

## Professional Development Meeting Minutes

**Date:** Monday, September 10<sup>th</sup>, 2018 12:00 -1:00 PM

**Attendees:** Scott Hoshida; Ana McClanahan, Selwyn Montgomery, Rochelle Olive, Sabeen Sandhu, Marivic Lizardo, Jane McKenna

AGENDA	DISCUSSION	FOLLOW-UP ACTION
Approve Agenda for 09/10/2018	Agenda Approved	
Introduction & New Appointments	2018-2019 Appointments:	Chair will confirm committee appointments & invite new members to the October 1 <sup>st</sup> , 2018 meeting
Election of Professional Development Committee Chair 2018-2019	Rolled Over from 2017-2018	
Debriefing from Last Flex Day	Online Survey Critique Need assistance with sign in, set up, food serving	Chair & PD District Chair will create multiple feedback methods and send survey out multiple times Committee members will make the division of labor during flex day manageable Idea to have administrators serve food
2019-2020 Call for Sabbatical Applications	Discussed Timeline & Application Review	Chair will update PD Webpage with updated sabbatical information, email call for applications; entire committee will review submissions
Fall Midterm Flex Day 10/25/2018 Planning	Tighter time line to optimize flex day schedule Review workshop proposals on 10/1 meeting	Chair will send out call for flex day workshops due 9/28 Committee will review submissions and optimize schedule on 10/1 meeting
Adjourn until 12:00 PM Monday, October 1 <sup>st</sup> , 2018		

Minutes Take By Ana McClanahan & Sabeen Sandhu