



Teacher Evaluation Instrument Committee
Minutes
Tuesday, February 14, 2017; 4:00 p.m.
Central Administration Office

Present: Superintendent Douglas Sullivan, Mrs. Melanie Kathrein, Mrs. Shawna Knipp, Mrs. Trina Kudrna, Mrs. Kathy Mavity, Mrs. Mandy Lubken, Mrs. Diana Stroud, Ms. Alicia Webster, Mrs. Sara Streeter, and Dr. Marcus Lewton.

Absent: Mrs. Kay Poland, Mrs. Betsy Brandvik, Ms. Naomi Thorson, Mrs. Mary Ann Reisenauer, Mr. Scott Schmidt, and Mrs. Tanya Rude.

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 December 14, 2016, Meeting Minutes – Mrs. Knipp moved to approve the minutes, as presented. Mrs. Kudrna seconded the motion. The motion carried unanimously.

Business Topics

Implementation Updates – Superintendent Sullivan requested input from the committee regarding anything that needs to be addressed for the next school year. He noted the principals are working on identifying components for the rubrics for the specialized groups for next school year. The list of components are to be turned in by the principals prior to the end of March. The evaluations for certified staff are due by March 15. Mrs. Knipp inquired if the principals are turning in the components selected by the building. Dr. Sullivan will bring this up at a Cabinet meeting. There were no other items noted to be considered before next fall.

Teacher Evaluation Handbook – Superintendent Sullivan explained the final handbook had been emailed to the committee members. Once the components are chosen by the individual groups and reported to him by the principals, Dr. Sullivan will add those components to the handbook so the handbook is updated and has a record. Mrs. Knipp inquired if the four formal walk throughs were too cumbersome for the administrators. She explained at Heart River, the administrator provides a lot of valuable information after the walk through that she knows takes a great deal of time to prepare. Mrs. Knipp requested this committee again discuss the minimum of four. She knows it is a struggle to get all four accomplished. The new staff members require the four walk throughs plus the additional observation. She asked if it could be reduced to two or three walk throughs. Mrs. Mavity agreed adding there is a lot of time put into the feedback and it is done in a short amount of time. Mrs. Lubken explained if a teacher was struggling, having the minimum of four might improve the average for that teacher. Without the four, the scoring could be lower. As a parent, she would want her principal in the classroom many times. Mrs. Kudrna inquired if there could be the walk throughs without having them be formal. Ms. Webster felt uncomfortable if the minimum would be taken away. There have been years when there have not been very many administrators in her classroom. There would maybe be one person in the

classroom for five minutes and that is all. She would not want to go back to that. Dr. Lewton shared that he visits classrooms often, sometimes a few times a week, even if it is for just a few minutes. He has talked to Mrs. Kathrein as sometimes he feels he is just going through the motions. Sometimes the discussion that takes place after the walk through is the most productive. Completing the written feedback has sometimes been difficult. Dr. Lewton felt this topic maybe should be a principal discussion with support from the Teacher Evaluation Committee. Mrs. Knipp responded that if the Cabinet members would support it she would also support it. She added that it does not worry her if someone comes into her classroom for a few minutes or for an hour. She appreciates the conversation afterwards on how she can do better but she does not want to add strain to the administration. The elementary buildings do not have an assistant principal for the principal to fall back on. Dr. Lewton explained when there are a minimum of four required walk throughs it forces the principal to go into the classroom. Mrs. Kudrna said there has been a similar discussion at Lincoln and the teachers felt it was overwhelming for the administrator. Mrs. Lubken inquired where the minimum of four walk throughs developed. Mrs. Kathrein responded that most districts do not use walk throughs as part of the scoring process. Dr. Sullivan clarified there are a minimum of four walk throughs but not all teachers receive written evaluations. Those four walk throughs are within a period of approximately seven months. There was discussion that the four walk throughs may be necessary for the teacher that is struggling in certain areas and provide the support that is needed instead of having the teacher continue to struggle. Dr. Sullivan noted this was the first school year that everything was in place. He suggested the committee wait another year and see if it is better. Mrs. Mavity noted that if there is a higher turnover with teachers there is going to be more work involved. Mrs. Knipp explained some districts in Wisconsin that are using Danielson may require younger teachers more formal walk throughs with the veteran teachers having less formal walk throughs. Mrs. Streeter added it could be a cycle. Mrs. Lubken felt that would be better. Dr. Sullivan said the District will keep it the way it is now and monitor it and re-evaluate next year. If in the meantime a committee member has a topic they wish to bring forward he suggested they make sure it is put on the agenda for a meeting.

Review Formal and Informal Evidence – Superintendent Sullivan said the evidence was discussed at the December meeting. He asked if there was additional input or questions. There were none noted.

Other – Dr. Sullivan inquired if the committee members had additional questions or comments to share. He asked if the committee members wished to meet again. Consensus was there would be no more meetings scheduled for the remainder of the school year. He commended the committee members on the great work they had done and appreciated their honesty and openness with communicating, such as they had done today, as it makes for a stronger school district. He thanked the committee members for all their hard work over the past four years. He noted their hard work and commitment to the process had implemented the evaluation model and made sure it was on track while addressing issues in an appropriate manner.

Adjournment – Dr. Sullivan declared the meeting adjourned at 4:23 p.m.