

## **Professional Development Committee**

January 29, 2008, 3:00 - 3:50 P.M.  
Principal's Conference Room

**Members:** Steve Bluford, Charlie Dullea, Meredith Galvin, Kate Kodros, Mary McCarty, Hillary McKinney, Paul Molinelli, Linda Rich, Patty Zatkan

**Excused:** Bobby Gavin, Kevin Quattrin, John Stiegeler

The meeting began with a prayer.

**Summer Grants** – Paul distributed the updated Summer Curriculum Grant Application. He noted that the grant evaluation rubric piloted the previous year has now been attached to the application. The Committee then reviewed the proposed application review process. Summer Grant proposals are due, Friday, February 22. The Committee agreed that after all proposals were distributed to the PDC at the next meeting (2/26), applicants would deliver brief (5-minute) presentations after school on Tuesday, March 11, and Wednesday, March 12. Since the Sophomore Retreat and Kairos take place during this time, conflicts may occur. If necessary, the Committee would consider moving presentations to later in the week or early the next week.

**March In-service** – Paul reviewed a proposed agenda for the upcoming in-service date. After our Ministry Morning service, the plan would include sending 5-6 faculty teams to visit local high schools that have adopted one-to-one student laptop programs. They include the following schools:

- The Bay School (San Francisco)
- The Urban School (San Francisco)
- Moreau Catholic (Hayward)
- Amador Valley HS (Pleasanton)
- Gunderson HS (San Jose)
- St. Lawrence Academy HS (Santa Clara)

The Urban School is not in session on March 6, so visits there will take place at another date. The Committee discussed the feasibility of sending a faculty team to Brophy College Prep in Phoenix. This seemed particularly viable because of the quarter-break that follows this in-service day.

Those faculty not conducting school visits would be invited to participate in faculty-led morning workshops on technology topics of their own choosing, concluding with lunch in the Commons. These workshops would include such topics as capitalizing on the features of the Tablet PC, designing effective video projects, Web authoring tools (e.g., course blogs), and other "nuts and bolts" topics of high interest to faculty (Catlink, EasyGrade Pro, Schoolmaster, managing email, etc.).

Paul will poll faculty for their preferences in the weeks ahead, after the laptop visiting teams have been determined.

*Committee members agreed that they should seek their colleague's input at the next department meeting regarding those technology workshop topics they'd be most interested in attending.*

Committee members asked that some background information be provided regarding each of the laptop schools. Members also suggested that Paul provide the names of department or subject-specific representatives at each laptop school so that contact might be made prior to the visit. Discussion followed about the make-up of each visiting team, whether groups should be department-specific, heterogeneous, or something in between. This would be determined once a list of visiting faculty had been assembled.

Paul added that a visitation "template" ought to be devised that would assist our visiting teams with focusing their observations on key areas focus (i.e., school culture, instructional application, logistics) and on critical questions that our school has identified. A subcommittee would be formed to help create this template.

Meeting adjourned.

**Next Meeting:** Tuesday, February 26<sup>th</sup>