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**Settlement of SDEA Grievance Related to Videotaping Filed 11/27/00
 Clarification of the Electronic Recording
 of Meetings/Professional Growth Activities**

The District and the Association recognize the value of using videotapes to improve one's own performance. We hold the mutual interest of having principals who are skilled instructional leaders. To that end, we are sending this joint memorandum to clarify issues that have arisen around the videotaping that principals have been asked to do for their personal growth and development.

PURPOSE AND INTENT OF ELECTRONIC RECORDING

Principals are being asked to videotape their own performance as instructional leaders as a means of developing their own leadership skills. The videotaping is a tool to be used for the purpose of professional growth and development. Other principals, the Instructional Leaders, and other members of the Institute may see these videotapes in the process of assisting with the development of the principals' skills as leaders.

WHAT WILL NOT BE ELECTRONICALLY RECORDED

1. Decision-making meetings will not be videotaped.
2. Site Governance Team meetings will not be videotaped.
3. The required staff discussion of the proposed Blueprint, Year 2 Strategies will not be videotaped.

RULES OF THE ROAD

1. The electronically recorded tapes will not be used for the purpose of evaluating teachers' performance.
2. The electronically recorded tapes will not be used in any way as a disciplinary device.
3. Teachers who do not wish to be electronically recorded should inform the principal prior to or at the beginning of the meeting.
4. Principals will be directed to provide off camera seating for those not wishing to be video taped.
5. Teachers will be expected to attend and participate in the meetings/professional growth activities. Individual requests to not be electronically recorded will be honored.
6. There will be no repercussions for individuals who ask not to be videotaped.
7. Teachers who volunteer to demonstrate lessons must also be specifically asked to give their permission to be recorded during the demonstration.
8. Individual teachers have the right to make informed choices about electronic recordings without being coerced, harassed, or embarrassed by Association Representatives or District Administrators or District Agents.

We hope that this memorandum will finally clarify the issues that have developed regarding the videotaping of instructional meetings. Should further questions develop, you may address them through your Instructional Leader to the Institute for Learning or through the AR to the SDEA.