



Teacher Handbook Update

December 7, 2017

Committee Representation

- 30 teachers
- 4 school principals
- 2 district administrators

Meeting Schedule

- October 31st
- November 7th, 14th, and 28th
- December 5th and 12th
- January 9th and 16th

Process

- Forming - conflict dynamic profile
- Brainstorm of key topics – refining of initial list
- Small group breakout work each week
- Written recap of each meeting
- Final first draft language
- Group feedback to each other
- Continuous evaluation

Small Group Topics

- FMLA/Absences/Leaves
- Transfer Process/Staffing Timeline
- Employee Rights/Due Process/Grievances
- Professional Work Day/Prep Time/Class Size
- Evaluations
- Professional Roles/Responsibilities and Expectations

Scottsdale Unified School District
Teacher Handbook Committee Recommendation Writing Guide
FINAL SMALL WORK GROUP REPORT

Potential Handbook Topic: _____

Small Work Group Committee Members:

Topic Background/Key Issues Researched to Support this Topic:

- a)
- b)
- c)
- d)

Potential Handbook Draft Narrative:

Potential Table of Contents Header for this Handbook Language:

Optional: *Auxiliary Areas Needing Future Work in Relationship to this Topic*

Communication Process

Scottsdale Unified School District

Teacher Handbook Committee Meeting

November 14, 2017 3:30 p.m. – 4:45 p.m.

Meeting Recap

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- I. Update on review of requests for Document assistance:
Assistance was provided prior to this meeting with documents in the areas of:
- Leaves and Absences
 - Class Size
 - Staff Grievances
 - An additional request was made for historical data on class size policies and practices.

- II. Small Work Group – Break Out Session
Five of the six Small Work Groups worked on their individual topic assignments for approximately 45 minutes.

Two of the Small Work Groups including Professional Roles/Responsibilities and Professional Workday met jointly and separated initial items that they would like to address. They are sharing information to support the collegial work group efforts since there is overlap for these topics.

[Next Meeting Agenda – November 30, 2017 – 3:30 p.m. – 5:00 p.m.](#)

NOTE: The Governing Board Meeting on December 7, 2017 will include an update on the progress of this Committee. Small Group Work will include identifying the reported areas of focus.

- Update on Small Work Group Needs – 2 minutes
- Small Work Group Break-Out Session – 60 minutes
- Large Group Reporting Out of Progress – 25 minutes
- For the Good of the Order – 2 minutes

[NOTE: Meeting Agenda – December 5, 2017 – 3:30 p.m. – 5:00 p.m.](#)

Groups 1, 2 and 3 will provide draft reports of work completed thus far to the Committee of the Whole.

Questions/Discussion

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