

Meeting Minutes
Friday, May 5, 2017
Gates County Schools

Called to Order by: Ralph Evans, Director

Members Present: Sharon Arrington, Brenda Dail, Catrina Davis, Rhonda Holmes, Shirley Powell, Sonya Rinehart, Marianne Russell, and Tammi Ward. **(Due to the weather, many members could not attend).**

Also present was Ralph Evans.

Members Absent: Dr. Ella Benson, LaKesia Boone, Vivian Bullock, Shawnda Cherry, Shelia Cumiskey, Tracy Gary, Kenya Grant, Jacqueline Hargrove, Mary Harrell-Sessoms, Dr. Shamica Long-Lane, Kristen Watford, and Dr. Shelia Williams.

Agenda: The agenda was approved as presented by consensus.

Minutes: The minutes from the previous meeting were approved as presented by consensus.

Budget Report: The budget/finance report was approved as presented. (Moved by Brenda Dail, seconded by Marianne Russell and approved unanimously).

Information Items: **Director's Report**

- **Calendar Update/Birthdays**
 - Happy May Birthday to:
 - Dr. Shamica Long-Lane – 3
 - Kristen Watford – 27
 - Check calendar -- Review Calendar and Update (add new reps birthdays)
- **Support Coach** – Ralph reminded the members that he had emailed individual LEA Support Coach Report summaries.
- **Director's Online Evaluation** -- Ralph provided a link to the online evaluation form for the director and asked that it be completed by May 19, 2017 so the compiled results can be shared at the June meeting.
- **BT Needs / Praxis** – Ralph reminded the members of discussions brought up at the conference debriefing.
 - Sponsor several BT PD sessions throughout the year in addition to the Fall and Spring conferences
 - Address content as well as test taking skills in preparing for the Praxis / Pearson tests
- Ralph distributed CDs containing the conference video.
- **The remaining items on the director's report were addressed in the action items.**

Regional and Partner Updates

- **Sonya Rinehart & Rhonda Holmes** shared the following:
 - June 20 -- Northeast BT Summit. John A. Holmes High School, Edenton. Please encourage your teachers to submit and think of BTs you would like to send.
 - June 21 -- North Central Regional BT Summit East Wake Academy, 400 NMC Dr, Zebulon, NC 27597
 - Lisa Godwin of Onslow County has been named NC Teacher of the Year.
 - Principal of the year selections will be made next week
 - May 23 BT webinar (GoTo Meeting)
- **Catrina Davis** shared the following
 - Latham Clinical Network meeting
 - STEM Center
 - AP Courses for certification
 - Stanford Harmony Grant
 - Difficult dialogue workshops
 - ECU Lab School (South Greenville School)
 - Teaching Fellows may be coming back
 - New Teacher Support Act

Other Action Items: Spring Conference Evaluation

The Collaborative discussed the conference evaluation report and suggested some things for consideration for future conferences as follows:

- Begin the conference at noon on Friday instead of Friday night
 - Keynote
 - Lunch
 - One or two sessions Friday afternoon
- Check on other location options
- Make door prizes available to BTs only
- Suggestions for additional topics based on evaluation

The conference report was approved as presented. (Moved by Tammi Ward, seconded by Marianne Russell and approved unanimously).

2017-18 Operations

Ralph asked the members for input on any changes they would like to see in Collaborations for 2017-18. Depending upon the number of BTs we have in our member districts, we may need to modify our operations to stay in line with our budget. No action was taken.

2017 Fall Drive-In Conference

The Collaborative discussed possible dates and location for the 2017 Fall conference. Of the dates available at Chowan and East Carolina, the group narrowed them to September 23 or September 30, 2017.

Chowan is available on September 30, and East Carolina is available September 23 or 30. There is a football game on the 30th at ECU.

Recommend establishing an alternative date for the conference in case of inclement weather. No action taken.

2018 Spring Conference

The Collaborative discussed possible dates for the 2018 Spring conference.

Tentative dates

- April 20-22, 2018, or
- April 27-29, 2017

No action taken.

2017-18 Meeting Schedule

During our previous meeting, a request was made to change our meeting dates to the second Friday in the month because they now conflict with other meetings. Ralph provided drafts of two possible meeting schedules for 2017-18.

Draft 1 is basically the same as our current year schedule. Draft 2 represents a default to the second Friday in the month. Members present preferred Draft 2 except revisiting the June meeting date.

Consider having some of our meetings on the same day as other meetings the members have to attend (i.e., NEPANNC). Check on having a backup plan for meetings in case of inclement weather (i.e., GoTo Meeting, or ECU's system).

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
 - Planning time & debriefing is effective and necessary!
 - Good conversation on conference details to ensure we meet the needs of all the participants and continue to get better each year.
 - Great discussion on Conferences
 - Planning ahead and getting dates for next year's meeting and conferences.
- Delta
 - Blend a virtual aspect for meetings into the regular schedule as a backup for weather issues.
 - IHL reps need to send information in writing ahead of time. We cannot type as fast as they can talk.
 - Was not sure if meeting was cancelled. Perhaps a text or email to update the group would be helpful.
- Comments
 - I look forward to seeing everyone again in Halifax.
 - Thank you!!!

Announcements: The next meeting will be held **Friday**, June 2, 2017 in Halifax County at the Sylvan Heights Bird Park, Scotland Neck, NC.

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

_____, Director
_____, Recording Secretary