

Program Services Meeting: Instructional Coaches
Topic: Initial Planning of Upcoming ECPPS Professional Development #1
August 18, 2015
Present: Leigh Austin, Bert Lane, Christie Pauley, Kimberly Whitehurst
11:20

Time	Item	Leader	Notes
11:20	Upcoming PD - Initial Planning	C. Pauley	C. Pauley and L. Austin shared pertinent information from the Directors meeting. Based on the information, the program services team immediately began brainstorming ideas for our first district professional development that is scheduled for September 28, 2015. The program services team collaborated and used feedback from principals, beginning teacher orientation feedback, and best practices for teachers to develop “preliminary” professional development sessions. Additionally, our team discussed the following: session times, potential teacher leaders, site locations for Elementary and Secondary PD, rosters, feedback form using Google docs, and meeting the needs of subgroups such as counselors. The instructional coaches’ collaboration and planning of the upcoming professional development is ongoing.
12:00	Next Steps: Elementary Secondary	L. Austin B. Lane	Suggested teacher leaders were noted, initial contacts were made and some were confirmed. Location was established for Secondary PD (RRMS).

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