

**Teacher Quality Committee**  
December 17, 2007  
4:15 p.m. High School Library  
Meeting notes

The meeting was called to order at 4:20 p.m. Members present: Robin Spears, Matt Meendering, Cindy Barwick, Jenni McCrory, Amanda Buse, Sherrie Zeutenhorst, and Jim Gude. Absent: Wendy Roder.

Jim Gude made a motion to approve the minutes from the last meeting held on December 6, 2007. Jenni McCrory seconded the motion and the motion carried.

The first item on the agenda was "Professional Development Days". Mr. Spears shared a working copy of "Sheldon Community School District Proposal for Professional Development Flex Time Day". This worksheet allows each teacher to provide a written copy to their building principal of how they plan to spend their eight hours of flex time including the focus of the plan, specific goals of the plan, student learning outcomes, how the plan relates to building/district/individual goals, as well as proposed activities. The worksheet also provides for teacher reflection (what were the results or outcomes of the plan, what has been learned as a result of the plan, and how will this improve student achievement in the classroom). The teachers will receive this sheet during the January 3 inservice day. Discussion included that each teacher ought to submit the proposal and reflection even though they plan to complete a group project. The proposal will be due to building principals by January 11, 2008 and the reflection will be due by May 9. Jim Gude shared an example of a proposal that can be shared with teachers on the January 3 inservice day.

The next item on the agenda was "Teacher Evaluation Procedures". The principals, in their last administrative meeting, had drawn up "Teacher Evaluation Process and Procedures Principal's Letter for Career Increment". This document outlines what a teacher would have to demonstrate to prove that he/she had exceeded each of the eight Iowa Teaching Standards. Cindy Barwick agreed to work on a rubric which would make the evaluation process more objective for both the teacher and principal. Robin Spears emphasized that the principals will be looking for demonstration of the teaching standards throughout the evaluation process as well as throughout the school year. Jim Gude wondered whether career merit pay could be made available to teachers who were willing to put in the time to become an exemplary teacher whether or not they had put in enough years to reach the career merit option (veteran teacher). There was no discussion on the "Intensive Assistance Program".

The next item discussed was "Market Factor Pay". Sherrie Zeutenhorst made a motion that our district cover 50% of the tuition for the teachers having to pick up graduate credits in order to teach courses/subjects they are being required to teach for our district. The Sheldon Community School District would have to accept this proposal. Matt Meendering seconded the motion.

The next Teacher Quality Committee meeting will be on January 14 at 4:15 at the Middle School library.

The meeting was adjourned at 5:55 p.m.