

Teacher Quality Committee
January 14, 2008
4:15 p.m. High School Library
Meeting notes

The meeting was called to order at 4:20 p.m. Members present were: Wendy Roder, Amanda Buse, Sherrie Zeutenhorst, Jim Gude, Cindy Barwick, Robin Spears, Jenni McCrory, and Matt Meendering. Absent: none. Matt Meendering made a motion to approve the minutes from the last meeting held on December 17, 2007. Jenni McCrory seconded and the motion carried. Cindy Barwick made a motion to approve the agenda, Matt Meendering seconded and the motion carried.

The first item on the agenda was "Teacher Evaluation Procedures". The building principals met over the winter break in regard to teacher evaluation. After discussion, they realized that there are different expectations in each of the three buildings in the following areas:

1. expectations of what ought to be placed in the portfolio
2. how teachers justify what is contained in their portfolio
3. reflection pieces with the summative evaluation

It was emphasized that if a criteria is demonstrated by a teacher during an observation, the artifact is not required in the portfolio. This was consistent in all three buildings.

Jenni McCrory stated that she requires the elementary teachers to write a justification statement for each artifact placed in the portfolio, "that way I'm not assuming why the artifact is there". Robin Spears included that the evaluation process ought to focus around, "how can I become a better teacher rather than it being a compliance issue".

All members present decided that they wanted to give this issue more thought and to discuss it again at the next meeting.

The next item on the agenda included "Career Increment Principal Recommendation". Robin Spears indicated that the building principals will be looking for the following items:

- excellent grasp of the teaching standards
- demonstration of leadership
- positive impact on student achievement

He mentioned that it isn't enough to meet the district standards. The person they want to write the recommendation letter for is a teacher that others want to follow or emulate because of the difference he or she is able to make in the classroom. Cindy Barwick stated that there isn't any written definition of "exemplary". Robin Spears commented that it is hard to describe, "But you know it when you see it". He concluded by saying that we need to be able to describe something in concrete terms to teachers by March. This agenda item will also be discussed at the next meeting.

Robin Spears then handed out "The Iowa Professional Development Model Executive Summary". He mentioned that we need to work on getting our staff more familiar with the document. The document outlines "The Iowa Professional Development Standards" which state that a school district's career development plan:

- must align with the Iowa teaching standards and criteria
- must deliver research-based instructional strategies aligned with the student achievement goals established by the district
- must deliver professional development training and learning opportunities that are targeted at instructional improvement
- must include an evaluation component that documents the improvement in instructional practice and the effect on student learning
- must support the professional development needs of a district

The next added agenda item was "Market Factor Pay". The Sheldon Community School District approved at their last board meeting paying for a portion of the tuition necessary for a district employee to complete coursework if it is necessary for their new or added teaching assignment. The School Board is requiring the teacher to supply a transcript from the college or university stating that the coursework is complete.

The next added agenda item was the "Survey". This survey is to be completed by each member serving on the Teacher Quality Committee to the Iowa Department of Education by January 28, 2008.

The next Teacher Quality Committee meeting will be on January 29 at 4:15 p.m. in the High School library.

Jim Gude made a motion to adjourn the meeting. Amanda Buse seconded the motion. The meeting was adjourned at 5:32 p.m.