

Meeting Minutes
Friday, February 19, 2016
Bertie County Schools Central Office, Windsor

Called to Order by: Ralph Evans, Director

Members Present: Sharon Arrington, LaKesia Boone, Vivian Bullock, Catrina Davis, Kenya Grant, Sandra Hardy, Jacqueline Hargrove, Mary Harrell-Sessoms, Jennifer Hill, Kelly Jones, Shirley Powell, Betty Pugh, Trischa Quinlan (for Brenda Dail), Sonya Rinehart, Marianne Russell, Tanya Turner, and LaTonia Vincent.

Also present were Ella Fields-Bunch, Hazel Walker (East Carolina University), and Ralph Evans.

Members Absent: Dr. Ella Benson, Shelia Cumiskey, Cedric Gerald, and Dr. Shelia Williams.

Agenda: The agenda was approved as presented. (Moved by Mary Harrell-Sessoms, seconded by LaKesia Boone and approved unanimously).

Minutes: The minutes from the previous meeting were approved as presented. (Moved by Betty Pugh, seconded by Sharon Arrington and approved unanimously).

Budget Report: The budget/finance report was approved as presented. (Moved by Marianne Russell, seconded by Sandra Hardy and approved unanimously).

Information Items: Director's Report

- **Calendar Update/Birthdays**
 - Happy **February** Birthday to
 - Shelia Cumiskey - 13
 - Check calendar -- Review Calendar and Update
- **Meeting start time** – Ralph asked if the group wanted to change our meeting start time. The group agreed to continue our start time as is (10:00 am).
- **Support Coach Meeting Reports Status** – Ralph shared with representatives a status report of the monthly meetings from support coaches and reminded them that coaches are required to submit at least seven monthly reports to qualify for their stipend at the end of the year.
- **ECU Project Update** – Ralph shared a document containing talking points regarding the current status of our lateral entry project with ECU. He received questions from the group and asked that they share the document with their HR Administrators/Superintendents and send Ralph any additional questions regarding the project.

Regional and Partner Updates

- **Sonya Rinehart** shared the following
 - Erika Newkirk has taken a position with the Chapel Hill-Carrboro Schools in HR. She will be the Coordinator for Recruitment, Staffing and Retention

- BT Summit information will be forthcoming
 - Northeast Region June 30 –J.A. Holmes High School in Edenton
 - North Central Region June 29 -SAS in Cary
 - IHE/HR Meetings
 - Northeast Region Feb. 29- Chowan University
 - North Central Region March 4- Triangle Science and Math
 - Virtual Job Fair March 16
<https://www.careereco.com/Fair/EventDetails?fairId=ac180624-5eda-4e9f-91ad-a588014c8df8>.
 - Assistant Principal READY:
 - NE March 1 - Vernon James Center Plymouth
 - NC March 3- Durham PD Center
 - Principal READY:
 - NE April 14- Greenville Hilton
 - NC April 13- Durham Hilton
 - Finalizing Peer Review meetings
- **Catrina Davis** shared the following (documents posted on February meeting wiki).
 - Office of Professional Development & Student Outreach Spring 2016 Schedule of Events
 - EdCamp ECU – Saturday, April 23, 2016, 9:00-3:00 College of Education
 - AVID Day at ECU
 - Middle School – April 18, 2016 9:00-2:00
 - High School – April 28, 2016 9:00-2:00
 - Latham Clinical Teachers Conference – March 15, 2016 9:00 – 1:30
 - Mary Lois Staton Reading/ Language Arts Conference – March 15, 2016 9:00 – 1:30
 - Teacher Toolbox Workshop Series – February, March, April
 - **ECU Teaching Resources Center.** Hazel Walker provided an overview of the Joyner Library Teaching Resources Center at East Carolina University. She shared examples of some of the resources available. Representatives can find more detailed information about the TRC at the following website:
<http://www.ecu.edu/cs-lib/trc/>.

Other Action Items: Spring Conference

The Collaborative reached consensus on the following items related to spring conference:

- Banquet Keynote Speaker – Senator Erica Smith-Ingram
- Completed program assignments
- Conference bags – same bag as 2015, but with a generic imprint
- Check with Civic Center on possibility of setting up booth/table for Hazel Walker and Catrina Davis
- LEAs need to commit to a specific number of conference participants and fax a copy of the completed conference dues forms to Ralph by March 9, 2016.
- Deadline for conference dues – March 17, 2016.

Ralph reminded the group of upcoming deadlines for conference. After the **February 26, 2016** deadline for conference registrations, he will contact each representative to confirm accuracy of registrations and finalize rooming lists for each district. He will also send a compilation of session selections by conference registrants, including recommendations on final session selections.

Strategic Plan

After completing two activities related to strategies to be included in our strategic plan, the group reached consensus on several top priorities. At our next meeting, we will work on the third strategy activity and finalize those items on which we will work in priority order. The developmental work will be distributed among committees for recommendations to the whole group.

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

- Plus
 - Very informative
 - Enjoyed the information on resources offered by the IHE's...need more of this
 - Great hospitality
 - Well planned agenda
 - Hazel Walker from ECU Joyner library-shared resource opportunities
 - High time on task
 - Nice meeting room
 - Great info on the Joyner Library! Very useful for ALL educators.
 - Good discussion on the draft for Lateral Entry grant. Looking forward to more details and depth as we move forward.
 - Great turnout and location
 - Content of meeting very good
 - The information shared was very helpful for representatives
 - Meeting was very organized
 - Nice meeting room
 - Gift bags were great!
 - Good preparation/planning for the Spring Conference
 - Director always shows appreciation for all representatives.
 - Update on Conference
 - Senator Smith-Ingram will be great motivational speaker! She spoke at our convocation this year.
 - Lunch was great!
 - Resource sharing from the Joyner library
 - Room set up allowed for good collaboration
 - This meeting was very productive. Mr. Evans you are very thorough. All information was clear.
 - Enjoyed lunch
 - Reports from IHE/Partners
 - Enjoyed participation with the Strategy Development Plan
 - Thanks for the lovely roses...How thoughtful
 - Information shared by Mrs. Walker from ECU
 - Update of the Spring Conference
 - Thanks for the delicious cake
 - Thanks for such hospitality.
 - Thanks for the goodie bags

- Delta
 - GPS had a hard time finding the location!
 - Buildings not well marked
 - none
 - Room was very cold but I know that was out of anyone's control
- Comments
 - Great hosts
 - Good food
 - Thanks to Bertie County for the hospitality! Always wonderful!
 - The cake was beautifully done.
 - What are the thoughts on using the money to pay for BTs to attend instead of presenters? In most conferences, presenters pay their way (hotel). This would help out with LEA budgets.
 - Thanks for the lunch and gift!
 - Very nice hosts
 - Delicious snacks and lunch
 - Beautiful birthday cake
 - Meeting was very well attended
 - I like that we are looking at how we can make the collaborative more effective with the review of strategies. I think it will be important to truly follow up with the suggestions that were made.

Announcements:

A special thank you to Sandra Hardy and the Bertie County Schools for serving as a great host! We had a great time.

The next meeting will be held Friday, March 18, 2016 in at the Northampton County Schools Central Office in Jackson, 10:00 am – 3:00 pm.

Adjourn:

With no further business, the meeting was adjourned.

_____, Director

_____, Recording Secretary