

Meeting Minutes
Thursday, April 1, 2010
Gates County Schools

Called to Order by: Ralph Evans, Director

Members Present: Brenda Dail, Karen Dameron, Susie Johnson, Lynn Lassiter, Twanna Morales, Shanna Pendergrass, Betty Pugh, Marianne Russell, Claudia Stalls, Brenda Winborne , and Farrell Young.

Also present were Mollie Henderson, and Ralph Evans. The Collaborative was also privileged to have Dr. Zenobia Smallwood, Superintendent of Gates County Schools, join us for part of our meeting.

Members Absent: Carolyn Bazemore, Rebecca Brown, Anna Howell, Wanda Hunt, Paula Mickey, and Joanne Smith.

Agenda: The agenda was approved as presented. (Moved by Susie Johnson, seconded by Claudia Stalls, and approved unanimously).

Minutes: The minutes were approved as presented. (Moved by Karen Dameron, seconded by Shana Pendergrass, and approved unanimously).

Budget Report: The budget report was approved as presented. (Moved by Mollie Henderson, seconded by Brenda Dail, and approved unanimously).

Information Items: **Director's Report**

- **Update Collaborative Calendar / Birthdays / Website:** There were no birthdays for April. Ralph asked participants if they had any new items to post on the Collaborative Calendar. The calendar can be viewed at <http://www.localendar.com/public/collaborative>. The 2010-11 Collaborative meeting schedule was shared with the group. A date has not yet been set for a July work session for the Beginning Teacher Welcome Packet.
- **Welcome Packet:** Ralph shared a compilation of the work done on the beginning teacher welcome packet project.
- **Spring Conference:** Ralph reviewed the conference program with the group to make sure everyone was clear about assignments. Twanna informed the group that she may not be able to attend the conference, and Lynn Lassiter volunteered to replace Twanna on the program for the invocation. Dr. Stephen Mazingo, Interim Superintendent replaced Dr. Witherspoon for Edgecombe County, and Belinda Daniels was added for the Martin County Schools BT Coordinator.

Ralph presented the proposed concurrent session grid for review, and representatives volunteered to facilitate specified sessions. Ralph shared the session facilitator assignment sheet so that members could review instructions for facilitating sessions.

Karen reported that she has a donor for bottled water for the conference. Ralph has prepared a letter asking Sara Lee for donations of snacks and Karen or Mollie will pick those up. Ralph will pickup remaining snacks for the conference.

The following persons volunteered to bring an overhead to the conference:

- Susie Johnson
- Karen Dameron
- Betty Pugh
- Carolyn Bazemore
- Becky Brown

The following persons volunteered to be the primary meal ticket collector:

- Banquet – Becky Brown and Claudia Stalls
- Breakfast – Karen Dameron and Farrell Young
- Lunch – Shana Pendergrass, Betty Pugh, and Lynn Lassiter

Ralph reported that he had made contact with Gail Daughtry and she will be attending our conference.

Karen shared a printout of the conference bag design.

- **Other:**
 - Ralph asked if we needed to schedule any training in July and it was later decided to have a work session for the BTWP project.

Regional and Partner Updates

- **Mollie Henderson (DPI-REF):** Mollie updated the group on the following:
 - Mentor training
 - Title II applications due June 15
 - Mentor training and materials are being updated.
 - NC did not receive the Race to the Top grant.

Action Items:

Spring Conference: The Collaborative approved Spring Conference recommendations as discussed in information items, and approved the recommendation that if a session proposal is submitted with multiple presenters, the Collaborative will only pay lodging for one of the presenters. (Moved by Susie Johnson, seconded by Betty Pugh, and approved unanimously).

Beginning Teacher Welcome Packet: The Collaborative agreed to bring their beginning teacher handbooks to the June meeting to continue building resources for the BTWP project. Ralph will send out assignments by May 15.

The following persons volunteered to lead the work on the components of the BTWP:

- Staying Employed – Mollie Henderson
- What to Teach – Brenda Dail and Twanna Morales
- How to Teach – Brenda Dail and Twanna Morales
- Tools and Resources – Ralph Evans
- Classroom Management – Carolyn Bazemore, Karen Dameron, and Betty Pugh
- First Daze – Carolyn Bazemore, Karen Dameron, and Betty Pugh

Plus/Delta:

The Collaborative used a Plus/Delta form to provide feedback on the meeting. A summary of results is listed below.

- Plus
 - Nice meeting facility
 - Productive meeting
 - Goals were effective and met
 - Great meeting
 - Lots of good information shared
 - Conference plans and preparation
 - Welcome packet is coming together nicely

- Delta
 - None
 - None

- Comments
 - “These meetings are always informative and needed.”
 - “Thanks for being a great leader.”
 - “Thanks for being so very organized.”
 - “We really appreciate all that you do.”
 - “Everything was so nice and pretty. Thank you!!”

Announcements:

The next meeting will be held in at the Sheraton Atlantic Beach April 25, 2010.

Thanks to Twanna and Marianne for hosting the meeting, we had a great time.

Adjourn:

With no further business, the meeting was adjourned.

_____, Director

_____, Recording Secretary