

LPDC Fall Meeting 2018

October 1, 2018

LPDC Website: <https://sites.google.com/treca.org/lpdc/home?authuser=0>

Members Present:

- Kristina McLaughlin, Chairperson, *below referenced as (I)*
- Heather Simpkins
- Brittany Rutter
- Rebecca Swarts, Recorder

(1) Finished approving everything in Kiosk, so it is empty right now. In our LPDC Team Drive, I uploaded all the reports that I felt we would need from Kiosk. I exported the total approved time for everyone as well as reports that show license expiration dates.

(2) I have a meeting with Kelly at Frontline on Monday, October 15 at 9 AM to do a final review of Professional Learning in Frontline. I should be able to send out invitations to the remaining TRECA staff who are not in Professional Learning yet so that we can all begin using it for LPDC.

(3) Within Frontline, the IPDP will first be approved by a supervisor. Once the supervisor approves it, then a copy will go to me as LPDC chair. I may be able to allow all of you to see it as well. I'll have to play around with that part before I know for certain.

(4) Within Frontline, we can create catalog events. From there, people can self-select them or we can mass assign them to everyone. I believe we can even grant credit to small groups this way! So if there a team at TRECA, say CSLT, I could create a catalog event for CSLT and grant credit to all of them at once.

(5) We need to update the LPDC Plan of Operations to indicate that supervisors/OTES Evaluators will be approving an IPDP before it is sent on to the LPDC. It is a slight change, but it should go to the Board.

(6) We should schedule a time to look at Frontline together. Tuesday, October 16 or Thursday, October 18.

(7) I only had to change 3 words on the Plan of Operations, but I think it's updated and ready to send to the Board.

(8) According to the Plan, we actually need 3 teachers and 2 admin.. Right now, we have 3 admin and 1 teacher.

(9) We need another teacher on the committee. I sent two emails this morning and CC'd Becky and Brittany. I asked Kara Gogolek and Tara Roach. That will give us exactly what we need - 3 teachers and 2 admin.

(10) Thurs. Oct. 18: I have updated the LPDC website to include updated directions for using Frontline. As LPDC members, we are welcome to go ahead and create our IPDP using the directions on the IPDP page.