



Menlo Park Academy Governing Board

Minutes

Local Professional Development Committee Meeting

Date and Time

Thursday October 13, 2016 at 3:30 PM

Location

Menlo Park Academy Conference Room

OUR MISSION: Menlo Park Academy is a public school that develops the potential of gifted learners through an exemplary program of rewarding experiences that nurtures the whole child.

Committee Members Present**Committee Members Absent**

Cassie Marusa, Christina Cardellini, Doug Thompson, Gabriela House, Grace Coyne

I. Opening Items**A. Record Attendance and Guests**

Doug Thompson
Sean Makinster
Cassie Marusa
Gabriella Del Valle
Christina Cardellini
Bev Veccia

B.

Call the Meeting to Order

Doug Thompson called a meeting of the Local Professional Development Committee of Menlo Park Academy Governing Board to order on Thursday Oct 13, 2016 at 3:34 PM.

C. Approve Minutes

Cassie Marusa made a motion to approve minutes from the Local Professional Development Committee Meeting on 09-26-16 Local Professional Development Committee Meeting on 09-26-16.

Grace Coyne seconded the motion.

The committee **VOTED** unanimously to approve the motion.

II. Local Professional Development Committee

A. Reading Strategies Professional Development

Christina Cardelini made a motion to Motion to approve approve prior professional development as written.

Grace Coyne seconded the motion.

The committee **VOTED** unanimously to approve the motion.

B. August Professional Development

C. Award contact hours

D. Tracking method and certificates

Cassie suggested setting up a Google Sheet with a tab for each Teacher.

Doc will be uploaded depicting Google Sheet setup with teacher tabs.

Timeline....

Setup meeting schedule for the second Thursday of every month 3:30-4:15

-November 10th

-December 9th

-January 12th

-February 9th

-March 9th

-April 13th

-May 11th

-June TBD

IPDP distribution by 10/13/16 -Gabriela taking ownership

IPDP due date- November 3rd, 2016

E. Tracking method and certificates

III. Other Business

A. Vote on IPDP

Gabriela House made a motion to Motion to approve IPDP for Grace Coyne.

Cassie Marusa seconded the motion.

The committee **VOTED** unanimously to approve the motion.

IV. Closing Items

A. Adjourn Meeting

Cassie Marusa made a motion to adjourn the meeting.

Gabriela House seconded the motion.

The committee **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:09 PM.

Respectfully Submitted,
Doug Thompson