

Meeting Minutes
Friday, June 4, 2010
Bertie County Schools

Called to Order by: Ralph Evans, Director

Members Present: Carolyn Bazemore, Brenda Dail, Karen Dameron, Paula Mickey, Twanna Morales, Shanna Pendergrass, Betty Pugh, Marianne Russell, Claudia Stalls, Brenda Winborne , and Farrell Young.

Also present were Mollie Henderson, Dr. Brenda Tinkham, and Ralph Evans. The Collaborative was also privileged to have Dr. Chip Zullinger, Superintendent of Bertie County Schools, join us for part of our meeting.

Members Absent: Rebecca Brown, Anna Howell, Wanda Hunt, and Joanne Smith.

Agenda: The agenda was approved as presented. (Moved by Carolyn Bazemore, seconded by Brenda Tinkham, and approved unanimously).

Minutes: The minutes were approved as presented with the correction of the date in the title. (Moved by Mollie Henderson, seconded by Marianne Russell, and approved unanimously).

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

Information Items: **Director's Report**

- **Update Collaborative Calendar / Birthdays / Website:** Ralph recognized the following birthday: Shana Pendergrass June 8.
- Ralph asked participants if they had any new items to post on the Collaborative Calendar. Mentor training dates were added for July 26-28 and August 3-5. The calendar can be viewed at <http://www.localendar.com/public/collaborative>. The 2010-11 Collaborative meeting schedule was shared with the group. July 8 was set as the work session for the Beginning Teacher Welcome Packet. October 30 was designated as the date for the Fall Drive-In Conference, and the November 5 meeting was changed to October 1.
- **Spring Conference Evaluation:** Ralph distributed copies of the spring conference evaluation report for 2010. The representatives briefly discussed reflections from the conference.
- **Future Conference Dates:** Ralph reported that the next spring conference was scheduled for April 29-May 1, 2011. Several representatives informed the group that those dates would conflict with school calendars for districts with spring break the week

following Easter. After discussion, the Collaborative decided that April 1-3, 2011 would be the best week for the conference in light of the new conflicting dates. Ralph stated that we had signed a contract already and would see if the Sheraton would be able to change the date for us. He has contacted the Sheraton and is waiting for a response.

The date for the Fall drive-in conference was set for October 30, 2011.

- **Support Coach Update:** Ralph informed the group that he had submitted requests for payment for support coach stipends for each eligible coach. He also stated 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.
- **Director's Evaluation:** Copies of the director's evaluation form had been emailed to representatives prior to the meeting and they were asked to bring their individual responses to our meeting. Responses were turned in to Karen Dameron, Chair of the Director's Evaluation Committee. If any responses were not turned in today, they are to be sent to Karen no later than June 18 so they can be compiled for the July 8 meeting.
- **Action Plan Review / 2010-11 General Directions:** Ralph informed the group that he had created a Zoomerang survey for input on the implementation of our strategic plan for 2009-10. The link will be sent to representatives. This information will help us to evaluate our efforts and to set our priorities for the next school year.
- **Welcome Packet:** Ralph shared a tool he created to compile resources for our BTWP. He had completed the portion he had been assigned and shared the report with the group. Each team was given a copy of the tool on a flash drive to use as they conducted the working session on the project. Ralph will compile all individual results into one file.

Regional and Partner Updates

- **Mollie Henderson (DPI-REF):** Mollie updated the group on the following:
 - Mentor training
 - Mentor training and materials are being updated.
 - Professional development repository
 - Mentor handbook has been revised, but may only be good for 2010-11
 - Some districts are not using the appropriate forms for teacher evaluation.
 - Anticipate some changes in the beginning teacher annual plans

- **Dr. Brenda Tinkham (Chowan):** Dr. Tinkham updated the group on the following:
 - Everything is set for the October 30 drive-in conference
 - Masters program in elementary education will begin this fall
 - Math quantiles program will be hosted in conjunction with several districts in the northeast.

Action Items:

Spring Conference 2012: The Collaborative approved April 27-29, 2012 for the 2012 Spring Conference. (Moved by Carolyn Bazemore, seconded by Brenda Dail, and approved unanimously).

Collaborative Ning: The Collaborative approved the recommendation to use the Ning Plus subscription beginning July 1, 2010 at a rate of \$199.95 annually. (Moved by Karen Dameron, seconded by Betty Pugh, and approved unanimously).

Membership Request: The Collaborative approved the request from Roanoke Rapids Graded School District for membership in the Collaborative. (Moved by Betty Pugh, seconded by Brenda Winborne, and approved unanimously).

Beginning Teacher Welcome Packet: The Collaborative agreed to continue work on the BTWP July 8, 2010 at the Bridger's Building computer lab in Tarboro.

Plus/Delta:

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

- Plus
 - Location
 - Hospitality
 - Number of persons present
 - Excellent working session
 - Of course Ralph!!
 - Great information
 - Good networking
 - Good food
 - Great location (beautiful site & good food)
 - Organization of meeting
 - Networking
 - Time & effort on BTWP
 - Lot of work accomplished on teacher packet.
 - Nice location
 - Good food
 - Great facilities
 - Great food
 - Lots of information shared and learned
 - Good work on the book for orientation
 - Good working session – productive

- Delta
 - None
 - Struggled with Internet service

- Comments
 - “Great job Ralph for being so very well organized”
 - “Good meeting, great facility, good food”
 - “Thanks for being so organized and task oriented – it makes for a productive meeting.”

Announcements: The next meeting will be held in at the Bridger’s Building Computer Lab July 8, 2010.

Thanks to Carolyn for hosting the meeting, we had a great time.

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

_____, Director

_____, Recording Secretary