

Teacher Quality Committee Meeting Minutes  
July 23, 2015

**Members Present**

Brian Burnight	Sandi Cannon	Kris Flewelling
Charles Hoberg	Chris Poeckes	Kris Snavely
Deb Padomek		

**Guests Present**

Nancy Baker	Tim Foix
Bruce Lear	Ta Rea Gardner

Kari Webb, Facilitator

**Minutes & Updates**

- A. Today's Agenda—review and approve agenda for today—reviewed and approved
- B. Minutes—review and approve May 7, 2015, minutes—reviewed and approved
  - Note for future minutes: draft meeting minutes should be sent within two weeks

**Discussion and Action Items**

**A. Debrief Leadership Academy 2015**

- WITCC campus did a great job of hosting
- A lot of sessions were offered to a wide range of staff
- The offering of sessions for nursing staff was very accessible and flexible

Review Survey Data from Leadership Academy

- The survey scale is between 1-5, with 1 being the lowest and 5 being at the top.
- There were four areas the survey targeted:
  - PD format
  - PD venue
  - Impression of PD sessions
  - Relevance of sessions
- The positive feedback includes:
  - Flexible schedule
  - Structure and content was well informed
  - Many sessions from which to choose
  - Wide range of presenters from within and beyond the district
- The negative feedback includes:
  - Popular sessions filled quickly
  - Sessions length could be shorter
  - Suggestion to involve students
  - Sign in and out process could be improved

**B. Fiscal Year 2015 TQ expenditures were reviewed and approved.**

### **C. Budget Discussion for FY2016**

Main expenditures:

1. August 18: Four hours of training for all staff
2. Online Courses:
  - Registration fee with ASCD and hourly pay, per diem
3. Leadership Academy, June 2016
4. Other typical expenses including committee and summer training stipends.

Committee acknowledged the plan (approved at last meeting) to provide 4.0 hours of TQ on August 18<sup>th</sup> to elementary and secondary staff. Committee encouraged email communication, My Learning Plan and communication to staff via principal's "back to school" letters in order to increase participation.

Committee engaged in discussion regarding offering of online courses in lieu of Monday TQ hours. TQ funds would pay for one course registration plus specified number of hours to complete the online courses. Committee engaged in a lengthy discussion regarding course provider and number of hours. Accountability for online course completion will be two-fold: completion certificate within specified timeframe and participation in online discussion forums with "reflection questions" which are a part of the online course. Teachers will choose a course from a list of approved courses provided by the Office of Curriculum, Instruction and Assessment.

The list of courses will be generated from ASCD Online PD course catalogue, selected to align with building and district goals. The course registration will be paid with TQ funds. Motion made by Deb Padomek and Sandi Cannon seconded. Motion carried.

The committee discussed timeline for implementation and course completion. Suggestion to use IPDP dates to bracket the window for completion. Motion was made for courses to be offered between October 15, 2015 through February 28, 2016 with thirteen (13) hours paid upon successful completion (certificate and online moderated discussions on Canvas). Charlie Hoberg moved / Sandi Cannon seconded / motion carried.

### **D. Iowa Core expenditures for FY2015**

Expenditures were reviewed by committee. Request was made to preview Iowa Core budget for FY2016. Kris Snavelly requested that Janet Rohmiller present the New Teacher Mentoring program at a future TQ meeting.

### **E. Next Meeting**

- Proposed date, October 15, 2015, 9-11 a.m. , ESC-Professional Learning Center

Respectfully submitted,  
Tran Ngo, Recorder