



**Teacher Evaluation Instrument Committee**  
**Minutes**  
**Tuesday, February 20, 2018; 4:00 p.m.**  
**Central Administration Office**

Present: Superintendent Douglas Sullivan, Mrs. Melanie Kathrein, Mrs. Shawna Knipp, Mrs. Trina Kudrna, Ms. Alisha Webster, Ms. Naomi Thorson, Mrs. Sara Streeter, Dr. Marcus Lewton, and Mrs. Tanya Rude.

Absent: Mrs. Kathy Mavity, Mrs. Mandy Lubken, Mrs. Mary Ann Reisenauer, Mrs. Diana Stroud, Mrs. Betsy Brandvik, Mrs. Kay Poland, 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 January 9, 2018, Meeting Minutes** – Mrs. Kudrna moved to approve the January 9, 2018, meeting minutes, as presented. Mrs. Streeter seconded the motion. The motion carried unanimously.

**Business Topics**

**Cabinet Recommendations** – Superintendent Sullivan explained that Cabinet members had a lengthy discussion a couple of weeks ago regarding the walk throughs for the upcoming school year. The Cabinet members were interested in reducing the number of walk throughs from four to two and substituting the goal-setting document for the two observations. This would provide more opportunity for the faculty to focus on the goal-setting document and personalize the evaluation process and to collaboratively take a look at the strengths and areas of improvement. Dr. Sullivan explained the Cabinet members felt it would be helpful to open all 22 components so they could be accessed by the principal and also managed by the principal. The 22 components could be brought back to this committee and prioritized based on the effect it has on instruction.

There was information shared regarding components for new teachers being focused around classroom management. Mrs. Streeter explained all the components allowed them to differentiate the teachers and provide ways to grow and the conversation would allow some feedback. If there were areas to focus on then that could be the professional development. She noted they want the professional development to match what they are evaluating so the teachers can improve on their teaching skills.

Mrs. Rude inquired what the prioritization would be based on. Dr. Lewton responded that a mean score would be taken of items and then divided by the standard deviation. This will then prove the phenomenon that goes back to that variable. It will be another way of reassuring it is working.

There was discussion regarding the goal-setting document that has already been created. There was additional discussion regarding walk throughs, components of the evaluation, minimum amount of components, artifacts and the reason for the artifacts.

Ms. Webster explained it was her understanding the goal-setting document and the self-assessment document were separate. Consensus of the committee was this was accurate.

Schedule Next Meeting - Superintendent Sullivan suggested the committee meet again. At the next meeting, the committee will discuss components based on effect size. After that meeting, Dr. Sullivan will report back to Cabinet and discuss the number of components and get a more definitive answer and bring a copy of the goal-setting document. Twila will utilize Doodle to schedule a meeting that fits most committee member's schedules.

Other – Dr. Sullivan thanked the committee members for their time and input at today's meeting.

Adjournment – The meeting adjourned at 4:33 p.m.