacher Candidate (Myrna McCarthy):

- Epiphany: Assign an AFE as a peer mentor to new IFEs. Stacy and Lindsay have informally assumed this role this semester. In future, formal assignments will be made.

Technology (Amy Benish):

- No report.

Student Achievement (Laura Pritz):

- Training sessions for BRI system have begun. Almost all teachers from both schools have signed up for the three one hour sessions being held on Saturdays at the Mother House and Wednesdays at AOM.
- Need to order seven more books for the Special Education Instructors and the School Psychologists at Farragut and A.O. Marshall elementary schools.

Action Research (Carol Sossong):

- The timeline for completing this year's Action Research projects has been altered slightly:
 - February 23rd
 - "Presenting Findings" Workshop
 - Will be held from 4:00 - 5:30 pm:
 - At Farragut Elementary
 - April 6th has been eliminated. Instead:
 - Poster Presentations to be done at Yr End Celebration
 - 4:00 to 4:30 pm
 - Amy to include this info on Yr End Celebration Invitations

Mini Grants:

- All submitted mini grant applications were approved.

JPDSP Sign In Sheets:

- Copies of a blank JPDSP sign in sheets were distributed
- Important that these sign in sheets be used for any and all events/activities that includes in its agenda work related to the JPDSP (dissemination of information, recruitment efforts, Action Research team meetings, Academic Assemblies, Open Houses, were given as examples.)
 - All activities/events validate the work of the JPDSP for grant purposes.
 - Need to recapture as much information as possible from the past (May 1, 2005 through present)
 - It is a change in our culture of thinking, so need to help each other remember to track this information
 - Recommended that each subcommittee appoint one person responsible for recapturing past information from their committees and ensuring sign in sheets completed at all future meetings
 - The blank sign in sheets can also be printed from the JPDSP website
 - Turn in completed sheets to Barbara Ingold

Learned after the meeting:

- *Verified that subcommittee meetings occurring at LT meetings should have a separate sign in sheet completed*
- *As a general rule – When in doubt, sign in!*

AACTE Presentation:

- AACTE – American Association of Colleges of Teacher Education
- Cathy presented the poster presentation that was presented at this national conference by Cathy, John, and Amy.

Book fairs:

- Due to staff reductions at USF, the COE will not be able to sponsor book fairs for the benefit of the JPDSP schools.

IFE Round Up:

- Stacy and Lindsay presenting at the IFE round up with good success.

Future Meeting Dates:

- March 7, 2006: Only for those team members who will be attending the National PDS Conference
- April 4, 2006: Full Leadership Team meeting

The meeting adjourned at 2:20 pm into further subcommittee meetings.