APPROVED

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 Cardelini, 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 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 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