

Meeting Minutes
Friday, February 3, 2017
Bertie County Schools

Called to Order by: Ralph Evans, Director

Members Present: Sharon Arrington, Shawnda Cherry, Brenda Dail, Catrina Davis, Tracy Gary, Dr. Shamica Long-Lane, Shirley Powell, Marianne Russell, Tammi Ward, and Kristen Watford.

Also present was Ralph Evans.

Members Absent: Dr. Ella Benson, LaKesia Boone, Vivian Bullock, Shelia Cumiskey, Jacqueline Hargrove, Mary Harrell-Sessoms, Rhonda Holmes, Sonya Rinehart, and Dr. Shelia Williams.

Agenda: The agenda was approved as presented. (Moved by Brenda Dail, seconded by Marianne Russell and approved unanimously).

Minutes: The minutes from the previous meeting were approved as presented. (Moved by Shawnda Cherry, seconded by Marianne Russell and approved unanimously).

Budget Report: The budget/finance report was approved as presented, including non-renewal of the Collaborative Ning subscription. (Moved by Brenda Dail, seconded by Tammi Ward and approved unanimously).

Information Items: **Director's Report**

- **Calendar Update/Birthdays**
 - Happy **February** Birthday to:
 - Shelia Cumiskey – 9
 - Check calendar -- Review Calendar and Update (add new reps birthdays)
- **ECU Proposal** – Ralph shared information he received from Dr. Alana Zambone (ECU) regarding a potential grant to help elementary teachers with teaching mathematics. The Collaborative expressed interest in learning more about the project and possible participation.
- **Chowan Interest** – Ralph reported that Dr. Brenda Tinkham of Chowan University was interested in involvement in the above proposal. She also indicated that she is involved in grant writing for Chowan. Ralph suggested the Collaborative give thought to specific project needs and work with our partners to meet those needs.
- **Praxis/Pearson Training** – Ralph mentioned that Sheba Lowe Brown has submitted a proposal to help teachers with ideas to pass required licensure testing. He asked if our Fall Conference would be better timing for our teachers, and the group stated that this type of session would be beneficial at both conferences.

Ralph posted the information shared by Marianne Russell and Brenda Dail at the January meeting to the February meeting wiki. He asked for other

suggestions for resources to help with Praxis/Person and Dr. Shamica Long-Lane shared some resources Hertford County has used to help Exceptional Children teachers. Ralph requested that she scan the covers of the resources and send to him so he can add them to our growing list.

Brenda Dail asked about contacting Linette Hewlin to see if she would be available to help Perquimans County to prepare math teachers for the Praxis/Pearson. She is hoping to host a session February 11 or 18, and if she does, she is willing to allow other member districts to participate. Tammi Ward suggested we might need to find resources for science teachers as well.

- **Licensure Concerns** – Ralph reported that he had a conversation with Anne Makin regarding the licensure concerns generated by the Collaborative. He asked her if any similar topics had been addressed by PANC or NEPANC. Anne requested a copy of the concerns and Ralph provided them.

He emphasized that at this point, this is not a formal complaint, but rather an information gathering process and pursuit of recommended solutions. It is Ralph's understanding that the NEPANC may address this topic at its February 14 meeting, and we look forward to the results of their discussion. Ralph spoke with Teresa McCall as a follow-up to this matter. She informed him that as of February 2nd, her backlog is down to 2-4 weeks.

- **Fall Conference** – Ralph asked the group to begin thinking about a location and date for our Fall Conference.
- **Spring Conference** – Ralph informed the group of the following regarding the Spring Conference:
 - Contacted Holiday Inn Express for overflow lodging if needed
 - Once participants are registered, we can determine
 - Sessions for final approval
 - Lodging for participants, presenters and speakers
 - Session schedules
 - Talked with Mr. Cheeseman (1/23/17) and received his session proposal
 - Notified Bevin Reinen of the non-selection of his proposal
 - Notified Craig Boykin of his non-selection as keynote, but maintained interest as a session presenter
 - Received proposals from Dr. Nicole Smith and Michael Bonner
 - Updated spring conference page and online registration forms
 - Notified session proposal submitters of tentative acceptance 1/28/17
 - Notified LEA Reps of online registration activation form 1/28/17
 - Program needs
 - Logo/theme
 - 1 more person for registration table
 - Invocation
 - Extended deadline for participant registration from February 18th to 23rd
 - HTM Concepts of Martin Enterprises – Bags & Shirts

Regional and Partner Updates

- **Catrina Davis** shared the following
 - March 1 – ECU Education Fair 8:00 – 10:00 am – Greenville Convention Center http://www.ecu.edu/cs-studentaffairs/career/recruit/career_fairs.cfm
 - March 1 - ECU Spring Career Fair 1:00 – 4:00 pm – Greenville Convention Center http://www.ecu.edu/cs-studentaffairs/career/recruit/career_fairs.cfm
 - March 16 – 9:00 am – 1:30 pm Greenville Hilton Joint Conference
 - Latham Clinical Teaching Conference
 - Mary Lois Staton Conference
 - March 20 – Tony Collins Keynote Address - 4:30 – 6:00 pm.
 - April 8 – edCamp Conference
 - 1 Year MAEd program
 - UNC Higher Ed plans
 - Public School Forum Top 10 Issues
 - ECU College of Education press ranking
 - Math Talks project
 - NC Teach
 - IT PD opportunities
 - AIG licensure
- **Sonya Rinehart** shared the following (via email to Ralph)
 - February 8th - AP READY at Vernon James Center
 - February 16th -- Principal READY - Greenville Hilton
 - February 27th -- ILCC meeting - Edenton Public Safety Center 9:00-12:00
 - April 25th -- Virtual Job Fair. If you register by February 28th - fee reduction
 - June 20th -- BT Summit. John A. Holmes High School, Edenton. Call for proposals has been sent. Please encourage your teachers to submit and think of BTs you would like to send.
 - Very important to finalize Peer Review Standard 1 for the year along with guest speakers!
- **Other**

The group briefly discussed the recently passed changes to the TCP-A-004 that was approved by the SBE on February 2nd. This includes the changes in the selection of Mentors that will be effective the 2017-18 school year. Perhaps this may be a topic for more in-depth discussion at a future meeting, including how LEAs cope with the changes.

Other Action Items: Spring Conference

The Collaborative discussed conference logistics and approved the following:

- Program cover and logo/theme (option a)
- Mary Harrell-Sessoms, Kenya Grant, LaKesia Boone, and Catrina Davis volunteered to assist with registration (in addition to Shirley Powell)
- Kenya Grant agreed to introduce Senator Erica Smith-Ingram at our closing session.
- Tentative session proposals
- Districts updated their lodging requirements for the conference. Ralph will

contact those not present.

- Discussed possible T-Shirt options and opted for 50% cotton and 50% polyester V-Neck pending final cost projections and budget availability. Ralph will follow-up with HTM Enterprises of Martin and report back to the Collaborative for further direction.

(Approved by consensus)

Praxis/Pearson Test Prep – No action taken

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

- Plus
 - Sharing of best practices for Praxis/Pearson Testing
 - Very informative meeting
 - Thanks for the Valentine!
 - Great updates and information sharing/swapping
 - Thank you for the hospitality
 - Appreciate the cords for plugging in power
 - Nice lunch and dessert
 - Excited about the initiatives to start the test study groups
 - Very good information shared with districts for Praxis/Pearson tests
 - Really good resources shared out today to take back to our school districts
 - Received lots of updates
 - Very productive with making decisions.
 - Nice crowd of representatives today!
 - Good information shared.
 - Great working session!
 - Love collaboration
- Delta
 - None
 - None noted
 - Change the directions to actual street address for location so that GPS will bring you to correct location
- Comments
 - It is always helpful to attend these meetings. The group helps make sense of the constant legislative requirements and changes.
 - Nice gifts
 - Thank you for the delicious lunch & snacks.
 - Great location and host.
 - Getting excited about the Spring Conference
 - Thanks for the box of candy. Happy Valentine's Day

Announcements: The next meeting will be held Friday, March 3, 2017 in Northampton County, 10:00 am – 3:00 pm.

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

_____, Director
_____, Recording Secretary