

Meeting Minutes
Friday, December 4, 2009
Ryan's, Roanoke Rapids

Called to Order by: Ralph Evans, Director

Members Present: Carolyn Bazemore, Rebecca Brown, Brenda Dail, Karen Dameron, Wanda Hunt, Susie Johnson, Lynn Lassiter, Paula Mickey, Twanna Morales, Shanna Pendergrass, Betty Pugh, Marianne Russell, Joanne Smith, Claudia Stalls, Brenda Winborne, and Dr. Farrell Young.

Superintendents (or representatives) present were Dr. Elie Bracy, III, Dr. Eric C. Bracy, Dr. John A. Fahey, Dr. Elease Frederick, Dr. Linda Mason, and Mr. Ronald S. Melchiorre. Also present were Mollie Henderson, Dr. Brenda Tinkham, and Ralph Evans.

Members Absent: Anna Howell

Agenda: The agenda was approved as presented. (Moved by Rebecca Brown, seconded by Shana Pendergrass, and approved unanimously).

Minutes: The minutes were approved as presented. (Moved by Brenda Dail, seconded by Mollie Henderson, and approved unanimously).

Budget Report: The budget report was approved as presented. (Moved by Susie Johnson, seconded by Marianne Russell, and approved unanimously).

Information Items: **Director's Report**

- **Update Collaborative Calendar / Birthdays / Website:** Ralph recognized the following birthdays: Karen Dameron December 2, Twanna Morales December 16, and Rebecca Brown December 24. Representatives expressed their best wishes.
Ralph asked participants if they had any new items to post on the Collaborative Calendar. The mentor training dates were added. The calendar can be viewed at <http://www.localendar.com/public/collaborative>.
- **Membership Dues:** Ralph reported that all LEAs have paid membership dues for 2009-10.
- **Teacher Talk Online Reporting Tool:** Ralph informed the Collaborative that as of December 1, the revised online reporting tool for Teacher Talk Sessions has been published and the previous version is no longer available. A sample of the confirmation form was distributed to representative.

- **Welcome Packet:** Ralph shared information regarding the beginning teacher welcome packet project. The needs assessment survey was distributed November 12 to gather input from stakeholders on what the packet content should include. Results of the survey as of December 3 were shared with the Collaborative for review prior to our retreat in January. The survey will remain active to gain additional information.
- **Spring Conference:** Ralph reported that he has published the online form for conference session proposals and has already received two proposals. Invitations to submit proposals were sent to last year's presenters and others who have expressed an interest. Representatives are encouraged to invite others to submit proposals.
- **Other:** Brenda Dail shared with the group information regarding the Northeast RESA Best Practices Conference to be hosted at Perquimans County High School February 15, 2010.

Committee Reports

- There were no committee reports

Regional and Partner Updates

- **Dr. Brenda Tinkham (Chowan University - Dean):** Dr. Tinkham provided an update on the EDUC 225 Lateral Entry Course. The course will be available for the spring semester, but will only provide 3 semester hours of college credit. Tuition will at \$600. The course will be open to participants who are non-Collaborative members in order to continue the availability of the course to Collaborative members. Participants may register for the course as early as January 2, 2010. Dr. Tinkham also announced that Introduction to Exceptional Children and Reading in the Content Area courses would be offered next semester at Chowan University.
- **Mollie Henderson (DPI-REF):** Mollie reported that she would be conducting mentor training in Halifax County December 7 and January 7 using a modified model consisting of two days in session and a day of field experience between them. She is also available to conduct teacher evaluation training. Other updates included:
 - Title II visits
 - Teacher of the Year candidates have been narrowed to two finalists.
 - A mentor task force is in the process of revising the mentor program. Paula Mickey is a member of that task force and she also provided some information regarding the work of the task force.
 - Mollie is beginning to schedule activities for the summer and fall, so if representatives need her services, contact her to make arrangements.

Superintendent Luncheon:

During the luncheon we welcomed Dr. Elie Bracy, III of Weldon, Dr. Eric C. Bracy of Northampton County, Dr. John A. Fahey of Hertford County, Dr. Elease Frederick of Halifax County, Dr. Linda Mason of Warren County, and Mr. Ronald S. Melchiorre of Camden County. We expressed our appreciation for their continued support of the Collaborative. We also shared a presentation depicting highlights and priorities adopted by the Collaborative and a video from the 2009 Beginning Teacher Spring Conference.

Action Items:

Retreat: Based on previous discussions, Ralph presented a draft retreat agenda for consideration by the Collaborative. After further discussion, the group agreed that the emphasis would be on continued development of virtual collaboration skills and the development of the Beginning Teacher Welcome Packet. Ralph will draft a more detailed agenda based on the discussion and sent to representatives for review. Representatives will review results from the BTWP Survey prior to the retreat.

Representatives will bring their Virtual Collaboration Notebooks to the retreat as well as at least one resource used by their district for consideration of inclusion in the packet. Ralph is authorized to purchase a lab set of headsets for use by the Collaborative in training sessions. Ralph and Karen will make arrangements for workshop logistics. (Moved by Selma Allen, seconded by Brenda Winborne, and approved unanimously).

Spring Conference: Representatives approved Cindi Rigsbee as our keynote speaker for the conference. We also made program assignments for the conference as follows: Mollie, Wanda, Betty, and Brenda Winborne for registration. Carolyn will give the welcome and purpose. Twanna will give the invocation and Karen will introduce the speaker. Lynn, Karen and Mollie will take care of door prizes, and Susie Johnson will recognize session presenters. Marianne will facilitate the second general session activity.

We agreed that we would handle refreshments as we did last year by having LEAs bring snacks for the conference bags. Karen will contact a company requesting they donate bottled water for the conference. Mollie will contact Sara Lee to donate snacks. Each LEA is to donate at least one door prize and Ralph will contact the Audio Video company regarding equipment rental.

Ralph provided representatives with three draft program covers with corresponding themes. Some in the group liked various parts of the samples, but a decision was postponed until our January meeting. (Moved by Karen Dameron, seconded by Mollie Henderson, and approved unanimously).

Zoomerang Renewal: Representatives approved Ralph's recommendation to renew our Zoomerang subscription when the current one expires. (Moved by Karen Dameron, seconded by Marianne Russell, and approved unanimously).

Plus/Delta:

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

- Plus
 - Good turnout of Superintendents
 - Best "Rep" representation
 - Great fellowship
 - Good meal!
 - Wonderful attendance today!!!
 - Great responses on BT Welcome packet
 - Thank you – nice Christmas Collaborative meeting
 - Thanks to all who gave the Christmas gifts!! ☺
 - Productive
 - The number of districts present
 - Having the superintendents join us
 - Information shared
 - Thoughtfulness of gifts/cards from reps
 - The info shared is invaluable.
 - It's good to receive info from such a diverse group.
 - Good plans for the retreat
 - Good group of superintendents
 - Valuable meeting as usual
 - Attendance
 - Networking
 - Good to see everybody
 - Good turnout for Superintendents!
 - Great turnout for reps
 - Nice presentation for Superintendents
 - Great lunch
 - Good show of superintendents
 - Good show of LEA Reps
 - Good food
 - Good group
 - Business moved quickly
 - Great participation
 - Good meeting
 - Attendance by members
 - Attendance by Superintendents
 - Great to honor Mrs. Allen.

- Delta
 - None!
 - None
 - Nothing
 - Room needs to be larger ☺
 - None
 - More space needed this time ☺
 - Introduce visitors next time so will know who's here
 - Sorry I couldn't "socialize" more, but didn't want to spread germs.
 - Little crowded – could be a good thing too.

- Comments
 - "Looking forward to Spring Conference."
 - "Glad to see superintendents attend this meeting."
 - "Was so nice to have the support of Superintendents."
 - "The attendance was much larger than [previous] meetings."
 - "Merry Christmas. Thanks for everything!!"
 - "Great Leader – Thank you."
 - "Thanks for all the Christmas Goodies!"

Announcements: The next meeting will be our annual retreat and will be held in Tarboro, January 14, 2010 at 10:00 am at the Bridgers Building Professional Development Lab. It will continue January 15, 2010 at 8:30 am at the Comfort Inn in Tarboro.

Thanks to the Superintendents for joining us and for the almost perfect attendance by our representatives. We had a great time.

Adjourn: With no further business, the meeting was adjourned.

_____, Director

_____, Recording Secretary