

Meeting Minutes
Thursday-Friday, January 14-15, 2010
Bridgers Building / Comfort Inn, Tarboro

Called to Order by: Ralph Evans, Director

Members Present: Carolyn Bazemore, Becky Brown, Brenda Dail, Karen Dameron, Susie Johnson, Lynn Lassiter, Twanna Morales, Shana Pendergrass, Betty Pugh, Marianne Russell, Claudia Stalls, Brenda Winborne, and Farrell Young.
January 14

Also present was Ralph Evans.

Members Present: Carolyn Bazemore, Becky Brown, Karen Dameron, Susie Johnson, Lynn Lassiter, Paula Mickey, Shana Pendergrass, Betty Pugh, Marianne Russell, Claudia Stalls, Brenda Winborne, and Farrell Young.
January 15

Also present was Ralph Evans.

Members Absent: Anna Howell, Wanda Hunt, Joanne Smith, and May Wilkins.
January 14

January 15 Brenda Dail, Anna Howell, Wanda Hunt, Twanna Morales, Joanne Smith, and May Wilkins.

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

Minutes: The minutes were approved as presented (Moved by Becky Brown, seconded by Claudia Stalls, and approved unanimously).

Budget Report: The budget report was approved as presented. The Collaborative also approved the purchase of five additional headsets. (Moved by Betty Pugh, seconded by Susie Johnson, and approved unanimously).

Information Items: **Update Collaborative Calendar/Website:** None of the members had January birthdays. Ralph asked participants if they had any new items to post on the Collaborative Calendar. March 2 was added as a Day for Future Teachers at Chowan University. The calendar can be viewed at <http://www.localendar.com/public/collaborative>.

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

Beginning Teacher Welcome Packet: Ralph updated the group on activities related to the BTWP since our last meeting. This topic will be a major emphasis of our professional development during the retreat.

Spring Conference: The Collaborative continued to fine tune plans for the Beginning Teacher Conference. Ralph will again send the invitation to ask prospective presenters to submit their proposal by January 29, 2010 so that we can select session topics at our February 5 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's and Karen's companies will again provide bags for the conference.

Ralph will prepare a letter on the Collaborative letterhead to request donation of snacks from Sara Lee.

Regional and Partner Updates: There were no updates

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 new tools such as Wallwisher, Collaborative Ning chats and forum discussions, Google Docs, etc. A key purpose of the training was to have participants utilize these skills in conducting the Collaborative business and developing projects. A special emphasis was placed on our Beginning Teacher Welcome Packet project.

Participants used results from the BTWP survey to collaborate on the contents for the BTWP packet. Participants were assigned to small groups to discuss and recommend items to be included. After all groups completed their task, they shared their finding with the total group for discussion. Participants used Google Docs to facilitate this process. These activities led to suggestions on how we should continue development of this project.

Each LEA Representative is asked to visit Collaborative websites at least once per week, especially the Ning site, to generate dialogue for support.

The retreat closed with each participant creating the first stages of their own personal website through iGoogle.

Action Items:

Spring Conference: The representatives approved the spring conference plan as described below. (Moved by Marianne Russell, seconded by Carolyn Bazemore, and approved unanimously).

- Theme: Relationships → Relevance → Rigor
3 R's for Excellence in the 21st Century
- Fine tune theme logo
- Conference Menus
 - Breakfast: Sheraton Buffet (Sat/Sun)
 - Lunch: The All American Themed Buffet (Sat)
 - Banquet: Dinner Buffet (Fri)
 - London Broil
 - Lasagna
 - Southern Broccoli Salad
 - Green Beans Almondine
 - Baby Carrots
 - Baked Macaroni and Cheese
 - Roasted Garlic Mashed Potatoes
- Registration per person -- \$275.00 (includes Banquet, breakfast Saturday and Sunday, Lunch Saturday, Friday and Saturday night lodging).
- Costs are based on two persons per room. If a person does not want to share a room with another conference participant, that person must pay an additional **\$135.00** for lodging.
- If a participant brings a guest who wishes to participate in meals, there is an additional cost of **\$95.00 per guest**.

Plus/Delta:

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

- **Plus (1/14/10)**
 - The information received (Hands on experience)
 - The number of participants
 - Location
 - Very good computer lab
 - Help readily available
 - Very productive
 - Good collaboration
 - Good working environment
 - The collaboration is excellent
 - Learned from other experiences
 - I learned a lot from working on the Collaborative page that will be useful in my district.
 - Hands-on experience.
 - The hands on experience was very valuable
 - Very good review
 - Districts represented

- Technology experience
 - Very informative
 - Facilitator very knowledgeable
 - Site excellent for workshop

- **Plus (1/15/10)**
 - Very informative
 - Enjoyed designing my own web page.
 - Collaboration.
 - Good meeting location.
 - Valuable technology
 - Lots of new information learned
 - Food was good
 - Good comfortable location
 - Good dialogue with colleagues
 - I loved the webpage and the customizations
 - Great working area
 - Food good esp. breakfast
 - Worked well together
 - Hands on demonstrations
 - Good leadership
 - Nice conference room & location
 - Good progress on survey packet
 - Narrowed down the BT welcome packet
 - Fantastic breakfast
 - Excellent site
 - Stayed within time-frame
 - Overall hands on experience
 - The two days have been great.
 - I have my own website :)!
 - The collaboration and assistance from Ralph and other team members!
 - Good technology practice
 - Good fellowship and camaraderie
 - Accomplished a lot for BT handbook

- **Delta (1/14/10)**
 - None
 - None
 - Too hot this afternoon

- **Delta (1/15/10)**
 - None
 - None
 - Computer didn't want to cooperate

- **Comments (1/14/10)**
 - “Ralph is the man!!!!”
 - “You connect the technology and made it relevant, purposeful”
 - “Ralph showed us how to use technology to work smarter, not harder”
 - “Group activity to see how we are all on the same page”
 - “Facilitator is smart and patient”
 - “Chat on Wallwisher”
 - “Virtual wallpaper”
 - “Hands-on activity helps”
 - “Ralph, thanks for always being so organized and for keeping us on our toes. “
 - “We really appreciate you.”
 - “Thanks for taking on the responsibility to keep the NE Collaborative going”
 - “Great session that allowed for hands on experience”
 - “Thank you Ralph for great planning and organization for this retreat”
 - “Ralph as our leader and the support from each other is very beneficial. Thanks ladies and gents!”

- **Comments (1/15/10)**
 - “Thank you, Ralph, for organizing and planning a great retreat!”
 - “Great Leader and always so very organized”
 - “Super Dynamic leader”
 - “Learned lots of good stuff!”
 - “THANKS FOR TWO FANTASTIC INFORMATIVE DAYS!!!!”
 - “Thanks for stretching our brains”

Announcements: Mollie Henderson’s mother-in-law passed. Please keep her family in your thoughts and prayers.

The next meeting will be held in Northampton County February 5, 2010.

Thanks to Karen for facilitating the meeting site and meals.

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

_____, Director

_____, Recording Secretary