**Professional Development and Planning Committee Meeting Notes**

**October 18, 2019**

Attendees

At Westfield South: Barbara Ebel (Co-Chair), Andy Lawrence (Co-Chair), Fetwi Gusba, Barbara Simons, Janice Peterson, Janet Hughes

By phone: Annie Welsh, Comfort Mingot

Barbara Ebel welcomed meeting participants and asked if there were any comments or additions to the minutes from the meeting of September 27. No comments were received and the minutes were approved.

Barbara reported that she and Andy had attended the October 9 Site Mentors Meeting and shared plans for the Spring Conference and distributed a flyer for their distribution to teachers urging them to start thinking about proposals for presentation at the conference.

Subcommittee Chairpersons

Barbara announced that the following people have agreed to serve the following positions:

* Proposal Subcommittee—Janet Hughes, Chair, supported by Comfort Mingot (who will handle quick share proposals)
* Raven Wilkins—Program and Agenda Subcommittee (this position will also coordinate arranging food for lunch)
* Taddesse Tesemma has agreed to handle the Conference’s website

Proposal Review

The Committee agreed to streamline the proposal submittal and review process.

* Proposal submittals will include a short summary of the proposal (no more than three sentences), accompanied by a bio of the presenter (format to be provided), and a fuller description of the presentation, not to exceed one page.
* Proposal submittal and review will be handled via email rather than through the Conference website.
* Given that the Conference will tentatively be held on April 4 (a month later than past Conferences), the proposal submittal due date will be changed to January 10

Conference Format

The Committee members tentatively agreed on the following format for the Conference:

* Lunch (potluck to be supplemented, as needed, by purchased platters)
	+ The possibility of surveying teachers about their food preferences was discussed
* An opening panel on a current topic of interest to all teachers, with no more than four panel members and facilitated by a moderator
	+ Committee members agreed to submit topic ideas for the panel by November 12 for discussion at the Committee’s November 15 meeting
* Two sessions of 45-minute presentations by teachers, including sessions with quick shares
* One sharing session, arranged around teaching levels or other possible topic areas, where teachers can share teaching and other classroom-related ideas
	+ The Committee discussed possible ideas to be sure that sharing sessions have approximately the same number of teachers in each one
* A closing session for all teachers

Next Steps

* Barbara will update the flyer to reflect the decisions made at the meeting and get them to Annie Welsh, Fetwi Gusba, and Sunaina Boveja for distribution to teachers and Site Mentors
* Committee members will submit ideas for a panel to open the Conference to Barbara and Andy by November 12
* Andy will check on whether there are copyright issues associated with doing a presentation based on MCAEL’s More Learning, Less Talking Workshop
* Barbara and Andy will attend the November Site Mentors Meeting to provide an update on Conference planning and ask mentors to once again to urge teachers at their sites to submit proposals