

Teacher Quality Committee Meeting Minutes September 20, 2007

The Teacher Quality Committee met on Thursday, September 20, 2007, at the Dorothy Pecaut Nature Center. All members were present: Sandy Cannon, Ron Colling, Diane Cox, Kris Flewelling, Mette Malek, Linda McEntaffer, Jan Olson, LuAnn Richardson, Doug Robbins, Janet Rohmiller, Mary Jo Salem, Jeanene Sampson, Donna Walsh, Cindy Washinowski. Bruce Lear and Steve Crary were also present. Steve facilitated the meeting.

The meeting began at 8:30 a.m. with a review of the minutes from the September 7, 2007, meeting. No additions or corrections to the minutes were made.

The professional courtesies, which were agreed-upon by committee members at the last meeting, were also reviewed.

Individual Teacher Professional Development Plan

Clarifications regarding the Individual Teacher Professional Development Plan (ITPDP) were discussed. The Teacher Quality Committee will review the administrative regulations (once they are received from the Iowa Department of Education) and determine how the information will be disbursed to administrators and teachers for implementation in the district.

It was suggested that a "Q and A" be created and distributed to teachers and administrators to clarify some of the questions/concerns. Mette, Jan, Janet, Jeanene will create the "Q and A's" to ITPDP by Friday, Sept. 28, distribute them to the TQC in draft form for input, and, once "approved" by the committee, send them to all teachers and administrators in the district.

Because of the new guidelines coming from the DE regarding ITPDP and the additional time that teachers may need to create a quality plan, the Committee made the recommendation to extend the due date for the ITPDP to December 1 (as opposed to October 1, the original due date set by the district.) LuAnn will communicate this to all principals.

Historical Perspective

Janet presented historical information about calendars as well as the calendar that was taken to the Board of Education for approval prior to our knowledge about new state funds for professional development. LuAnn presented historical information about professional development funds, both district funds and funds that are allocated to the district through the Teacher Quality legislation.

Guiding Principles for Use of Funds

The TQC then developed a list of guiding principles for the use of funds to include the following: equal access to funds, flexibility, based on long-term needs, aligned with the goals of the district, building, and department, relevant to student achievement, support structures already in place, based on the IPDM, long-term focus, research-based, focused on the future.

Allocation of 2007-08 Funds

The Committee then allocated the 2007-08 funds in the following manner:

- TQC functions--\$20,000
- Additional hours on Mondays—per diem rate (11 hours: approximately \$426,371 @ \$38,761 per hour)
 - One-hour blocks of state-paid time are optional for teachers but attendance and participation is strongly encouraged. We believe that this is important, so important, that we are paying the teachers their per diem rate.
 - Teachers who need to supervise or coach an activity during the Monday state-paid time will be excused to attend that duty but will not be paid for professional development time that is missed. It was suggested that supervisors and coaches of activities that are held during the Monday PD time have an opportunity to make up the session and be paid. (This will be revisited at our next meeting after it is discussed with principals.)
- Summer Trainings—rate to be determined (carryover)
- Leadership Academy for BLT's—hourly rate (\$90,000)
- Department Leadership Academy—Needs to be open invitation—hourly rate (part of \$90,000 listed above)
- Department Leadership Planning Time—hourly rate (\$13,000) for five additional hours to assist head teachers in the planning and delivery of department professional development.

Professional Development Calendar

The Committee developed a draft professional development calendar for the 2007-08 school year to include eleven hours of state paid time (compared to the seven hours that were built into the 2006-07 PD calendar.) Janet will send committee members the draft calendar by email for final review and feedback before sending it to the principals.

Agenda items "Elementary Planning Time" and "Committee Timeline and Calendar for the Year" were not addressed at this meeting due to lack of time.

Agenda for Next Meeting

Two future meeting dates were secured by the Committee before adjournment: October 1 from 8:00 to 1:30 and October 10 from 8:00 to 3:30. The October 1 meeting will be held in the Board Room of the Education Service Center. The

October 10 meeting will be held in the second floor Technology Conference Room of the ESC.

The agenda for the next meeting was set to include the following:

Elementary Planning Time

Charges of committee & timeline

- Market incentive
- Monitoring Evaluation (Administrative & Teacher) & Professional Development
- Monitoring Mentoring
- Implementation of the Legislation
- Communication plan

The meeting was adjourned at 3:00 p.m.

Respectfully submitted,
LuAnn Richardson