



Teacher Evaluation Instrument Committee

Minutes

January 9, 2018; 4:00 p.m.
Central Administration Office

Present: Superintendent Douglas Sullivan, Mrs. Melanie Kathrein, Dr. Marcus Lewton, Ms. Naomi Thorson, Mrs. Mary Ann Reisenauer, Mrs. Tanya Rude, Mrs. Mandy Lubken, Mrs. Sara Streeter, Mrs. Kathy Mavity, and Mrs. Shawna Knipp.

Absent: Mrs. Kay Poland, Mrs. Betsy Brandvik, Mrs. Trina Kudrna, Mrs. Diana Stroud, Ms. Alicia Webster, and Mr. Scott Schmidt.

Call to Order – Superintendent Sullivan called the meeting to order at 4:00 p.m.

Meeting Norms – The meeting norms were available on the agenda.

Additions/Deletions to Agenda Items – There were no additions or deletions to the agenda.

Approval of the February 14, 2017, Meeting Minutes – Mrs. Lubken moved to approve the February 14, 2017, meeting minutes, as presented. Mrs. Mavity seconded the motion. The motion carried unanimously.

Business Topics

Current Components and Four Walk Throughs – Superintendent Sullivan noted that it was the decision of this committee to utilize the following components for this school year: 1b, 2a, 2c, 2d, 3a, and 3c. He asked for input regarding the level of satisfaction for those components and if the committee members wished to make any modifications or continue with these components for another school year.

Mrs. Lubken had some concerns regarding the components for veteran teachers. She felt the components were great for teachers in their early years but they did not provide any challenges for areas of growth. She suggested more in domain 3 or having flexibility with the veteran teachers by maybe taking one component out and adding a different one back in that would encourage growth.

Mrs. Kathrein explained the components chosen last year for this school year plus the additional components chosen by the building were put into Front Line over the summer months. She suggested maybe having a list of components more open and a list of those that would not be used. There was discussion regarding the difficulty of different components for veteran teachers and different components for teachers in their first years of teaching. Additionally, there was discussion regarding unique components by building. Mrs. Kathrein noted there are rubrics attached to the components and there are different components for other areas, such as counselors, and therefore a different rubric.

This conversation lead into a discussion regarding the number of walk throughs the principals are doing. There was a suggestion of utilizing one of the walk throughs to have a conversation regarding setting up the components. Mrs. Knipp suggested removing one or two walk throughs because they are requiring a great deal of time from the principal. Committee members shared their appreciation for the conversations between the principal and the teacher after the evaluation is complete. The post-evaluation conversation could also include a discussion regarding areas that could be improved and setting some goals.

Dr. Lewton explained when he does a walk through, he ends up spending more than 10-15 minutes and it almost becomes an evaluation. Mrs. Rude suggested a pre-evaluation form be filled out with some of the areas already completed.

There was discussion regarding a timeline for the goal setting. Suggestions were September and also the spring. If it was done in the spring, it could be uploaded into Front Line over the summer.

There was a suggestion to have set components for the first three years of teaching.

Superintendent Sullivan noted there were many ideas on the table. He asked for input regarding the next step. Mrs. Mavity suggested going back to the staff and asking them. Mrs. Kathrein suggested getting input from the Cabinet members. Mrs. Kathrein will check with Front Line regarding the turnaround time frame and then email the committee members.

Mrs. Knipp inquired if the four walk throughs could be reduced because of the workload of the principals. Dr. Lewton responded there would be benefits of the goal setting and the walk throughs. He recommended not reducing the number of walk throughs.

Mrs. Kathrein explained there is a constraint within the Front Line system due to the current formula in the program. It calculates by the component end score. The scores by component are required under ESSA.

Schedule Next Meeting – The next meeting was scheduled for Tuesday, February 20 at 4:00 p.m. at the Central Office.

Other – There were no other topics for discussion. Superintendent Sullivan thanked the committee members for their time and input.

Adjournment – The meeting adjourned at 5:08 p.m.