

Minutes from Teacher Evaluation Task Force Meeting – December 10, 2007

Attending: Michele Thornton, Melissa Hargreaves, Steve Martin, Becky Koontz, Ann Bonitatibus, Vicky Stultz, Gary Brennan, Steve Lenzo, Kathleen Chapelle, Lee Jeffrey Paula Lawton, and Sandy Doggett.

Special Guest: Trevor James

- Trevor James shared a bare bones website that he has created that can/will be used to implement the new evaluation system. He will make a link to this site on FCPSTeach. There was discussion about the future potential of this site by making it accessible on-line. We discussed PDF with programmable boxes and decided to get rid of Word. He explained the many changes that can be made to make this very teacher friendly. (blogs, task bars, etc.) It can be a Content Management Environment in which everyone can interact with it somehow.
Sub-Committee: Gary, Sandy, Michele
Objective: to prioritize and group (content and navigability) of this web site
- On November 14th the co-chairs of this committee met with the Cabinet to discuss progress with this task force. This meeting was very productive and reinforced the total support of the superintendant and the cabinet towards this initiative.
- Survey Monkey results - 97% of those who responded to the survey were happy with the October 15th training – it was discussed that we should consider using the same “Training Format” with the “Training of Trainers” later in the year since participants felt it met their needs. Several people who were trained to participate in the field test did not respond to the survey and since no names are given on the survey it’s impossible to know if they just didn’t respond or if they have dropped out. **Next survey will ask for the name of the school to help clarify and will be out sometime in the end of February.**
- Paula Lawton shared updated forms that have been created to wed the Professional Growth Plan form and the new evaluation system. The new forms were developed to reflect current practices. Two different forms were shared: one for those who hold a SPC II and one for those who hold an APC. There was much discussion on the fact that many (most) teachers are unaware of where they are in their certificate cycle. We hope that the new evaluation system will enhance teachers to take more ownership of their certificate. There is an MSDE website on which one can print a copy of their certificate. Paula mentioned that she will look into the possibility of updating the teacher back-to- school letter to include additional information about where the teacher is on their evaluation cycle.
- Vicky will send Michele the forms that we are now using and Michele will forward those forms to all on the distribution list. A sub-committee was formed

and they will look over the forms and make changes/clarifications. Those on the sub-committee are: Kathleen Chapel, Lee Jeffrey, and Becky Koontz. They will be presenting the updated forms at the January meeting so if any other committee members see any changes/clarifications that need to be made please let someone on this sub-committee know before the next meeting.

- It was decided that at the June 23rd and 24th “Summer Leadership Symposium” there will be 4 sessions, 2 on each day, to train one administrator and one teacher from each building to present the new evaluation system to the teachers in their building at the August in-service. Teachers will be paid. All principals are asked to reserve 90 minutes in August for this staff training to take place.
- It was decided that at this time the new evaluation system it to only be used for regular classroom education teachers and PE, Music, and Art teachers. It is proposed that roll out for Guidance, Media, SpEd, etc. occur in Fall 2009.
- Administrators will be sharing a video about the new evaluation system at either an April or May faculty meeting. Ann reported that Kelly Gordon is on leave and there is not really a rush to put this together. The people needed to do this have been notified. It was discussed that it may be possible to put this on Discovery Streaming, formerly know as United Streaming, so that it would be possible for teachers to view at anytime.

The next meeting is January 28 from 8:00-11:30 at the FCTA office.

Respectfully submitted,
Melissa Hargreaves