



# Target Date Companion

*Successfully Agreeing on a Local Plan*

*September 2013*



This Target Date Companion has been developed for use with the booklet, "Successfully Agreeing on a Local Plan." This companion will help local districts develop their plans in a timely manner. The dates listed are suggested to ensure a completed plan is in place by the start of the 2014-15 school year as mandated by Minnesota Statute 122A.40, Subd. 8 (or 122A.41, Subd. 5 for cities of the first class). Each "action to be taken" has a page number listed corresponding with the "Successfully Agreeing on a Local Plan" booklet.

Action to be taken (page #)	Target date	Ed MN suggestions and tips	Local notes/responsibility	Date completed
<b>Develop beliefs</b>	<b>Sept.-Oct. 2013</b>			
Draft a statement of beliefs about teacher development and evaluation (TDE) for your local. (Page 3)	September	Remember, evaluation fosters teacher growth and student learning.		
Join with the district to draft a joint statement of beliefs about TDE. (Page 3)	September	This statement should reflect the local and district's commitment to educational excellence.		
Communicate joint statement of beliefs. (Page 3)	mid-October	Share with staff, school board and public.		
Determine the attributes of members of the joint committee. (Page 4)	mid-October	Consider the following characteristics: collaborative, positive, open-minded, pragmatic, respected.		
<b>Create team</b>	<b>Oct. 2013</b>			
Determine the local union's process for selecting members to serve on the joint committee. (Page 5)	mid-October	It is the local's responsibility to ensure that all teachers are represented: generations, grade levels, content areas, specialties, etc.		
District names its representatives to the joint committee.	mid-October			
The local establishes expectations for roles and responsibilities of its members as advocates of the membership. (Page 6)	October	Committee members should be given the authority to collaborate on the content of the TDE plan.		

<b>Design plan and keep staff informed</b>	<b>Nov. 2013 - April 2014</b>			
Establish joint committee norms. (Page 7)	November	Collaboration and consensus will lead to a successful plan.		
Establish a process agreement. (Page 7)	November	Consider logistics, communication, meeting management, timelines, etc.		
Establish a two-way communication system between the joint committee and staff.	November	Communicate regularly and allow for feedback from staff.		
Determine training needs for joint committee members. (Page 9)	November	The joint committee will need additional information and training.		
Create TDE plan. (Page 9)	Nov.-April	Use Ed MN materials: Building a Teacher Development and Evaluation Plan, Worksheet Companion and Checklist Companion.		
<b>Vote to ratify</b>	<b>April-May 2014</b>			
Post final draft for staff to review. (Page 11)	late April	Consult your union's constitution and bylaws.		
Host informational sessions for staff on the final draft of the TDE plan. (Page 11 )	late April	Determine sites and times that allow for the greatest number of individuals to attend.		
Hold a vote of the membership on the final draft of the TDE plan. (Page 12)	mid-May	Use a process similar to ratifying your contract.		
Ratify the joint agreement. (Page 12)	end of May	The local ratifies the joint agreement in accordance with its local constitution and bylaws.		
Issue joint statement to be sent out the public.	end of May	Emphasize the collaboration from both sides.		
Plan for implementation including the establishment of a joint oversight team.	Summer/Fall	The plan must be implemented at the <u>start of the 2014-15 school year</u> to avoid defaulting to the state model.		