



Linn-Mar Teacher Quality Student Achievement Committee

October 3, 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

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Carol O'Donnell | <input checked="" type="checkbox"/> Jeanne Turner | <input checked="" type="checkbox"/> Jackie Wellborn |
| <input checked="" type="checkbox"/> Dirk Halupnik | <input checked="" type="checkbox"/> Erica Rausch | <input checked="" type="checkbox"/> Katie Mulholland |

Report

1. Review of 9/26/07 TQC meeting – [The 9/27/07 meeting notes were reviewed. The report accurately reflected the work of the meeting.](#)
2. Discussion Regarding Projects assigned at 9/26 Meeting
[Application and Reporting Forms](#) - Two forms for Professional Development Learning Opportunity for the Buildings were reviewed and adjustments were made for clarification of the user. The forms should fit the intention of the committee to provide a clear map of accountability and reflection on building/district goals and the data and information contained on the completed forms should satisfy required State reporting. As a result of the discussion, three forms will be required: A, the Request; B, the Plan; C, the Final Report. Sample forms (A, B, C) will be completed as examples for potential users.

[General Communication](#) – The co-chairs presented a general communication for committee review. Percentages will be added to the allocations. The information along with Forms A, B, and C will be shared with principals on 10/10 so that the principals and a TOSA committee member can present the information to the building leadership teams in elementary and middle schools and the Cadre at the High School prior to October 22nd. The allocation, the forms, the Iowa Professional Development Model, the Iowa Teaching Standards will be shared with the professional staff during a presentation on October 22nd.

Reference Materials – The Code of Professional Conduct and Ethics was passed out.

3. Discussion Regarding 10/22 Meeting
 The TOSA Committee needs a 60-90 minute time period for the BLTs and the Cadre to present the plan and explain the allocations, forms, the District and State expectations and accountability and the relationship to student achievement, Iowa Professional Teaching Standards, and the Iowa Professional Development Model. Process tools of reflective journaling and goal setting would also be part of the session so that the goals and reflection used in the teacher evaluation process, school improvement activities, and the staff development sessions meet the Iowa Teaching Standards criteria and the Iowa Professional Development Model expectations.
4. Next Meeting and Agenda
 1 meeting before 10/22
 By October 10th:
 - ✓ Develop needs sample assessment survey.
 - ✓ Develop model lessons for goal development. Share at Principal Level Meetings
 Need SIPs, Teaching Standards, Individual Goals + Iowa Professional Development Model
 Create the framework for the model lesson.
 - ✓ Booklet on goals and reflective journaling.
 Year long schedule for 2007-08 Staff Development Days and the 2008-09 Staff Development ✓ Days (the 2008-09 calendar will probably be completed by December 2007).

Agenda

The committee will work through all of the projects brought to the 10/10 meeting and discuss the 10/22 staff development day.

Submitted:  Katie Mulholland