

Minutes from Teacher Evaluation Task Force Meeting – February 27, 2008

Attending: Marty Rochlin, Lee Jeffrey, Gary Brennan, Becky Koontz, Vicky Stultz, Lori Saylor, Vivian Cade, Linda Brainerd, Steve Lenzo, Melissa Hargreaves, and Michele Thorton.

Special Visitors: Kelly Gordon
Bonnie Hain

Forms

- Lee Jeffrey reported progress on the updated forms. It was decided that there would be some additions to the PDP form. Lee will add “Check component(s) that apply to the focus area” under DOMAINS AND COMPONENTS OF PROFESSIONAL PRACTICE. IT was also decided after some discussion to move the third box to the top. We felt teachers should pick a focus area before checking off domain.
- She shared some questions that Paula Lawton had presented and we discussed them.

~ Will the PDP be completed by each teacher and administrator each year?

Each teacher will be responsible for completing a PDP each year. This document will be used as a point of discussion during the pre-conference with an administrator. Teachers should keep a copy of this.

~ Is the PDP a discussion and an evaluation form?

It is not an evaluation form and will not be submitted with evaluation. Administrators may select to keep a copy of the PDP on file for each teacher to stay in touch with what the teacher is working on.

~ Copy of the PDP:

Teacher fills out yearly (beginning of school year) and retains a copy.

Administrator may select to keep a copy.

Human Resources will receive a copy only on the year of certificate renewal.

~ Tier 2 document – will be a template in which teachers complete/check off applicable boxes

~ Tier 1 document – the domains will already be checked off since areas of focus have been pre-selected and will be the same for all new teachers.

- There was some discussion about “pre-conferencing”. If a teacher selects “Classroom Visitation” as their PDP model there only needs to be one conference. During September/October an administrator is to meet with each teacher, regardless of the selected model, and hold a collaborative conference using the PDP and rubrics as a vehicle for points of discussion. There does not need to be another pre-conference before the actual classroom visitation.
- We discussed the point that **Administrators can formally observe any teacher at any time. Selecting the Collaborative or Evidence of Effective model does not dismiss a teacher from being observed by an administrator if the need arises.**
- The PDP is completed each year. During an Evaluation year the formal observation document, PDP and any other observation form will be filed. During a non-evaluation year the classroom teacher may want to file the PDP and the optional reflection form if it was completed.
- Marty will head a sub-committee to fix the narrative FCPS Teacher Evaluation Task Force to ensure that the language is consistent with the updated forms. Lee will work on this with him.

Video

- Kelly Gordon updated the group on the Video. She passed out a script for us to read and we all agreed it was great and very upbeat. She said that taping will take place in the next few weeks and the video will be ready by the April deadline. She will be contacting teachers participating in the various models to being getting some footage. It is anticipated that the video will be about 8 minutes long.

Summer Symposium – Training of Trainers

- There will be 2 rooms on both days. One for elementary and one for secondary.
- Michele will talk to Trevor to create a “Training Tab” on our evaluation website.
- Linda shared a power point created by her and Vivian.
- The following changes were made:
 - Page 5 – top slide – change observation model to visitation model
 - Page 5 – second slide – change during year 2 and 4 to twice during an evaluation cycle
 - Page 5 – third slide – remove second bullet – conferences will be held before and after formal observation
- Teachers who are in Tier 3 will be a part of the training however; administrators should speak privately to those individuals before the presentation.

- The following components need to be addressed at some point during the training:
 - ~Record keeping
 - ~Administrators facilitating direction/reflection
 - ~Emphasize that administrators should not have preconceived notions about a teacher's PDP.
 - ~Emphasize that it is not up to the administrator to judge or grade PDP
 - ~Emphasize kinds of discussions that should be happening during pre-conferencing with PDP with administrators
 - ~Filling out and maintaining forms

Survey Monkey

- Michele passed out the latest results from Survey Monkey. It was decided that there wasn't enough input to make the data meaningful.
- Marty will send a mass email to all participants asking for input about questions they anticipate may come up during this process. He will let us know who responds and in a week or two committee members will do a follow-up call to those participants asking "If you were to anticipate questions about this process what would they be?" We will send Marty the information that we gather and he will compile a list of those questions.

Next Meeting: March 17th 1:00 – 4:00 at FCTA office

- Kelly will share the video
- We will review the narrative documents that Marty and Lee are "cleaning up."
- Continue looking at Summer training
- Discuss Steve's suggestion that we must have a Dispute Resolution in place before this starts next school year. There was mention of inviting Jamie Cannon to a meeting to discuss this issue with us.

Respectfully submitted,
Melissa Hargreaves