**October 23, 2019 4:00-5:00 p.m. Novak Conference Room**

 x Debra Barry x Jeanne Turner  x Carol O’Donnell

 x Ryan Kreher x Nathan Wear □ Steven Starkey

 x Mary Symmonds x Bob Read □ Shannon Bisgard – ex officio

 x Erin Watts x Kim Buelt

* **Review Minutes from 9/18/19 -**

**Minutes approved.**

* **Roles and responsibilities of TQSA Committee: Monitoring teacher evaluation system (dismissal process, professional learning, PD plans)**

[Teacher Quality Guidance- Iowa Dept. of Ed](https://drive.google.com/file/d/1FVpBSDXy_op-WWyz-MmwIISp3w0WPXi1/view?usp=sharing)

 **The state has sent out guidance on the responsibilities of the TQSA committee. The committee will review the document and make appropriate adjustments. Karla Christian will be invited to a future meeting to discuss the teacher evaluation system, which the TQSA committee monitors. Nathan will also bring district PD into the TQSA discussions when the calendar committee gets together this spring.**

 **Looking at the state guidelines, the committee feels we should push for TQSA workshops to continue to be research or evidence based.**

* **Second Semester Workshop Offerings (2020-21)**

Rationale:

* Buildings & instructors don't always know what will be needed for the next year (i.e. High School NEEDS unified and 1:1 - no one knew the huge challenges that would be caused by switching to Unified Classroom, nor the training/experience/demand)
* People attended summer conferences (often from own $) but had great information that could benefit the staff. Same holds true for fall conferences. If we really want people to pay it forward, how can we make this an option.

(Erin)-if we decide to go this route, we will need to consider who will be recruiting instructors, nailing down their dates & locations, gathering their summaries, creating the master workshop spreadsheet, communicating this information with staff, inputting the 2nd semester courses into the registration system, troubleshooting with instructors to access their rosters, keeping tabs on registration numbers, canceling workshops when necessary and communicating this with the affected instructors & participants and troubleshooting with participants when they have issues with sign up, cancelation or the various other problems that arise. I do the vast majority of this in the summer months and as I do not yet know what position I will be in for 2020-21, I do not know if it is feasible for me or any other individual to set up and monitor a mid year round of additional workshops while working their regular job.

Here are the current offerings involving Unified Classroom and PowerSchool, along with registration numbers:

Unified Classroom Assessment Module, Dana Lampe

 10/17: 8 participants

 11/6: likely to be cancelled, has 2 participants

Unified Classroom Rubrics, Dana Lampe

 10/24: 4 participants

Building a Better PSL Page, Kathryn Woerner

 8/15: 14 participants

 9/9: 11 participants

 10/8: 3 participants

Getting PowerSchool Learning Ready for the New Year, Lisa Loftin

 8/15: 24 participants

Incorporating PowerSchool Learning with One-to-One Use, List Loftin

 8/15: 19 participants

(Jeanne) Erin - you bring up some very good points - There would be a lot of logistics to work out. If we (HS) switched, altered etc, it would fall on the HS cadre as it did before. I just organized it for the HS - we didn’t cross pollinate.

**When unanticipated PD needs arise, the process would be to submit a proposal using the TQSA form A- District Funds. Forms will need to be submitted to Terri Mohler in the Superintendent's office since this will be outside of contract time. The district TQ committee will then review the proposal and approve/deny based on research based practices and aligned with our district plan. Each district request will have a limit of 7.5 hours of work/person.**

**For example, a high school PLC needs additional time to implement standards based grading within Unified Classroom.**

**An elementary grade level wants to go through Lexia Academy to increase utilization of Lexia. They could submit a proposal to have time to go through the webinars.**

**This is not a workshop with an instructor.**

**Novak University--How is it structured? Paid? Forms filled out?**

**Novak University is job-embedded PD provided once a month in place of a building staff meeting. The building administrator directs the topic, and there are generally 4-6 presenters on this topic. There are usually two rotations lasting 12-15 minutes each. Presenters have been staff from Novak, AEA, or district. No one is paid to present or attend. Staff are expected to attend as it is part of building learning and contract time. The only exception is if it is topic pertinent to classified staff i.e. behavior, they may stay “punched in” and attend.** I will let HS cadre know

**Clarification needed on 11/27 & 2/17 -** HS (maybe others) was originally told teachers could work those days and get compensated - specifically for SBG & Unified Classroom (district initiatives) Then told it might be considered double dipping???

* This is similar to the letters training done by the elementary & middle schools.
* Is it an option to organize this (like the snow days were done last year) and work outside of contract time on these district initiatives, with colleagues, and get per diem pay?

**Next Meeting: November 20, 2019 4:00 p.m. at Novak (Conference Room)**

**Potential Agenda Items**

* Future meeting (Jan/Feb)- Nathan will invite Karla Christian to review teacher evaluation process. No changes anticipated for 20-21.
* Review workshops that have been completed
* Finalize courses/instructors for LM University summer session

**Committee Meeting Dates 2019-2020 @ the Novak Conference Room**

**August 28**

**September 18**

**October 23**

**November 20**

**January 22**

**February 19**

**March 25**

**April 22**

**May 20**