

**Teacher Evaluation Instrument Committee**  
**Minutes**

**Tuesday, November 17, 2015; 4:00 p.m.**  
**Central Administration Office**

Present: Superintendent Douglas Sullivan, Mrs. Melanie Kathrein, Mrs. Michelle Jaeger, Mrs. Trina Kudrna, Mrs. Kathy Mavity, Mrs. Mandy Lubken, Mrs. Mary Ann Reisenauer, Mrs. Betsy Brandvik, Mrs. Naomi Thorson, Mrs. Kay Poland, Dr. Marcus Lewton, and Mrs. Tanya Rude.

Absent: Mrs. Diana Stroud, Ms. Alisha Webster, Mr. Scott Schmidt, and Dr. Becky Pitkin.

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

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

**Approval of the October 13, 2015, Meeting Minutes** – Mrs. Jaeger moved to approve the October 13 meeting minutes, as presented. Mrs. Mavity seconded the motion. The motion carried unanimously.

**Business Topics**

**Walk Throughs / Classroom Observations** – Mrs. Kathrein clarified the Walk Through/Classroom Observation process. New teachers to the district will have a minimum of four walk throughs each at a minimum of five minutes during their 1<sup>st</sup> three years. Additionally new teachers in the district will have an announced observation and also an unannounced observation. The announced observation will utilize the pre-observation and post-observation forms. Both the announced and unannounced observations will be 45 minutes in length and completed prior to March 15. Those teachers in the district for four years or more will have one announced observation at a minimum of 45 minutes with the announced observation utilizing the pre and post observation forms. Additionally teachers in the district for four years or more will have a minimum of four walk throughs with each walk through being a minimum of five minutes conducted throughout the year. Mrs. Kathrein explained the purpose of the pre-observation forms was to let the building administrators conduct the observation with some knowledge of the lesson planned. The administrator conducting the observation will be scheduling the observation and would receive the pre-observation form from the teacher being observed. The pre-observation form questions should be answered by the teacher in a professional manner using a couple of sentences. Several committee members commented that the language of the questions was not specific enough to fit the needs of DPS. It should serve the Districts purposes in obtaining information regarding the teacher's classroom. Mrs. Brandvik voiced concern regarding an alternative should there be a necessity for the teacher to be absent at the scheduled observation and the difficulty to reschedule an observation. The teacher has already provided the information regarding the lesson covered in the pre-observation form. Mrs. Brandvik asked if there could be an option to redo the pre-observation form or if the lesson needed to be redone if the observation is rescheduled. Dr. Sullivan responded that there should be flexibility and each teacher should work collaboratively to find a solution if that situation should arise. Dr. Sullivan reiterated that the evaluations and information gathered will be for District use only.

TeachScape Training Feedback – Committee members that attended the training responded the training was quick. Even though there were some technology glitches the process worked well.

Student Achievement Data – Dr. Sullivan provided a chart with information from various states regarding the weighting of student data growth results reflected on teacher evaluations. He reminded the committee members that the North Dakota State Assessment must be included in the calculation. Discussion focused on the different pieces of information that would be included in the evaluations, such as student attendance and adequate yearly progress. Mrs. Thorson explained the variances of percentages due to the discipline, i.e. secondary special education versus secondary English. Another committee member emphasized the need for the evaluation to have a solid common denominator in order to keep equity, it should be standard. Suggestions shared included the North Dakota State Assessment, adequate yearly progress, student attendance, and NWEA growth. Mrs. Kathrein shared that some districts use the same indicators for all staff at a given school. For example, a high school might use NDSA, ACT, and graduation rates regardless of what a teacher teaches. This may create ownership of common school improvement goals and a sense of urgency to reach them. There was some discussion regarding various disciplines influence on scores such as NDSA. Several committee members commented that they felt there was a strong connection between elective class participation (e.g. band, CTE classes, etc.) and the scores on math and language arts standardized tests. Dr. Sullivan asked members to consider the percentage numbers and what multiple pieces of information should be included for discussion at the next meeting.

Next Meeting – The next meeting was scheduled for Tuesday, January 12 at 4:00 p.m. at the Central Office.

Other - There were no other topics for discussion.

Adjournment – The meeting adjourned at 5:00 p.m.