

Teacher Quality Committee Meeting Minutes
December 9, 2011
8:00-11:00

TQC Mission: The Teacher Quality Committee (TQC) will ensure equal access to long-range quality professional development for all teachers through the allocation of Teacher Quality Professional Development funds. The TQC will collectively and consistently utilize the Iowa Professional Development Model as its guide to monitor and strengthen professional development.

The Teacher Quality Committee met on December 9, 2011, from 8:00-11:00 in room 105 of the Education Service Center in Sioux City. All committee members were present: Donna Walsh, Kris Flewelling, Linda McEntaffer, Sandi Cannon, Chris Poeckes, Ron Colling, Charlie Hoberg, John Beek, Rich McGrath, Joe Malsam, Deb Padomek, Mary Jo Salem, Jim Vanderloo, and Janet Rohmiller.

Minutes from Last Meeting

The minutes from the May 4th meeting were reviewed and approved.

Agenda for Today's Meeting

The committee reviewed and approved the agenda for today's meeting.

Committee Purpose, Roles & Norms

Four new committee members were welcomed to the committee: Charlie Hoberg, Rich McGrath, Joe Malsam, and Jim Vanderloo. The committee reviewed the mission, purpose, and roles. They agreed to continue with the current mission as it is written and agreed to follow the same norms as last year.

These include:

Professional Courtesies:

1. Keep a sense of humor.
2. Honor everyone's opinions.
3. Listen respectfully. (Eliminate side conversations.)
4. Make comments brief.
5. Place issues in "parking lot" and make sure that "parking lot" issues are dealt with.
6. Minimize cell phone usage and interruptions.
7. Take care of yourself.
8. Debrief at the end of each meeting.

Committee Roles: Roles will be assigned at each meeting, as needed, including facilitator, recorder, timekeeper, and topic cop.

ACTION ITEMS

TQ Budget & Resource Allocation for 2011-2012

This year's TQ budget allocation is higher than projected. The state allocated \$580,213 for FY12, and there was a carryover of approximately \$74,000. This leaves a total allocation of \$654,213 for 2011-2012. Based on this total allocation available, the committee reviewed the current budget allocations by category. In doing so, the committee used the average per diem rate of \$40.26/hour for calculation

of projected cost for the Monday and full-day TQ hours for this year. Based on the review of projected needs and each category, the committee increased the allocation for Monday PD and TQ PD day to \$450,000 in this budget category; the budget allocations for the other budget categories remained the same. The budget allocations are detailed below.

The committee’s discussions of each budget category raised the following points and recommendations.

- TQ Monday/Full-Day PD: It is believed that there is the potential that a larger percentage of staff may attend the full-day PD day (6 hours) on January 23, so there may be a need for a larger funding allocation in the TQ PD day budget category. Janet will gather projections based on attendance to be considered by the committee.
- Tech Training: This training occurred in July 2011. Janet will gather data on the amount that has been expended on this training to determine if all of this allocation was used.
- AP & Project Lead the Way: Jim Vanderloo will gather more specific data on anticipated needs for AP and Project Lead the Way training and will bring this to the next meeting.
- Leadership Academy: There was discussion about what access staff members have to serving on Building Leadership Teams. Principals shared how they seek and assign staff to BLT; each leader does this a bit differently and there are neither district guidelines nor term limits for serving on BLT, due to individual building needs, size of staff, etc. Some members noted that they see that Leadership Academy is impacting PD in the district and in buildings, yet they want to monitor this (review feedback &/other data from Leadership Academy) to ensure that it is meeting PD goals and mission and Educator Quality legislation/TQ mission.

The budget will again be reviewed in mid-to-late February to estimate expenses and determine if any adjustments in budget categories and/or activities are needed.

Budget Category	Allocation Description	Pay Rate	FY12 Amount Allocated
Monday PD	8 one-hour sessions added in 1-hour increments to 8 Monday PD sessions throughout the year	Individual Teacher's per diem rate	\$450,000
TQ PD day	one six-hour non-contract TQ day PLUS time for prep by head teachers and teacher leaders	Individual Teacher's per diem rate for PD time; Contracted hourly rate for planning	
TQC Functions	Subs, extra pay, etc., as needed to complete the work of the committee	Contracted hourly rate (\$29/hr--\$33.56 total cost)	\$3,000
Leadership Academy	Extra pay to teachers who attend Summer Leadership Academy	Contracted hourly rate (\$29/hr--\$33.56 total cost)	\$140,000
New teacher professional development	Payment to teachers new to the district who participate in beginning of the year PD (prior to the first contracted day)	District stipend rate (\$110/full-day)	\$6,000
Summer tech training	tech training to support roll-out of secondary tech initiative, including 1-to-1 netbooks for HS	District stipend rate (\$110/full-day)	\$50,000
PLTW & AP training	payment to teachers who attend intensive training related to teaching Project Lead the Way and AP courses	District stipend rate (\$175/day when training for multiple days outside the district; \$110/day when training within region)	\$5,000
Total			\$654,000

Janet will be sending an email to all certified staff regarding the upcoming full-day PD day on January 23. This will detail the parameters and schedule for this day and also note that payment for all TQ PD (Monday's and January 23) will be paid to staff at the end of April.

Iowa Core Update & Budget Request

Janet and Mary Jo provided an update on the current work being done in relation to the Iowa Core Curriculum Plan and funding. The district receives approximately \$240,000 per year for Iowa Core Plan implementation. We currently have work occurring in the following project areas:

- Secondary curriculum alignment and common assessments
- 3rd-5th standards-based alignment, assessments, and reporting
- K-2 common assessments

Mary Jo also provided an update on the current work in elementary math. They are currently aligning the district standards and benchmarks to the Iowa Core and working to increase the rigor. This also includes more intensive work at the 2nd to 3rd grade level to identify gaps. Cody Rininger, head math teacher, has established a committee of teachers, instructional coaches, and administrators who are completing this K-5 work. It was requested that ICC funds be allocated to support the committee's work around alignment of written (intended) curriculum and development of assessments to align assessed and written curriculum. (No ICC funds would be used for examination and adoption of materials when this work is completed by the committee. This will be funded through district funds, as traditional work of the district.) The committee supported this work and agreed to an initial allocation of \$10,000 for this K-5 math curriculum work. Additional funding may be needed and requested in the future.

DISCUSSION ITEMS

School Calendar

Jill Knuth, Director of HR, shared school calendars for the next three school years and requested input from the TQ committee. The committee shared the following considerations:

- It was recommended that parent-teacher conferences occur during the 6th week of the quarter in the first and third quarters.
- It was recommended that it may be best to have all levels (elementary and secondary) hold conferences the same two days and include Wednesday as one of these days, as Wednesday is a day without any athletics or activities held.
- The question was raised as to whether or not we may want to number our school weeks in the same way that the state does, so that we are using common information as other districts and the state on various calendars.
- Teachers at the high school level who teach semester-long courses report some concerns with the first semester being shorter than the second semester.
- It was noted that some like the snow day moved away from spring break, as it now is.

Jill is continuing to gather input from multiple committees and groups. She will use this info to compile school calendars for three years to present to the board in January.

What are you hearing?

Some committee members shared about a unique idea they are implementing in support of transition between elementary and middle school. Riverside Elementary and West Middle teachers will be participating in a “teacher exchange,” in which they trade places for a day. There was much interest expressed in this by committee members, and they look forward to hearing a follow-up later in the year after it has occurred.

No additional items were shared at this time.

NEXT MEETING

Date: *Proposed Date—Monday, February 20*

Time: 8:00-11:00 a.m.

Location: ESC room 105

Agenda Items:

- Budget
- Iowa Core funding needs
- PD Survey

Respectfully Submitted,
Janet Rohmiller