

METROPOLITAN SCHOOL DISTRICT OF PERRY TOWNSHIP

PEA DISCUSSION MINUTES

October 10, 2013

Attendance: Bob Bohannon, Danielle Brooking, Barb Brouwer, Martha Buehner, Sue Buscemi, Vicki Carpenter, Steve Dawson, Kyle Hanefeld, Neil Linville, Danny Mendez, Rhonda Jones-Jointer, David Rohl, Diane Turpen, Matt Willey

Anti- Bullying

A new federal mandate requires administrators to share anti-bullying law and information with students by Oct. 15. Danny Mendez stated that due to the nature of the new law, all must watch how the term “bullying” is used when discussing and reporting situations. As soon as an incident is labeled bullying, parents of both students are contacted even before an investigation is conducted. Administrators have a checklist to determine if an incident is truly bullying or not. Teachers should report incidents of negative student behavior. Administrators can then use the checklist in an investigation to determine if the incident is bullying. Once the word “bullying” is used, then the incident must be thoroughly investigated.

Neil Linville encourages teachers to make record of reporting incidents through email communication with administrators.

At this time, the law states that teachers must report student neglect or abuse; failure to make these reports result in ramifications for the teacher. At the high school level especially, students are savvy at bullying and can hide it from the teacher. If teacher does not know about the bullying, then teacher is not accountable according the existing law.

Bullying laws and anti-bullying information will be reviewed with staff and students every year.

TAP Update

Neil Linville stated that the remediation plan document in the Teacher Handbook needs to be revised to be more universal because there are situations that do not fit the plan. In the law, the term “remediation plan” refers to summative, end-of-year scores. MSDPT is using a remediation plan as an improvement plan in the middle of year. To ensure we’re following state law and avoiding confusion among teachers, we need to have an “improvement plan” midyear.

For clarification: In an **announced observation**, an evaluator will announce the observation 7-10 days ahead of the observation. The preconference takes place 1-2 days before the observation, and the post conference is **to be held 48-72 hours after the observation**. If the preconference for an announced observation ends up on the same day as the observation, the observation should be rescheduled.

Dr. Little and Neil Linville are forming a committee to discuss concerns about TAP evaluation and cluster and to provide teachers’ suggestions to improve the TAP process. Neil Linville stated that this committee, which will start meeting in November, will represent all grade levels and content areas.

Field Trips

Kyle Hanefeld stated that teachers are not getting field trip forms back and inquired if there is a new process for submitting field trip forms to Transportation. Teachers would like an approval and confirmation that their paper work for field trips is in order and that a bus is scheduled. Vicki Carpenter stated that forms go to her then to transportation.

Bob Bohannon stated that the field trip protocol is the same, but the transportation department is shorthanded. Transportation has been missing the step that confirmation documents are sent back to the school. Transportation knows about this error and teachers should get a quicker response.

Contract Verification Forms

Contract Verification Forms will be signed in November. These forms have been delayed by extracurricular pay changes and the new paycheck system. The Human Resources and Payroll departments are working together to move this process forward.

Neil Linville stated **teachers must keep track of what their pay should be**. Even though the new compensation model has been in place for a year, some teachers are still getting used to this new and very different model. He is repeatedly questioned about salaries of those hired in the last 2-3 years. Rhonda Jones Jinter states that she refers these teachers to the contract for how their compensation is determined. **Rhonda Jones Jinter stated that the statute concerning teacher compensation states advanced degrees, such as Master's Degrees, earned after 2014 can be part of 33% training and experience factor.**

Teachers will have many questions about salaries during Contract Verification. PEA will first refer teachers to Human Resources for answers and will then be happy to help teachers after they've spoken to HR.

Technology

Bandwidth -Throughout the township our bandwidth ability is topping out a couple of times per day. Over fall break, the bandwidth from AT&T will be increased from 200 MB to 500 MB to accommodate Internet access. Individual building's bandwidth ability will be increased from a minimum 100MB to 250 MB as well.

Neil Linville asked if MSDPT will have the infrastructure needed to accommodate a 1:1 environment and digital textbooks for EVERY student in the district. Matt Willey stated that needed infrastructure will be in place as infrastructure upgrades are included with each new initiative including 1 access point in every classroom. Access points will be included in Instructional Media Centers as warranted by educational needs.

Skyward - In the future, no locking will occur at midterm, but locking will take place at semester since this is creating an official grade. For 3rd grading period, there will be no lock on grades at the high school level. During 1st grading period, the window for adding and changing grades was artificially short due to the newness of the system. Technical staff, administrators, and teachers are all learning the new system.

Elementary teachers needed more direction on how to put comments and how to add labels. Matt Willey sent instructional links for Skyward to teaching staff, but teachers needed more direction. He will have more "how-to sheets" made to help teachers learn and use Skyward.

Vicki Carpenter stated that administration did not know how the report card will look due to the newness of Skyward. The report card template was used for the first grading period; changes to the report card's appearance will be made to accommodate needs and feedback from teachers. **Kindergarten still provides hand-graded report cards; these grades may be processed in Skyward in the future.**

Successmaker – Matt Willey stated there is a video driver problem with Successmaker which creates a problem with using the program on 1:1 devices. The company will not release a fix. However, if a 1:1 device is having a problem with Successmaker, please let help desk know and the computer can be reimaged to solve this problem.

Help Desk - Danielle Brooking stated that Help Desk has been responding quickly to technology questions and problems. Neil Linville state that this service is needed and appreciated by the teachers. Teachers and staff are encouraged to call Help Desk to report technology problems so that they can be fixed.

Training Support – Matt Willey stated that software training is available through the Technology Department. In services on My Big Campus and Google Docs can be provided. Support can be scheduled during Wednesday or other days and can be for entire staff, groups, or individuals. Training may be scheduled through Help Desk.

Perry Tech – Neil Linville stated that he appreciates emails to Perry Tech Committee. He encourages face-to-face meetings so that Matt Willey can hear about what teachers want to accomplish and how they see using technology to do this. Neil Linville emphasized that constant back-and-forth communication between the Technology Department and teachers is important. Teachers should communicate educational and classroom goals to the Technology Department; then the Technology Department should offer possible solutions for the teachers' classroom needs and goals. Matt Willey stated that he is scheduling a Perry Tech face to face meeting after break.

Next meeting is scheduled for November 14, 2013

Respectfully submitted by Diane Turpen