

Meeting Minutes
Thursday, July 8, 2010
Edgecombe County Schools

Called to Order by: Ralph Evans, Director

Members Present: Rebecca Brown, Karen Dameron, Wanda Hunt, Twanna Morales, Betty Pugh, Marianne Russell, Joanne Smith, Dr. Shirley Smith, Claudia Stalls, Dottie Wardsworth, and Brenda Winborne.

Also present was Shonta Peterson and Ralph Evans.

Members Absent: Carolyn Bazemore, Brenda Dail, Anna Howell, Paula Mickey, Shanna Pendergrass, and Farrell Young.

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

Minutes: The minutes were approved as presented. (Moved by Brenda Winborne, seconded by Marianne Russell, and approved unanimously).

Budget Report: The budget report was approved as presented. (Moved by Karen Dameron, seconded by Dr. Shirley Smith, and approved unanimously).

Information Items: **Director's Report**

- **Welcome to New District and New LEA Representatives:** Ralph introduced Dottie Wardsworth and Dr. Shirley Smith to the Collaborative. Dottie is the representative for our newest member district – Roanoke Rapids. Dr. Smith is the new representative for Northampton County.
- **Update Collaborative Calendar / Birthdays / Website:** Ralph recognized the following birthdays: Farrell Young June 24 and Carolyn Bazemore July 30.
- Ralph asked participants if they had any new items to post on the Collaborative Calendar. Mentor training dates scheduled for July and August were cancelled due to Mollie Henderson leaving her position of Regional Education Facilitator. Also cancelled were the two dates for Teacher Evaluation Training previously scheduled for August 10 and 17. The calendar can be viewed at <http://www.localendar.com/public/collaborative>. The 2010-11 Collaborative meeting schedule was shared with the group.
- **2011 Spring Conference:** Ralph informed the membership that the Sheraton had agreed to change our 2011 conference dates to April 1-3 and he shared a copy of the revised contract.

- **Preliminary Drive-In Conference Sessions:** Ralph asked for suggestions for session topics for our Fall drive-in conference. It was decided that we need to focus on critical topics for first year teachers such as classroom management and technology as well as possible results from the Spring Conference evaluations. Ralph will prepare this list and send to representatives for feedback.
- **Collaborative Ning:** Ralph informed the group that the new version of Ning will become effective July 20 and there will be a 30-day transition period. He will keep the members updated on the status of this resource.
- **Support Coach Update -- Training/Orientation:** Ralph informed the group that he would be available to conduct a special session for any new support coaches for next year. These sessions could be coordinated in several geographic areas for multiple districts, or he could conduct the session on the same day he attends beginning teacher orientation if that would work better for the districts. He also informed them that the Support Coach Handbooks will be revised prior to the orientation sessions August 12 and 26.
- **Action Plan Review / 2010-11 General Directions:** Ralph reminded the group that he had created a Zoomerang survey for input on the implementation of our strategic plan for 2010-11. The link is posted on the LEA Representatives page of our public website. This information will help us to evaluate our efforts and to set our priorities for the next school year. As of July 8, only four districts had submitted the survey. These surveys need to be completed by the end of July.
- **Representative Information Survey:** Ralph shared with the group the website for a Representatives Information Survey. This information provides me with up-to-date district and contact information for each representative.
- **Moodle Training:** Ralph informed the group that he participated in a training session for Moodle on-line course development as a guest of Karen Dameron and Edgecombe County Schools. He thinks this resource has a lot of potential for the Collaborative. Several member districts already use Moodle.

Regional and Partner Updates

- **None**

Action Items:

Director's Evaluation: The Collaborative completed the annual director's evaluation for Ralph.

Other: The Collaborative approved the recommendation to establish business guidelines for the operation of the Collaborative. Ralph will compile suggestions and other possible components to be presented at the September 3, 2010 meeting. (Moved by consensus).

Work Session:

Beginning Teacher Welcome Packet: The members spent the remainder of the day developing the BTWP by working in small groups and building a set of resources for beginning teachers. Ralph will compile the individual group results into a composite file. Marianne and Shirley volunteered to help with the final proofing of the BTWP document. Representatives will let Ralph know the number of first and second year teachers each district anticipates and he will create a BTWP CD for each first and second year teacher in member districts. It is expected that this product will be ready for beginning teacher orientation.

Plus/Delta:

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

- Plus
 - Enjoyed the meeting.
 - Excited about the Beginning Teacher Welcome Packet.
 - Cannot wait to see the Beginning Teacher's reaction to the packet.
 - Great networking opportunity and I am taking away some neat ideas to implement in my district.
 - As always, things were very well organized!
 - Small groups worked effectively!
 - I learned new things using technology...again!
 - Work session very productive.
 - Everyone worked well together
 - Lunch was good and fellowship during lunch was good
 - Ralph in control as always
 - Great working session today.
 - Delicious lunch
 - Thanks, Ralph, for being such a great leader and task master.
 - Opportunity to network and work on the BT Welcome Package was a plus.
 - Lunch location and the meal were very good.
 - The execution of the professional development and the business meeting were efficient and professional.
 - An excellent resource for beginning teachers - very productive meeting!!
 - Welcome Roanoke Rapids... you won't find a better group to associate with.
 - Great collaboration!
 - Awesome resource coming for beginning teachers!
 - Good attendance
 - Wonderful leadership by Ralph Evans... don't ever think about leaving us.
 - Location/Facilities (Computer Lab)
 - Work completed on BTWP
 - Number of LEA Reps present
 - Great networking opportunities
 - New Reps joining the family

- Shonta's contribution
- Delta
 - Nothing! (-:
 - With the lighting, it was sometimes difficult to read the screen.
 - None
 - None
- Comments
 - “Everyone made me feel very welcome. I look forward to a continued partnership with the Collaborative.”
 - “Thanks for all you do Ralph!”
 - “Very productive meeting.”
 - "The information provided is very beneficial to assist not only new teachers, but members as well.”
 - “Hope everyone gets to have a little vacation!!!!”
 - “Ralph's leadership and organization”

Announcements: The next meeting will be held in at the Washington County Schools central office in Plymouth, NC September 3, 2010, 10:00 am – 3:00 pm.

Thanks to Karen and Edgecombe County Schools for hosting the meeting, we had a great time.

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

_____, Director

_____, Recording Secretary