

**Meeting Minutes**  
**Friday, March 5, 2010**  
**Edenton/Chowan Schools**

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

**Members Present:** Carolyn Bazemore, Rebecca Brown, Karen Dameron, Wanda Hunt, Susie Johnson, Lynn Lassiter, Paula Mickey, Twanna Morales, Shanna Pendergrass, Betty Pugh, Marianne Russell, Joanne Smith, Claudia Stalls, Brenda Winborne , and Farrell Young.

Also present were Catherine Allen, Mollie Henderson, Brenda Tinkham, and Ralph Evans. The Collaborative was also privileged to have Dr. Allan Smith, Superintendent of Edenton/Chowan Schools, join us for part of our meeting.

**Members Absent:** Brenda Dail and Anna Howell.

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

**Minutes:** The minutes were approved as presented. (Moved by Susie Johnson, seconded by Mollie Henderson, and approved unanimously).

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

**Information Items:** **Director's Report**

- **Update Collaborative Calendar / Birthdays / Website:** Ralph recognized the following birthday: Betty Pugh March 2.  
Ralph asked participants if they had any new items to post on the Collaborative Calendar. Teacher Evaluation Update training was added April 20, Perquimans Recreation Department in Hertford, NC; Regional Mentor Training July 12-15, Martin Community College, Bertie Campus, Windsor. Several member birthdays were missing from the calendar and were reinstated. The calendar can be viewed at <http://www.localendar.com/public/collaborative>.
- **Welcome Packet:** Ralph shared information regarding the beginning teacher welcome packet project. He demonstrated an online resource "Mixbook" which might be used in helping us design the BTWP, and suggested that the Collaborative consider establishing a committee to work on the BTWP design. A work session followed the action items on the agenda.

- **Spring Conference:** Ralph reported that he had received fifteen (15) session proposals. One was deleted by request and a session for support coaches was added. As of March 3, 37 persons had registered for the conference. Ralph provided representatives with a summary of conference registrations. He also reminded the group of the March 30, 2010 deadline for conference registrations and conference dues.

Ralph reported that shirts for new representatives had been purchased, and are with the embroiderer. Karen reported that she has a donor for bottled water for the conference. Ralph has prepared a letter asking Sara Lee for donations of snacks. Ralph will pickup remaining snacks for the conference.

Ralph presented the group with a conference logo for their approval along with four possible color schemes for the program. The group unanimously approved the logo, but was undecided about the color scheme. The choices were narrowed down to blue or purple. The group designated Ralph and Karen to check with the company that creates the bags and determine the best color scheme.

Ralph asked the group how they would feel about trying to contact Gail Daughtry about attending our conference as an honorary. The group agreed and authorized Ralph to follow-up.

- **Other:**
  - Ralph shared reflections from the NERESA Best Practices Conference. It was a very positive experience.
  - Lynn Lassiter shared a summary of the Northeast RESA Best Practices Conference and thanked all who participated.
  - **Support Coach Reports** were shared with representatives. Ralph asked representatives to review the reports to make sure I have captured them correctly. If any reports are missing, please forward them to Ralph. Ralph also shared with appropriate representatives reflections from their Teacher Talk Sessions.
  - A draft of the **2010-11 meeting schedule** was presented for discussion. Representative volunteered to hold meetings. We are in discussions with Dr. Tinkham regarding the October date since that typically coincides with our Fall Drive-In Conference. Tentative hosting dates are as follows:
    - September 3, 2010 – Washington County
    - November 5, 2010 – Warren County
    - February 4, 2011 – Camden County
    - March 4, 2011 – Hertford County
    - April 1, 2011 – Weldon City
    - June 3, 2011 – Halifax

- A July professional development session is under consideration.

### **Regional and Partner Updates**

- **Mollie Henderson (DPI-REF):** Mollie reported that North Carolina is one of 16 finalists for the Federal Race to the Top Grants. The final announcements should be in April. She reminded the group about the dates for Teacher Evaluation training. There will be a one day update sessions on the teacher evaluation training April 20, 2010 in Hertford, NC.

Mollie will be conducting regional mentor training July 12-15 at Martin Community College in Windsor. A one-day update is planned for current mentors, but a date has not yet been set.

Mollie reported that Title II grants will probably be due in June. An update session for Title II grants is in the planning stages.

**Dr. Brenda Tinkham (Chowan University - Dean:** Dr. Tinkham reported that Shellie Saxby will be visiting Bertie, Gates, and Hertford Counties to discuss the Masters program which will begin in the Fall. She also announced that Chowan had received an NC Quest grant for a residential program in Mathematics with an emphasis on Algebra I. Bertie, Hertford, and Northampton Counties will be partners in this project.

- **Dr. Catherine Allen (Model Teacher Education Consortium):** Catherine shared a handout summarizing services available through the Consortium. She will send Ralph a pdf file of the handout for electronic distribution among the representatives. September 16-17, 2010 are tentative dates for the Harry Wong and Marsha Tate conference at the Friday Center in Chapel Hill.

A residential Praxis Boot Camp is scheduled for June 23, 24, 25 – July 27, 28. Contact Catherine for additional information.

If districts have a need for a cohort group and would like to involve the Consortium, contact Catherine.

### **Action Items:**

**Spring Conference:** The Collaborative approved Spring Conference recommendations as discussed in information items. Ralph and Karen will make the final decision on the color scheme for the conference bags. (Moved by Susie Johnson, seconded by Mollie Henderson, and approved unanimously).

**Gail Daughtry:** The Collaborative authorized Ralph to try to contact Gail Daughtry and invite her to our conference as an honorary guest. (Approved unanimously by consensus).

### **Work Session:**

Representatives participated in a work session designed to continue development of the Beginning Teacher Welcome Packet. The session

resulted in adopting six preliminary major categories for organizing the contents of the BTWP:

1. Staying Employed
2. What to Teach
3. How to Teach
4. Tools and Resources
5. Classroom Management
6. First Daze

The next phase of the work session was to match recommendations from the BTWP questionnaires with each of the six major categories. In the third phase of the session, teams of representatives were assigned to groups of items on the Resources page of the Collaborative public website. The task was to match each resource with the appropriate category of the six. Ralph will compile results from the work session and share with representatives.

Prior to the next meeting, teams will perform a similar task with items from the Teacher Development page of the Collaborative public website. Representatives will also identify resources they currently use that would be appropriate for inclusion with the BTWP packet.

**Plus/Delta:**

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

- Plus
  - Great representation. 18! Wow!
  - Thanks to Edenton (Brenda Winborne) for hosting today.
  - Good information and reports
  - Good group assignments
  - Great attendance
  - Good working session
  - Always a pleasure to be with this group!
  - Productive
  - Great information
  - Food
  - Collaboration
  - Very informative as usual
  - Wonderful place to have a meeting
  - Good refreshments
  - Attendance
  - Thanks for ordering sunshine
  - Great information from Catherine Allen
  - Great participation!!!
  - Good lunch
  - Organization was top notch!
  - Excellent work done on the New Teacher Packet.

- Delta
  - Nothing! ☺
  - None
  
- Comments
  - “Input and info was very helpful for our BTWP!”
  - “Thanks for your organization and knowledge! I always learn a new facilitation strategy at our meetings! ☺”
  - “Great job Ralph, We need to honor you, as well. You are a jewel to work with.”
  - “Brenda is a great hostess.”
  - “Always good to be with family.”
  - Great to see everyone here!

**Announcements:** The next meeting will be held in Gates County April 1, 2010.

Thanks to Brenda 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