

# MEETING MINUTES

Committee Name: Curriculum & Professional Development Committee

DATE: Jan. 23, 2017

FACILITATOR: T. Pine

RECORDER: M. LeBlanc

## DISCUSSION HIGHLIGHTS:

- Began planning for the March 24<sup>th</sup> Professional Development Day
- Discussed possible topics and speakers
- Discussed possible structure for the day and meals
- Discussed need for all staff to have a certain level of competency regarding Google programs

## MEMBERS:

T. Pine  
A. Harkness  
A. Harris\*  
N. Short  
M. Phillips-LeBlanc

\*Member absent

## NEXT AGENDA:

- Continue planning for the March 24<sup>th</sup> Professional Development Day
- Meet in two weeks in order to move planning forward

## ASSIGNMENTS:

- N. Short will contact possible speakers  
Autism workshop - Lori Benson Adams  
School Pride speaker
- A. Harkness, T. Pine and M. LeBlanc will brainstorm topics for break-out session.

## KEY DECISIONS:

## NEXT MEETING:

Date: Feb. 6, 2017 Time: 9:24 a.m.

Location: T. Pine's Room