

**Meeting Minutes**  
**Friday, June 5, 2009**  
**Weldon City Schools**

**Called to Order by:** Ralph Evans, Director

**Members Present:** Karen Dameron, Wanda Hunt, Susie Johnson, Lynn Lassiter, Shana Pendergrass, Marianne Russell, and Brenda Winborne.

Also present was Dr. Brenda Tinkham, Victor Ward, and Ralph Evans.

**Members Absent:** Selma Allen, Carolyn Bazemore, Brenda Dail, Anna Howell, Paula Mickey, Twanna Morales, Betty Pugh, Joanne Smith, and May Wilkins.

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

**Minutes:** The minutes were approved as presented. (Moved by Karen Dameron, seconded by Shana Pendergrass, and approved unanimously).

**Budget Report:** The budget report was approved as presented (Moved by Susie Johnson, seconded by Brenda Winborne, and approved unanimously).

**Information Items:** **Update Collaborative Calendar / Birthdays / Website:** Ralph asked participants if they had any new items to post on the Collaborative Calendar. The calendar can be viewed at <http://www.localendar.com/public/collaborative>. Ralph recognized Pearl Sutton's birthday for June 1 and Shana Pendergrass' birthday for June 8. Representatives expressed their best wishes. Ralph highlighted several new links on the Collaborative website.

**Spring Conference Evaluation:** Ralph presented members of the Collaborative with the evaluation report from the Spring Conference. Representatives reviewed the document and used the data to help plan our Fall Drive-In Conference and the Spring Conference for 2010. Following are topics recommended for the drive-in conference:

- Classroom Management

- Understanding the Culture of Poverty
- Technology/Collaborative Resources
- Organizational Tips/Tricks of the Trade

**Future Conference Dates:**

- Drive-In Conference October 10, 2009, Chowan University
- Spring Conference April 23-25, 2010, Sheraton Atlantic Beach
- Spring Conference April 29 – May 1, 2011, Sheraton Atlantic Beach

**2009-10 Meeting Schedule/ BTO Schedule/ LEA Visits:**

Ralph issued copies of the 2009-10 meeting schedule and representatives to give him dates they would like for him to visit their district next year. Dates will be honored on a first come, first serve basis. Ralph will post these schedules on the Collaborative website.

**Virtual Collaboration PLC Training:** The training will be held at the Bridgers Building in Tarboro on July 9, 2009, 9:00 – 3:30. This is a very important session since we will be moving to using more remote environments for some of our dialogue next year.

**Support Coach Update:** Ralph shared with the group that he had submitted request for stipend payments for all support coaches who are paid by the Collaborative and provided representatives with a copy of the request. He had also met with Dr. Diana Lys, ECU, regarding training scheduled for July 30. After much discussion, members expressed that the proposed agenda seemed more appropriate for novice mentors that what they had in mind. Ralph will follow-up with Dr. Lys and try to schedule a meeting with her, Karen and Brenda Winborne on June 30 or July 1. Orientation will be held 5:00 – 7:00 pm August 13 at the Hitch-N-Post in Williamston and August 27 at Ryan's in Roanoke Rapids.

**Zoomerang Survey/Committees:** Ralph shared with the group a mentor survey Karen had developed and he published in Zoomerang. Karen reviewed the survey and offered it to the Collaborative to use. Districts may modify the survey to meet individual LEA needs. If another district wants to use the survey, Ralph will create the Zoomerang version customized for that district.

Karen also shared with the group a survey she had used for beginning teachers with permission to use as she did for the

mentor survey. Ralph will create this survey in Zoomerang format as well. If other member districts have surveys they would like to share, please send them to Ralph and he will distribute them to the membership.

Ralph also suggested that we form a committee for survey development leadership.

**Principal Evaluation Project:** Ralph informed the group that he had not had time to work on the project due to planning and preparation for the Spring Conference, but will work on it this summer.

**Scholastic:** Ralph shared with the group an email he received from Wanda Broom regarding a scholastic literacy program. He shared information from a telephone conversation with Wanda regarding some of the services that might interest the Collaborative. Representatives decided that they would like to invite Wanda to one of our meetings this fall to hear more about the program.

**Lateral Entry Course:** Ralph shared with the group Wanda Hunt had contacted him regarding the possibility of offering the Lateral Entry Course during the summer. Ralph contacted Dr. Tinkham concerning this matter and thought it would be a good idea to bring it to the Collaborative for discussion. Dr. Tinkham informed the group that Chowan could make that happen, but was not sure if the Model Teacher Education Consortium would be able to provide the support it did during the school year. She will contact the Consortium and let us know what we need to do.

**Regional and Partner Updates:** Dr. Tinkham announced that in 2010, Chowan University would offer its first graduate program, which will be in elementary education.

**Committees:** Ralph recommended that we revise our committee structure to better facilitate networking and the business of the Collaborative. The following members volunteered for the Survey Committee: Dr. Tinkham, Karen, Brenda Winborne, and Susie. Dr. Tinkham also volunteered for the Principals Evaluation Project Committee. Ralph will follow-up with the restructuring of committees and seek committee memberships.

**Action Items:**

**Action Plan Review/General Directions for 2009-10:** The representatives reviewed the current Collaborative strategic plan and made several modifications for the 2009-12 three-year plan. Four priorities were adopted for 2009-10:

- Support Coach Program (Curriculum & Professional Development)
- Principals Evaluation Project
- Teacher Evaluation Project
- Virtual Collaboration -- PLCs

(Moved by Brenda Winborne, seconded by Marianne Russell, and approved unanimously).

**Request for Membership:** No action taken.

**Director's Evaluation:** The representatives agreed upon the annual evaluation of Ralph Evans as Director. Ralph expressed his appreciation for the support of the member districts. Karen will prepare the official document and send it to Ralph. (Moved by Susie Johnson, 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
  - Relaxed atmosphere
  - Good food
  - Good information
  - Great meeting
  - Lots of great information
  - Great Collaboration!
  - Excellent lunch (thanks Weldon)
  - Ralph ... excellent leadership as usual!
  - Great sharing
  - Really like the survey
  - Great information
  - Good collaboration
  - Sharing
  - Great networking as usual.
  - Really came up with some great ideas.
  - Lunch, goodies, setting all wonderful.
  - Great sharing
  - Thanks Karen for survey
  - Very informative
  - Time/day well spent
  - Very professional – well-organized program.

- Delta
  - None
  - Low LEA turnout
  - Low attendance
  - None!
  - None
  
- Comments
  - “Thanks for all your hard work.”
  - “Looking forward to another great year!”
  - “Great food, thanks.”
  - “Thanks for the gifts!”
  - “We are an awesome group!”
  - “Good discussion.”
  - “Thanks for the invitation and cordial welcome! ☺”

**Announcements:** The next meeting will be the Virtual Collaboration Training at the Bridgers Building in Tarboro June 9, 2009, 9:00 – 3:30.

Thanks to Shana and the Weldon City Schools for hosting the meeting. We had a great time.

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

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\_\_\_\_\_, Director

\_\_\_\_\_, Recording Secretary