

Wainwright Elementary School

SDMC Meeting Minutes

February 6, 2025

Meeting start time : 4:00 p.m.

Members Present : Michelle Lewis, Tatum Giddings, Carlton Thompson, Latesha Thompson-Henderson, Louis Henderson, Kennaria Williams, Dr. Erin Bradley

Others Present : Dr. Erin Bradley

Meeting Minutes:

1. Welcome and Good News

Principal Michelle Lewis welcomed the committee and opened the meeting with a segment called "Good Things."

2. Overview of Agenda and Goals

- Review the first draft of the new teacher evaluation system (TES).
- Discuss the Planning and Professionalism Rubric.
- Introduce the Distinguished Teacher Review (DTR) process.

3. Teacher Evaluation System (TES)

- The committee reviewed the winning evaluation framework.
- A key component of the evaluation is the Planning and Professionalism Rubric.
- QR codes will be available for additional feedback submissions.

4. Planning and Professionalism Rubric Discussion

- The rubric assesses lesson plan internalization, data-driven differentiation, and professionalism.
- Teachers will be evaluated on collaboration, professionalism, and engagement with the school culture.
- The goal is to ensure fairness and alignment with instructional best practices.
- Attendees reviewed the rubric and confirmed it aligns well with current expectations.

5. Distinguished Teacher Review (DTR) Process

- The DTR process is required for teachers seeking an "Exemplary" rating.
- Submission of additional student achievement data alone is not sufficient for an elevated rating.
- Teachers must demonstrate contributions beyond the classroom, including mentoring, extracurricular activities, and professional leadership.
- The process will be streamlined to take no more than 30 minutes.

6. Teacher Evaluation Metrics & Implementation

- The final evaluation model includes:
 - **Quality Instruction (45%)**
 - **Student Achievement (35%)**
 - **Campus Action Plan (5%)**
 - **Planning & Professionalism (15%)**
- The process aims to ensure transparency and fairness in performance evaluations.
- Teachers who qualify for the DTR process can earn up to 20 additional points to enhance their rating.
- Eligibility requires ranking in the top 30% in both instructional quality and student achievement.

7. Concerns and Clarifications

- Questions were raised regarding the impact of student demographics on evaluations.
- The committee acknowledged concerns about equity and fairness, particularly for teachers working with high-need student populations.
- Further clarity is needed on what constitutes acceptable evidence for DTR submissions.

8. Next Steps and Action Items

- Attendees were encouraged to provide additional feedback via QR codes.
- The committee will seek further clarification on eligibility and evidence requirements.
- Follow-up training will be provided to ensure a smooth transition to the new evaluation system.

9. Calibration and Consistency in Evaluation

- Discussion regarding the uniformity in evaluation processes to ensure fairness and consistency.
- Agreement that the same set of evaluators should assess similar tasks to maintain coherence.
- Concerns raised about inconsistent scoring among different assessors.
- **Action Item:** Ensure that all evaluators are aligned in their assessments.

10. Evidence and Student Demographics Consideration

- Discussion on how evidence is evaluated and the role of student demographics in assessments.
- Need to establish clear guidelines on what counts as valid evidence.
- **Action Item:** Develop a standardized framework to consider student demographics in evaluations.

11. Providing Individual Feedback

- Encouragement for individuals to provide specific feedback in real-time.
- Opportunity for staff to review materials and contribute input.
- **Action Item:** Staff members are encouraged to participate in feedback sessions and focus groups.

12. Teacher Evaluation System (TES) Resources

- Introduction to the "For Teachers Only" platform, which includes rubrics, calendars, and frameworks.
- Information available for teachers regarding performance expectations and assessments.
- **Action Item:** Teachers are encouraged to utilize TES resources for clarity on expectations.

13. Focus Groups and Feedback Opportunities

- Availability of focus groups where staff can provide input on evaluation metrics.
- Encouragement for participation in focus groups to ensure fair and transparent assessments.
- **Action Item:** Teachers should sign up in One Source for relevant focus groups.

14. Pre-K Enrollment and Community Engagement

- Discussion on the importance of early childhood education and the benefits of Pre-K attendance.
- Brainstorming session on increasing Pre-K enrollment through outreach efforts:
 - Sending informational flyers to families with school-age children.
 - Partnering with local organizations such as workforce centers and housing communities.
 - Engaging with daycares and community centers to raise awareness.
 - Utilizing business directories to reach potential Pre-K families.
- **Action Item:** Develop a targeted outreach strategy to improve Pre-K enrollment.

7. Attendance Improvement Strategies

- Discussion on strategies to improve student attendance, including:
 - Home visits for chronically absent students.
 - Community outreach to reinforce the importance of consistent attendance.
 - Engaging families through direct communication.
- **Action Item:** Implement attendance intervention teams to address chronic absenteeism.

8. Upcoming Events and Announcements

- **Upcoming Professional Development:**
 - Partnership with Smith Elementary for the upcoming PD day.
 - Collaboration with other learning coaches and pre-K teachers.
 - Introduction of the new "Great 8" initiative.
- **Action Item:** Upcoming PD sessions.

Next Steps:

- Follow up on calibration of assessments.
- Increase outreach for Pre-K enrollment.
- Implement attendance intervention measures.
- Prepare for upcoming PD events.

Adjournment: 5:15 p.m.

The meeting concluded with a commitment to ongoing discussion and refinement of the evaluation process to ensure fairness and transparency for all teachers.

Minutes Recorded By: Dr. Erin Bradley