

Minutes from Teacher Evaluation Task Force Meeting - November 5, 2007

Attending: Marty Rochlin, Paula Lawton, Lee Jeffrey, Kathleen Schlappel, Ann Bonitatibus, Gary Brennan, Becky Koontz, Vicky Stultz, Lori Saylor, Melissa Hargreaves, Michele Thornton

- Received much positive feedback from the in-service for the field test schools.
- Discussed questions pertaining to training – decision made that there will not be another day of training offered.
- Reviewed email inquiries regarding training - Michele Thornton will notify folks that our capacity for training is limited and we have enough of a variety of levels and models at this time.
- Requested Vicky Stultz to email needed forms to Michele Thornton who will forward them to the distribution list.
- Reviewed upcoming training dates –
 - Collaborative Professional Development Model - training by Myersville teachers for elementary principals on November 13, 8:30 at Hayward Rd. and for elementary assistant principals on November 29, 8:30 at Hayward Rd,
 - Collaborative Professional Development Model - training by Lee Jeffrey for high school principals and assistant principals on December 7.
 - Evidence of Effectiveness Model - training by Tracy Lucas and Lori Saylor on December 4 at Hayward Rd. for elementary principals and on December 20 for elementary assistant principals at Hayward Rd. (times to be determined).
- Formed sub-committees:
 - Survey Monkey – Sandy Doggett, Lee Jeffrey, and Resha Kreisher-Anderson;
 - Video for training and PR: Marty Rochlin, Tracy Lucas, Melissa Hargreaves, Lori Saylor, Gary Brennan, Kelly Gordon
- Suggested ideas for video: Superintendent’s message, consultation with Dottie Wood (PLC video), script for video, air time on Channel 18 and for teacher in-service, inclusion of timeline, goals, and date of rollout, completion by March
- Discussed how to train FCPS staff
 - 90 minutes
 - Administrator with teacher
 - Packet and PR
- Agreed PR video and packet will be shared at mandatory faculty meeting in April/May with additional training in August, 2008 for official kickoff
- Discussed presenting at “Summer Symposium” on June 23-24
- Decided to utilize a “trainer of trainers model”

Minutes from Teacher Evaluation Task Force Meeting – November 14, 2007

Attending: Michele Thornton, Melissa Hargreaves, Linda Burgee, Steve Martin, Bonnie Ward, Becky Koontz, Ann Bonitatibus, Vicky Stultz, Sherry Collette, Gary Brennan, Steve Lenzo, Larkin Hohnke, Paul Dunford

- Agreed to create a Q & A sheet to be sent out to teachers and administrators. Sheet will be created by Gary Brennan, Vicky Stultz and Ann Bonitatibus and will be placed on FCPSTeach along with a few print copies to be sent out to all schools.
- Opted to establish a site on FCPSTeach according to the following:
 - Bonnie Ward will contact Trevor James to set up a test site that can not be accessed by the public.
 - Trevor will post to the test site the needed files (identified by Vicky Stultz) that are already on the K:\CASI-Elementary\Teacher Evaluation Information. Task Force minutes will also be posted.
 - Vicky Stultz will review files with the Task Force and make any needed adjustments or improvements for clarity.
 - Any revised files will be emailed to Trevor for posting.
 - Michele Thornton will review the test site in early December and make recommendations on labeling of the files to ensure consistency for easy access by users.
 - Trevor will attend the December 10 Task Force meeting to demonstrate the test site and get feedback.
 - The site will be open to the public once the Q & A is released to all staff. A link to the site will be noted on the Q & A.
- Determined that a “training of trainers model” will occur during the Summer Symposium on June 23 and 24.
- Decided to invite Paula Lawton to continue as a regular attendee at our meetings as the process moves forward.
- Agreed that Ann Bonitatibus will continue to attend meetings and will help access needed resources.
- Determined that directors will ask administrators to identify one teacher and one administrator to attend the “training of trainers” model during Summer Symposium on June 23 and 24.
- Agreed Steve Lenzo will initiate talks/thinking about new contract language.
- Stated next meeting: Monday, December 10, 2007, 3:30 at FCTA office
 - Agenda -
Survey monkey results
Training the trainers (plan, script, videos, etc.)