

**Meeting Minutes**  
**Friday, March 6, 2009**  
**Washington County Schools**

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

**Members Present:** Karen Dameron, Susie Johnson, Lynn Lassiter, Betty Pugh, Marianne Russell, Brenda Winborne, and two representatives from Washington County.

Also present were Catherine Allen, Mollie Henderson and Ralph Evans. Mr. Julius Walker, Superintendent, offered greetings on behalf of Washington County Schools.

**Members Absent:** Selma Allen, Carolyn Bazemore, Brenda Dail, Anna Howell, Wanda Hunt, Paula Mickey, Twanna Morales, Shanna Pendergrass, Pearl Sutton, and Dr. May Wilkins.

**Agenda:** The agenda was approved as presented (Moved by Karen Dameron, seconded by Mollie Henderson, and approved unanimously).

**Minutes:** The minutes were approved as presented (Moved by Betty Pugh, seconded by Brenda Winborne, and approved unanimously).

**Budget Report:** The budget report was approved as presented (Moved by Karen Dameron, seconded by Susie Johnson, 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 Susie Johnson's birthday and Betty Pugh noted that her birthday was not on the Calendar, so we wished her a happy birthday as well and apologized for the error. Ralph provided a brief update for several components of the Collaborative website, including the Support, and Spring Conference pages.

**Spring Conference Planning:** Ralph provided the Collaborative with a tentative list of concurrent sessions based upon registrations as of March 5, 2009. The report included a count of registrations by session and a projected number of registrations.

Members were reminded that March 31, 2009 would be the deadline for participant registration for the 2009 conference. LEAs may adjust the names of individual participants after that date, but we need to have numbers confirmed no later than our April 3, 2009 meeting in Camden.

Members were reminded that each LEA is to bring at least one door prize to the conference.

Ralph shared a draft of the letter to Sara Lee and distributed Collaborative jackets to members who were present.

**Committee Reports:** The Support Coach training is scheduled to be held at the Bertie campus of Martin Community College July 30, 2009. Dr. Diana Lys is looking into the possibility of using the coaching portion of the Clinical Teaching model for the first day of training. The second day of training is still in development and may be held at the Drive-In Conference at Chowan University October 10, 2009.

The Virtual Collaboration committee met at 1:00 pm at the Convention Center in Greenville following ECU's Job Fair. The committee discussed several possible options, including:

- Polycoms (consider 1 or 2) – Need summary of specs available in each LEA / Diana will get required specs from ECU.
- Collaboration with ECU on surveys (or Zoomerang)
- Collaboration with RESA Principals training / Henry Peel
- Day 2 of Clinical Teacher Training for Support Coaches

Ralph announced that he had scheduled a meeting for March 20 with Ellen Dobson, Technology Coordinator for the College of Education at ECU.

**Corwin Press:** Ralph shared with the group some information he received from Cindy Ahles, Sales Manager with Corwin Press, and his reply indicating that the Collaborative might be interested in previewing materials related to our goals. Cindy said she would send me some selections and would prepare a packet for each LEA Rep.

### **Regional Updates:**

- Mollie Henderson provided an update on several regional issues:
  - Licensure Road Show
  - Mentor Training July 27-29 at Martin Community College, Bertie Campus – plan to use content from new Mentor Handbook which should correlate to the new teacher evaluation process.
  - Support Coach Training
  - 09-10 Schedule for Title II visits should be out soon
  - Shared three songs with the group that we might use at the conference – Ralph will obtain music for the songs.
- Catherine Allen provided an update on several MTEC issues:
  - EDU 225 – with the budget crunch as it is we need to make a case for continuing the partnership with MTEC and Chowan University for the continuation of the EDU 225 course.
  - ECU NC Teach plan of study

- Upcoming course preview from ECU and MTEC online
- Harry Wong institute

**Strategic Plan Priorities (Work session):** The Collaborative participated in a work session to extend the work previously done with the Principal Evaluation project. The session combined a means of identifying resources and developing survey questions with the focus on standards 2 and 4 of the evaluation process. Ralph will use the end results prepared by two groups to generate a list of recommended resources and a sample Zoomerang survey for the Collaborative.

**Action Items:**

**Spring Conference:** No action was taken regarding the spring conference.

**Zoomerang:** The Collaborative approved the purchase of a 1-year subscription to Zoomerang Pro online survey tool for \$149 to be used by the Collaborative for survey needs. (Moved by Karen Dameron, seconded by Brenda Winborne, and approved unanimously).

**Support Coach Training Committee Report:** The Collaborative approved the report submitted by the committee. (Moved by Karen Dameron, seconded by Brenda Winborne, and approved unanimously).

**Actions on Committee Reports:** Reports received, but no action take.

**Strategic Priorities:** No action taken.

**Plus/Delta:**

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

- Plus
  - Excellent lunch!
  - Good group activity
  - Great leadership from Ralph
  - Well organized
  - Everyone gets along
  - Shared ideas
  - Very informative
  - Great discussion
  - Great organization – Task oriented
  - Thanks Ralph
  - Great food and refreshments
  - Great discussions
  - Always go away with things shared – to “steal”
  - Love my new jacket
  - Good information shared
  - Rich discussions
  - Great lunch

- Zoomerang
  - As always, Ralph ☺
  - Great discussion
  - Great food
  - Looking forward to utilizing survey
  - Mr. Evans was just as organized during this meeting as in February (Amazing Job!)
  - Lot of informative information for lateral entry teachers (Can't wait to inform Mrs. Dail.)
  - Breaking into teams was a great learning experience – helpful and useful in planning Strategic Priorities (Surveys).
- Delta
    - More LEA representation
    - Missed May
    - So much to do – so little time!
    - None
    - Missing members ☹
    - None
- Comments
    - “Good Information”
    - “May had good folks to fill in for her.”
    - “I think I finally understand Chowan’s EDU 225.”
    - “Good Hospitality”
    - “Delicious meal”
    - “Friendly and openness between all of these leaders and educators (awesome!)”
    - “Thank you.”

**Announcements:** The next meeting will be held at the Camden Middle School in Camden County, April 3, 2009.

Thanks to May and Washington County Schools for hosting our meeting. We had a great time.

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

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

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