



Linn-Mar Teacher Quality Committee

September 5, 2007

3:30-5:30

ESC Board Room

2007-08 Staff Development Days
August 16 (Thursday)
October 22
January 21
February 18
April 7
May 5

Members

Carol O'Donnell

Jeanne Turner

Jackie Wellborn

Dirk Halupnik

Erica Rausch

Katie Mulholland

Agenda

Started at 3:45 p.m.

1. Review of August 13th Training
 - Discussion – Went well; 300+ people participated. Had several opportunities to interact; L-M Team on the right track. Dirk went to another training where he was told that in mid-October will be another intensive training with smaller groups that will likely address emerging issues.

2. Discussion of Committee Functions (*peach sheets from orientation*)
 - Roles
 1. Who will convene the TQ Committee?
Through LMEA and Administration appointees, the Board has approved the membership of the committee with equal representation from both the LMEA and Administration as specified by the SF277.
 2. Who will facilitate the meetings?
Carol O'Donnell and Dirk Halupnik will facilitate the committee meetings.
 3. Who will be responsible for notetaking?
Katie Mulholland was the unanimous selection.
 4. Will there be shared responsibility for facilitation and notetaking?
Yes.
 5. Who will post the agendas and where?
Dirk Halupnik will post the collaboratively constructed agendas and they will be posted at the ESC. Barb Ritter will send meeting agenda to the committee and to the media.
 6. Who has the authority to add additional meetings?
This committee has the authority.
 - Calendar
 7. What will be the frequency of the meetings? Will the dates be set for the entire year?
The Committee plans to meet frequently, probably twice a month to start. The meeting times will be 3:30-5:30 p.m. at the ESC in the Lower Level Board Room. The dates for the 2007-08 school year are:
 - September 12, 26
 - October 3, 10
 - November 7, 28
 - December 12
 - January 9, 30
 - February 6, 20
 - March 4 (Tuesday)
 - April 9, 23
 - May 21
 8. Is there a mechanism for adding meetings?
It will be a consensus of the Committee if a meeting is added to the schedule.
 9. Will the meetings happen outside the regular work day or during the work day?
The committee will hold most meetings outside the school day unless a unique circumstance requires a meeting to be held during the school day.
 - Teamwork
10. Ground Rules
 - Follow the agenda.
 - Discussion, decisions, and communication belong to the Team and are communicated as such.
 - Listen. Respect. Trust.
11. Will the TQC function by consensus or voting? Consensus.
12. How should the TQC go about educating itself about the Iowa Professional Development Model, attendance center professional development plans, district professional development plans, and other relevant factors?
Gather the following information:
 - Comprehensive District School Improvement Plan
 - School Improvement Plans
 - District and School Professional Development Plans
 - Iowa Teaching Standards
 - Chapter 25, Chapter 26 (Code of Ethics)

Reports from the Professional Growth System Committee (Tiers)

13. Who will be responsible for facilitating that process?
The superintendent.
 14. What else does the TQC needs to know?
The TQC will continue to add information to decision making process as needed.
 15. What other procedural functions should be addressed to ensure success?
The TQC will develop procedural functions as needed and communicate those changes or additions as appropriate.
 - Communication
 16. How will constituent groups be notified of decisions?
The District Information Services Coordinator will post meeting reports on the TQC's web page.
 17. Will there be joint communication from the TQC to the Board, administrators, and educators?
Yes, the TQC co-facilitators will compose a statement and publish via e-mail distribution along with the link for the TQC meeting report.
 18. Who will be responsible for creating the communication?
The facilitators and the notekeeper(s) will be responsible for communication.
 19. How will concerns from attendance centers be handled?
An e-mail address will be set up for people with concerns that can't be addressed at the building level. Two or three committee members will collect the e-mails, print them out and bring them to the next scheduled meeting. For committee consideration, e-mails received by noon of the day preceding the meeting will be copied and shared with committee members for resolution. A set of frequently asked questions (FAQs) with responses will be posted on the TCQ web site. The committee will respond to the concerns at the next scheduled meeting.
 20. How will the TQC determine which issues are within the scope of the committee's authority?
The Committee will refer to SF277 guidelines, and use Department of Education, ISEA, and SAI resources as appropriate.
 21. If the issues are the responsibility of the committee, how will the group "trouble-shoot" those concerns?
The concern will be developed into an agenda item for a following meeting. Research (see # 20) on the concern will be conducted and a resolution will be addressed at a meeting. The result will be communicated to the individual(s) and, if appropriate, an FAQ/Response will be posted on the web page.
 22. How will the TQC handle rumors if/when they occur?
The Committee members will respond individually, when appropriate. General communication will be made via the web site FAQs/responses, the regular meeting reports, and through written communication to individuals or groups when warranted.
 23. How should the TQC go about educating itself about the Iowa Professional Development Model, attendance center professional development plans, district professional development plans, and other relevant factors?
The Committee members will stay abreast of the TQ guidelines, the Department of Education recommendations, and the professional organizations' (ISEA, SAI, IASB) advice (through conferences, workshops, bulletins, newsletters, web postings, etc.) as well as avail themselves of all of the district and school documents. Procedurally, they will monitor the processes and procedures of all of the practices/systems in # 12 above.
 24. Who will be responsible for facilitating that process?
The responsibility for the committee's self education will be a collaborative commitment by members to share information and to participate in educational activities.
 25. What else does the TQC need to know?
The TQC will remain open to additional information and resources.
 26. What other procedural functions should be addressed to ensure success?
The TQC will remain open to adapting and adopting other necessary procedural functions.
 - Record keeping
 27. How will the TQC members document their time and actions?
Members eligible for compensation will keep track of dates and times and submit to the District Business Office in December and June.
 28. How will public meeting procedures be handled?
The TQC will follow the process required by the open meetings law. Observers to the meeting will be given a statement card which welcomes them to the meeting and explains the process of the meeting. Observers will be asked to write any questions they have which they wish the Committee to consider at the next meeting. Observers will not be able to participate in the meeting.
3. Discussion Regarding Monitoring Professional Development Plans (*pink sheets*)

- PD plans – District, Building, procedure for Individual
The Committee discussed the need for consistency across the district. How to accomplish consistency that focuses on individual, school, and district goals will be challenging. Various formats for achieving the consistency along with accountability for reporting were debated. When a format is designed, staff development will be critical in creating the effective use and application of the Iowa Professional Development Model (IPDM) with the different goal levels.
- IPDM
The Committee agreed that the IPDM should be the centerpiece for the format to be used for staff development. Additional comments were made about including the district's Professional Growth System (PGS) Model (evaluation tiers) and creating an integrated document that would include individual, team (grade level, subject, department, course, etc.), and building/school improvement goals as well as address the Iowa Teaching Standards.

The meeting adjourned at 5:35 p.m. The agenda items not covered in today's meeting will be carried over to the next meeting which is scheduled for

September 12th at 3:30 in the lower level Board Room at the ESC.

In addition to the topics below, other agenda items will be added and posted.

4. Discussion Regarding Determining the Use of PD Funds: *yellow sheets*
 - Consider options
 - Determine proportion of TQ funds to be allocated to:
 - District
 - Building-level
 - individual


Submitted: Katie Muiholland