

CDEP MEETING MINUTES

SEPTEMBER 21, 2004

9:00am-11: 00am

Members Present:	Pat Sexton
Victor Britton	Ed Sullivan
Tony Celenza	Julie Turpin
Chantal Defile	Dean Vallas
Jane Ebaugh	Ernie Welch
Sal Guido	Mary Winkler
Marvin Kreps	Kathy Younger
Ed Ostapczuk	Members Absent
Joseph Phelan	Maureen Cunningham
Laura Sagan	Vincent Nugent

INSERVICE AND STAFF DEVELOPMENT DAYS

* Discussion regarding how to divide up the responsibilities, particularly having a sub-committee of the larger group in charge of planning the in-service/ staff development days.

* Discussion occurred as to how to individualize the in-service (i.e., visits to other schools)

* Is what we are doing in the planning of in-service days directly tied into CDEP's initial goals? Is it CDEP's responsibility to be monitoring whether we are reaching these goals?

* After reviewing the CDEP Goal Activities, it was discussed that the October 12th Superintendent's Conference Day would be the opportune time to discuss the CDEP goals with the faculty and then set up various committees.

* It was discussed that in-service be offered to the non-instructional staff as well on November 2.

* It would be helpful to design/distribute an instrument to measure what types of staff development people need. This could be done at the October 12, 2004 Superintendent's Conference Day. Some initial planning of this date could involve presentation of the full CDEP plan, breaking down in to

curriculum areas (vertically), for discussion and ultimately formation of curriculum committees. (i.e., AIS, Student Support Services) The afternoon would be designed for focused work within specific groups, responding to clearly articulated tasks to begin. At some point during the day, have a needs assessment administered for future in-services/ professional development. Perhaps this could be accomplished in the different groups.

* October 12, 2004 Superintendent's Conference Day 8:00am-3:00pm

8:00-8:30 Continental Breakfast

8:30-10:00 CDEP rollout

10:00-10:15 Break

10:15-11:30 Building Level Meetings

11:30-12:30 Lunch

12:30-1:30 Committee Meetings

1:30-1:45 Break

1:45-3:00 Continue in groups

* Marvin will get out memo describing the day with copies of CDEP documents, and a request for Professional Development suggestions for November 2 date. A deadline for responding will be set.

* The CDEP Committee will need to come up with ways to share responsibility of disseminating information regarding the CDEP minutes and/or reports.

MANDATORY INSERVICES

* Blood Borne Pathogens/ Right to Know

* Sexual Harassment Training

* AED and CPR Re-Certification

NOVEMBER 2, 2004 - SAFETY DAY

* AM: Blood Borne Pathogens, Right to Know, Sexual Harassment, AED and CPR re-certifications

* PM: To be determined

IMPORTANT DATES

CONFERENCE DAYS:

* November 2, 2004 (Safety)

* To be scheduled - 6 hrs

FULL CDEP MEETINGS:

* November 2004, To be determined by Marvin Kreps

* February 2005, To be determined by Marvin Kreps

* June 2005, To be determined by Marvin Kreps