

# The Professional Committee



ProCom is a joint committee of  
The Millard Public Schools and  
The Millard Education Association



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The ProCom meeting convened at 1:45 p.m., September 11, 2007, at the ESU #3.

**In Attendance:**

**District:** Keith Lutz, Kirby Eltiste, Angelo Passarelli, Mark Feldhausen, Craig Whaley, Jon Lopez, Jeff Alfrey, Brain Begley, Kevin Chick, Chad Meisgeier  
**Association:** Tony Levy, Molly Erickson, Charles Gould, Erin Shirmang-Ward, Jim Mercer, Sherry Havranek, Reynee Shanahan, Lynne Elwood

**I. Introductions/Ground Rules**

MEA President Tony Levy began the meeting by reviewing the history of the Professional Committee. ProCom began twelve years ago. ProCom resulted from negotiations between the MEA and the district. The parties decide to establish a joint committee that would be empowered to study issues that might occur after contract settlement. President Levy reviewed ground rules for the committee. The MEA President and the Millard Superintendent set the agenda for each meeting and they co-share the chairing of meetings. President Levy encouraged committee members to submit items for discussion at future meetings through their respective committee chairs. Everyone introduced themselves.

**II. Districts' Emphasis for the Year**

Dr. Lutz said that district emphasis is driven by the strategic plan as are the Board of Education's goals for the superintendent. Two areas of emphasis this year are a smooth transition into the Metro Learning Community and the discussion on the new high school and what the focus of that new school will be.

**III. Curriculum Audit**

Last spring the district participated in a second curriculum audit. The company measures the district against established criteria. The results of the audit have been given to the Board of Education. Currently the district is reviewing the results and assigning tasks to the appropriate personnel.

**IV. Report Card Preparation Time**

A concern has been raised regarding amount of time elementary teachers have to work on report cards prior to conferences. Elementary report cards are very time intensive. The teacher work day at the end of first quarter falls after conferences. A change was made in this year's calendar to accommodate the DuFour's presentation. District and state requirements for student hours at each level (elementary and secondary) were reviewed. The Board of Education establishes calendar parameters and the district calendar committee drafts a two year calendar within those parameters. Representation on the calendar committee is by building. Each building gets one representative selected from one of three groups: parents, teachers and administrators. MEA has a seat on the calendar committee. The committee must work to achieve balance in the number of days per semester and quarter. There will be a continuing discussion at the second semester ProCom on elementary report cards. Changes have been made to the reporting system and we need to monitor how those changes have worked.

**V. Wednesday Afternoon Elementary Planning Time**

There was a brief discussion regarding Wednesday afternoon planning time. Student time is added on 4 days of the week to make up for lost contact time. Policy 10,000 allows each site team to determine if they want to participate in the early dismissal for collaborative planning time. Abbott is the only elementary that doesn't have Wednesday plan time and early dismissal.

The meeting was adjourned at 3:15 p.m. The next ProCom will meet on December 4 at 1:30.