



# Selah School District No. 119

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## MEMORANDUM

TO: Certificated Staff

FROM: Jim Landon *JL*  
Debra Howard *DH*

DATE: October 16, 2008

RE: Teacher Directed Meetings

There has been much discussion regarding the teacher directed meetings specified in the new SEA Contract. SEA leadership and the District have met several times to gain clarity and to ensure that we are all on the same page. The outcome was to develop a mutually agreed upon document which describes the process. This document is attached.

We believe in the professionalism of our staff and their commitment to our students to meet the academic standards. The intent of this new section was to support the commitment of our staff in increasing student achievement, by providing a vehicle for regularly occurring, collaborative time to conduct that work in accordance with the school and/or district improvement plan.

In general, the comments have been positive about the structure of these teacher directed collaborative opportunities. The comments suggest that people are finding the process helpful and valuable.

Thank you in advance for your hard work and your commitment to a quality education for the students of Selah.

Attachment

*David O. ... SEA 10/16/08*

p:\crystalw\super\teacher directed day memo 10-08.doc

"Our mission is to equip each student with the knowledge, skills, and desire to be a contributing citizen and life-long learner."

**SSD/SEA – Work Day**  
**Staff Meeting/Teacher Directed Meeting**

**SEA Contract Language...**  
**“SECTION 3. WORK DAY”**

The regular employee work day shall be seven (7) hours, exclusive of a thirty (30) minute continuous duty-free lunch period; provided, that in order to allow principal/staff meetings that may become necessary, a maximum of two (2) staff meetings per month and two (2) teacher directed grade level, department, or leadership team (i.e., reading, math, science, writing, etc.) meetings per month shall be extended by thirty (30) minutes. Further, staff meetings are to be run primarily by the building administration.

**“TEACHER DIRECTED MEETING” PROCESS CLARIFICATION**

The intent of these meetings is to provide collaboration time for all the teachers to “do the work” as/if it becomes necessary. Teacher teams will exercise professional judgment as to how this “Teacher Directed” time is to be used. The building principal and staff will design a schedule of dates/times for these meetings (i.e. the first and third Tuesday of the month at the conclusion of the work day).

Teachers will work collaboratively with a colleague or in a group organized by grade level, department or leadership team as decided by that team. All work will align to the building SIP or other goals established by the building/district.

Teacher teams, or individual teachers designated by the team, are to set meeting agendas (communicate agenda items to the administration) and meet on identified dates. Changes to the work plan/meeting schedule are to be communicated to the building principal. Further, if an individual is unable to attend a “Teacher Directed” meeting, that individual should report their absence to the building administration previous to the meeting.