

**MINUTES  
Professional Development Meeting  
October 6, 2009  
The Education Cooperative  
1112 High Street  
Dedham, MA 02027**

In attendance: Deb Booth (Pilgrim), James Bradley (GLEC), Cecilia Buckley (HEC), Jacki Clark (Shore), Gail Conceico (SMEC), Marsha Januskiewicz (FLLAC), Mary Jo Jones (BICO), Mary Keeler (READS), Cathy Lawson (SEEM), Melissa Manzi (SWEC), Richard Murphy (FLLAC), Heather Shattuck (Shore), Steve Theall (MOEC), Deborah White (North River), Anita Woods (Cape Cod)

**I. DSACs and Readiness Centers: What is the role of Educational Collaboratives?**

The agenda included a discussion on ways in which Collaboratives are able to and plan to provide professional development programs and services through the soon-to-be-implemented regional District School Assistance Centers (DSACs) and ultimately as part of the regional Readiness Centers. Given our long history and strong working relationships with our member districts we are very positively positioned to take advantage of these initiatives.

**II. Collaborative Professional Development Programs: What data do we need to tell our story?**

Another agenda item posed the question as to what data do we need to collect and share that will enable us to more effectively articulate the difference we make in terms of our professional development in raising student achievement and improving classroom instruction. After considerable discussion, it was agreed that for MOEC Annual Report data gathering purposes, the following information will be collected and shared each year:

1. Number of hours of professional development offered and completed between July 1 and June 30 each year.
2. Number of staff enrolled in Collaborative professional development programs between July 1 and June 30 each year.
3. Number of graduate and undergraduate courses offered between July 1 and June 30 each year and number of staff receiving credit.
4. Number of low-incidence staff served between July 1 and June 30 each year (for example, teachers of art, music, and physical education, media specialists, school nurses, counselors).
5. Any comparative data that demonstrates cost-effectiveness or cost savings to districts as opposed to private and public professional development vendors.
6. Anecdotal data, comments, quotes, and evaluative data that describes the impact professional development offerings had on improving classroom performance and student achievement.

It was agreed that this data collection process is a work-in-progress and will be evaluated each year as to usefulness and efficiency of collection.

The meeting adjourned at 11:30 a.m.

Next meeting: March 9, 2010

The Education Cooperative  
9:30 a.m.