

Collaborative Conferencing

January 10, 2023 Minutes

Facilitator: Melissa Lindsay

1. **In attendance:** Stefi Outlaw, Chris Jarrell, Melissa Lindsey, Jerita Reese, Dr. Tanisha Taylor, Elizabeth Gaskill, Angela Smith, Jessica Harris, Jeanine Johnson, Dr. Mary Gist, Chris Reneau and Dr. Sean Impeartrice
2. **Review of Minutes for November 15, 2022:** Edits provided - Approved
3. **Scope of Conferencing**
 - **Work conditions:** CMCEA led discussion on items of focus for moving forward: Training, lesson plans, and planning periods. CMCEA shared that based on feedback from members that items collaborated upon do not appear to be filtering down to school levels/classroom levels, despite the belief that all CC team members are providing follow-through from topics collaborated on. CMCEA wants to focus on ideas for differentiation and wanted to provide ideas, suggestions, and input for true collaboration.
 - i. **Lesson Planning:** CMCEA shared that they are hearing that the lesson plan requirements for elementary school are not decreasing, following last year's discussions. Some say plans need to be "scripted" or items have been added. Teachers are reviewing CC meeting minutes and not understanding why these things are not happening for them. CMCEA presented idea that lesson plans be differentiated based on teacher experience, evaluation levels, and other related factors. CMCEA shared how one school has differentiated lesson planning requirements at high school level based on teacher's years of experience—although plans should be available as needed. These plans don't have to be submitted. This has been a morale booster, allows for autonomy and individualization of planning to fit content/teacher style/need, etc. CMCSS asked about the specific HS principal's method for determining differentiation: years' experience, new subject, LOE? CMCSS asked about collaborative planning as part of this picture. CMCEA clarified that team members would still need to participate in this process, as it benefits everyone, especially new teachers. The concern is the part of formally writing out lesson plans. CMCSS shared that some consideration must be made for the teachers on permit and other situations. CMCSS stated that they have shared the message about decreasing lesson plan expectations and the TEAM rubric requirements. The Continuous Improvement Team (CIT) has thoroughly analyzed data and have found that teachers share that workload/work-life balance remains a concern. CMCSS plans to implement an audit over lesson plans and strategies for solutions. CMCSS plans to review lesson planning by percentages of planning at school, during planning, and at home, etc. at elementary level. The focus will also be on how teachers can feel more comfortable with doing less on lesson planning when not necessary or required. CMCEA shared that this goes back to the building administrator letting them know it is okay to do less and meaning it. CMCEA stated that some of the concerns regarding lesson planning may be more specific to individual schools based on a variety of factors, including newness of admin, newness of teachers, etc. CMCSS shared that they too have been discussing this issue, as well as trying to devise some solutions (components

of effectiveness). They are committed to addressing this issue, which is made more complicated by trying to implement a district-wide solution instead of school-based solutions.

- ii. **Teacher Trainings (PD):** CMCEA shared positive feedback received about the differentiation of the locations for most recent district PD Day (options included online, in person collaboration at home school, traveling to another school/locale to collaborate i.e. related arts)- different for different groups. Teachers appreciated meeting with colleagues, and many did not have to use travel time. However, many have shared they attended trainings that do not apply or relate to them and their content/area/grade level. CMCEA shared that there seems to be a sense that teachers **MUST** be placed in a training (by administrators) even if it does not apply or is not meaningful; lack of trust that teachers will use that time wisely if they do not warrant PD on assigned days. CMCSS shared they too have received feedback that teachers want more individual time.
- iii. **Planning Periods:** CMCEA shared that many teachers generally are collaborating with each other continuously, even not if officially. Collaborative planning takes away a period a week (45-50 minutes a week), leaving many teachers limited in how many things they are available for, including other meetings/data chats and other needs. TN Teachers are required to have 150 protected minutes a week for individual planning. CMCEA suggested that collaborative planning be moved to once or twice a month so that teachers regain their time. CMCSS shared that eliminating collaborative planning altogether would be impossible, however at the building levels, the frequency is open to amending, based on building needs. CMCSS stated that this time is supposed to be individualized and is open to teacher's discretion for how they spend that time. HR would like to know if this is being violated so that level directors can be informed and situations at schools can be handled. CMCEA shared that CDC teachers in Special Education are often not given any planning time or duty-free lunches.

- **Review of Upbeat survey data**

- i. Two areas discussed this meeting: workload and professional development were areas for growth based on data
 - 1. Many schools have begun coaching process and staffs have reviewed data

- **Items for future meetings (next meeting Feb. 7th):**

- i. Review sick leave policy: sentences that could possibly be misconstrued, interpreted very differently
- ii. Invite Elizabeth Vincent to review lesson planning audit process
- iii. Begin discussions for salary- new stipend positions (flag football)

4. **Next Meeting's at 4:30pm:**

- February 7, 2023
- March 21, 2023
- April 25, 2023
- May 9, 2023

Minutes Taken by Tanisha Taylor