

Professional Development Research Committee Meeting Arlington Central School District

Meeting Minutes

January 19, 2005

3:45 – 5:15, AHS Room 2326

Participants

Richard Carroll	Nancy Diehl	Steve Reynolds
Steve Kerins	Barbara Donegan	Laurie Sorgen
Micah Brown	Cheryl Kerins	Anna Tihin
Kathy Croft	Carolyn Manca	Paul Weir
	Christine Lowden	

Discussion Items:

1. Online teacher needs assessment survey
 - a. The committee reviewed the revisions, suggestions, recommendations from the field testing and made necessary changes to the draft of the survey. Christine Lowden agreed to make final changes and send the final copy of the survey out to the committee for review.
 - b. The committee discussed suggestions for conducting this online survey. The following actions steps will be taken:
 - i. Christine Lowden will demonstrate the survey to principals at the administrative council meeting on February 3rd at 11:00am. Building principals will view the survey during this meeting and discuss the variety of ways to implement it in each building.
 - ii. The survey will be open during the month of February in order to gain as much input from staff as possible.
 - iii. Respondents will access the survey by logging on to the internet and going to the arlingtonschools.org home page, click on Educational Programs, click on Professional Development Home page, and click the link for the survey from there.

Changes to the online survey have been made as indicated below:

- Formatting changes on the Likert Scale pages has been made so that “uncertain” and “comments” are positioned more clearly on the screen. The word “explain” has been replaced with “comments (optional)”. Numbers 4-1 have been removed.
- Question about: I feel that Professional Development in the Arlington Central School District is valued and recognized as being important by:
 - The words “the following stakeholders:” has been added
 - The order of stakeholders has been reversed and made somewhat random
- A page has been inserted between the end of the PD survey and the beginning of the technology software and PD needs assessment with a message from the DLTT requesting input related to technology staff development.
- “Elementary” typo was fixed
- All years were removed from software titles (ie: Encarta 2001)

2. Questions for principal/supervisor interviews
 - a. Steve Kerins and Micah Brown presented the survey questions for administrators. The committee discussed and changed the wording of a few of the questions and recommended that the ordering be switched on some of the questions. Steve and Micah will amend.
3. Demonstration of Arlington Cental School District Professional Development Web Site
 - a. Christine Lowden demonstrated the new web site to the committee and asked for assistance in spreading the word about this new resource to the ACSD teachers.

Next meeting
Wednesday March 9, 2005
Central Administration Office
3:45 – 5:15

Proposed Agenda

1. Exemplary Schools research
2. Data analysis from Needs Assessments
 - a. Online teacher survey
 - b. Administrator questionnaire
3. Planning for:
 - a. Determining needs and goals for PD for ACSD
 - b. Continuous evaluation and moving forward into the future

