

Meeting Minutes
Thursday-Friday, January 8-9, 2009
Comfort Inn, Tarboro

Called to Order by: Ralph Evans, Director

Members Present: Karen Dameron, Susie Johnson, Twanna Morales, Betty Pugh, Marianne Russell, Pearl Sutton, and Brenda Winborne.
January 8

Also present were Mollie Henderson, Dr. Brenda Tinkham, and Ralph Evans.

Members Present: Karen Dameron, Susie Johnson, Twanna Morales, Betty Pugh, Marianne Russell, Pearl Sutton, and Brenda Winborne.
January 9

Also present were Mollie Henderson and Ralph Evans.

Members Absent: Selma Allen, Carolyn Bazemore, Brenda Dail, Anna Howell, Wanda Hunt, Paula Mickey, Shana Pendergrass, and May Wilkins.
January 8 and 9

Agenda: The agenda was approved as presented (Moved by Pearl Sutton, seconded by Mollie Henderson, and approved unanimously).

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

Budget Report: The budget report was approved as presented. Ralph had added a summary page for consideration. It was requested that the new summary page also show balance brought forward and current balance. (Moved by Susie Johnson, seconded by Betty Pugh, and approved unanimously).

Information Items: **Update Collaborative Calendar/Website:** None of the members had January birthdays. Ralph opened the floor for additions to the Collaborative calendar. We corrected the meeting location for Feb and March on Calendar.

The following items were added to the Calendar:

1. February 20, 2009 -- Northeast Licensure Road Show, 9:00 am – 12: noon, Martin Community College, Bertie Campus
2. March 10-11, 2009 – Mentor Conference, UNC Wilmington
3. March 4, 2009 – North Central Licensure Road Show, 9:00 am – 12: noon, Franklin County

4. March 25-26, 2009 – Northeast RESA Teacher Evaluation Training for Trainers, Small Business Center at the College of the Albemarle, Elizabeth City
5. July 12-15, 2009 – Summer Leadership Conference
6. July 27-29, 2009 -- Mentor Training
7. July 30-31, 2009 – New Support Coach Training

Ralph shared with the group a brief overview of additions and revisions to the Collaborative website, including the Collaborative Google Map and the Collaborative Forum. The website will be used during the training and work sessions.

Support Coach Update: Ralph distributed reports to representatives summarizing session reports from support coaches and reflection reports from beginning teachers in their districts. Representatives were asked to help make sure coaches get all reports in by the end of April 2009 so that we can get stipends processed before the end of the school year, since we will be switching fiscal agents July 1, 2009. Ralph will also provide a matrix summary report at the March 6, 2009 meeting.

Spring Conference: The Collaborative continued to fine tune plans for the New Teacher Conference. Ralph will again send the invitation to ask prospective presenters to submit their proposal by January 30, 2009 so that we can select session topics at our February 6 meeting. Ralph shared a summary of the session proposals submitted thus far. We will approve sessions at our February meeting, then open online registration for participants.

The Collaborative discussed logistics of the conference and decided that in order to save money, we would take care of refreshments for the conference by including several items in the conference bags. Ralph and Karen's companies will provide bags for the conference.

Ralph will prepare a letter on the Collaborative letterhead to request donation of snacks from Sara Lee. Mollie and Karen will make the contact with that company.

The following districts volunteered to bring two cases of bottle water:

1. Edenton-Chowan
2. Gates
3. Northampton
4. Perquimans

The following districts volunteered to bring 40 packs of snack crackers (i.e., Lance):

1. Edgecombe
2. Halifax
3. Hertford
4. Martin
5. Tyrrell

Other districts are asked to contribute as well.

Ralph will place a bulk order for Collaborative jackets (black with teal imprint) all representatives in attendance paid for their jackets. Other representatives who want to order a jacket will need to send order form and payment to Ralph no later than February 6, 2009.

Regional Update: Mollie Henderson brought the group up to date on the following:

- The Northeast regional Teacher of the Year is Gina Beamon of Pitt County Schools. **Lesley Bell of Perquimans County** was Runner-Up.
- Interviews for Northeast regional Principal of the Year are currently taking place.
- The Mentor Conference will be held March 10-11, 2009 at UNC Wilmington.
- Licensure Road Shows are scheduled as follows:
 - Northeast – February 20, 2009, Windsor
 - North Central – March 4, 2009, Franklin County
- Northeast RESA Teacher Evaluation Training for Trainers, March 25-26
- Discussed the Biennial Budget Request presented at the State Board of Education meeting this week.

Partner Update: Dr. Brenda Tinkham brought the group up to date on the status of the first semester EDU225 course for the lateral entry orientation project:

- 14 teachers enrolled in the course and 13 received a grade of A or B. One failed the course
- 7 of 14, or 50%, completed the online survey following completion of the course
- One teacher has already enrolled in the course for spring semester

There was some discussion of logistics with implementing a new program and while all member districts did not have teachers participating in the project, the discussion was beneficial because others may have participants in the spring semester. The Collaborative asked Ralph to put instructions on the Collaborative Website for getting teachers enrolled in the EDU225 course. The instructions will be placed on the LEA Representative page of the website.

Other: The Collaborative discussed the need to prepare future support coaches and decided to establish a committee to plan a training project for future support coaches. The following persons volunteered to serve on this committee and will meet at 9:00 am prior to the regular Collaborative meeting February 6, 2009 (Maybe have potential trainers audition for us):

1. Mollie Henderson
2. Twanna Morales
3. Pearl Sutton
4. Ralph Evans

In conjunction with the technology training and current principal evaluation project, the Collaborative established a Virtual Collaboration Tools committee to plan ways for the Collaborative to take advantage of, and demonstrate leadership in, 21st Century tool for collaboration and beginning teacher support. The following persons volunteered to serve on this committee and will meet at 1:00 pm February 3, 2009 in Edenton:

1. Ralph Evans
2. Karen Dameron
3. Paula Mickey
4. Pearl Sutton

Mentor Training has been tentatively scheduled for July 27-29, 2009 in Windsor. Let Mollie know if have teachers you want to attend this training.

New Support Coach training has been tentatively scheduled for July 30-31, 2009 with the location to be determined. Details of this training are pending.

Technology Training and Project Development: The remainder of the two days was devoted to training in using technology to facilitate, and provide leadership for, 21st Century skills in beginning teacher support and development.

Participants learned to use the new Collaborative Forum, conducting Google and ERIC searches, and researching Blogs, Wikis, and research studies that will help us to do a better job of providing support for beginning teachers and those who support them. A special emphasis was placed on our new principal evaluation project.

Participants used a checklist to evaluate the relevance of researched topics to the focus of the principal evaluation project. After all participants completed at least one finding and evaluation, they shared their finding and evaluation with the total group for discussion. These activities led to suggestions on how we should continue development of this project.

Each LEA Representative is asked to post at least one additional resource on the forum prior to our February meeting, related to beginning teacher support and standards 2 and 4 of the new principal evaluation instrument.

Ralph will add three fields to the forum posts related to the principal evaluation instrument: Standard, Practices, and Artifacts. He will also post instructions on how to use the Forum for this specific project. Ralph will also add the following groups to the Collaborative Forum: Administrators, Support Coaches, Mentors, and Beginning Teachers

Action Items:

Spring Conference: The representatives approved the spring conference plan described in Information Items. (Moved by Pearl Sutton, seconded by Brenda Winborne, 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
 - Great discussions generated by Forum research
 - Loved learning about and using updated techno-searches – Blogs/Wikis
 - * Thanks to Karen D. for treats and to Ralph and Karen for arranging food! ☺
 - Location – Facilities – Comfortable & Convenient
 - Food – Refreshments
 - Information Great!
 - Fellowship wonderful as usual
 - Networking is ALWAYS worth the trip & time
 - Location
 - Hands-on work sessions
 - Information shared (websites, conversation, experiences, etc.)
 - Good Networking
 - Leadership of Ralph
 - Very good sessions
 - Great environment
 - Great Collaboration
 - Edgecombe was a great host
 - Good food
 - I really appreciate all the help with technology
 - Good hands-on learning
 - Really liked the Collaborative Forum Activity. I can see that being a useful tool for our new teachers.
 - Stretched me out of my comfort zone with technology – A good thing!
 - Hands-on work with Blogs
 - As always, the sharing of information

- Delta
 - Missing members
 - I will forget all this before I get chance to use it again – Age problem
 - Wish others could have attended
 - More LEA Reps should be present

- Comments
 - “Thanks to Karen for all her efforts to make this so NICE.”
 - “Don’t forget – ‘What happens in Vegas – Stays in Vegas.’”
 - “Time consuming, but worth it ☺ “
 - “Great having time to discuss/ share ideas/ learn new skills.”
 - “Great job. I’m leaving tired, but with a feeling of accomplishment.”

Announcements:

Brenda Dail was ill, Anna Howell has recently had surgery, and Wanda Hunt’s husband has recently had surgery. Please keep these members of our family in your thoughts and prayers.

Paula Mickey was absent because she was providing orientation to a new granddaughter -- Hailey Nicole Mickey ☺

The next meeting will be held in Halifax County February 6, 2009.

Thanks to Karen for facilitating the meeting site and meals.

Adjourn:

With no further business, the meeting was adjourned.

_____, Director

_____, Recording Secretary