NetLEAD Grant Management Meeting
Tuesday, February 22, 2011; 9:30 AM - 12:00 PM
The River Center at Saluda Shoals Park

Meeting Minutes

Present: Winthrop University- Mark Mitchell, Shirley Martin, Mary Martin, Mary Chandler, Sharon Buddin, Catherine Hammond, Tara Comer, Chelsea Pedersen The Evaluation Group- Felix Blumhardt Research Associates- Anne Black CERRA- Gayle Sawyer Cherokee- Page McCraw Chester- Tammy Snipes Fairfield- Andrea Hicks Marion 1- Cheryl Warren Marion 2- Gail Fowler Marion 7- Deborah Barnhill, Kandace Bethea Marlboro- Dannie Blair Dillon 1 and 2- Lynn Liebenrood Dillon 3- Martha Heyward Union- Kristi Woodall SCASA- not present

I. Welcome by Dr. Mary Martin
   • Growth of the Educational Leadership Program.
   • Exciting NetLEAD Grant.

II. Approval of the minutes of the January 25, 2011 meeting
   • MOTION made by Cheryl Warren: The Grant Management Team approves the minutes of the January 25, 2011 meeting.

III. Amendment and approval of the agenda
   • MOTION made by Cheryl Warren: The Grant Management Team approves the agenda for February 22, 2011 meeting. There are not any amendments required at this time.

IV. Old Business
   a. Locations of Classes and Open Houses-Mark Mitchell
      1. NetSCOPE 2
         • MOTION made by Page McCraw: The Open House on March 10, 2011, 6:00 pm-7:30 pm, and the M. Ed. Cohort for NetSCOPE 2 will be held in Cherokee County. The exact location is to be determined.
      2. NetLEAD 1
         • MOTION made by Cheryl Warren: The Open House on March 24, 2011, 6:00 pm-7:30 pm, and the M. Ed. Cohort for NetLEAD 1 will be held at Marion School District One Central Office.
   b. Overview of Corps of Mentor Training and Mentor Training and Meetings-Shirley Martin
      1. Review and discussion of the training activities of the Corps of Mentors
2. **MOTION** by Cheryl Warren: The Corps of Mentors will continue with the professional development trainings outlined at our January GMT meeting.

c. **NetLEAD Professional Development Series One - Mark Mitchell**
   1. Discussion by Grant Management Team of the NetLEAD Professional Development Series One entitled “Practical Methods of involving Students, Parents, and Community Members in improving Student Achievement.” The Grant Management Team came to consensus on the title and content of the Professional Development Series.
   2. The professional development series will be in four, two day sessions for both the Upstate and the Pee Dee areas. The tentative months for the series to be held in June, July, and August 2011. The Academic Calendars for the school districts have not been established.
      - Tabled Item: Exact dates tabled until next meeting.
   3. **MOTION** made by Page McCraw: The list of participant names for the NetLEAD Professional Development Series should be provided by May 1, 2011.
   4. **MOTION** made by Kristi Woodall: The Professional Development Series One will be eligible for 60 hours of recertification credit.
   5. Tabled Item: Mark Mitchell will check on the possibility for graduate credit.

d. **Mentor Assignments - Shirley Martin**
   1. Breakdown by level (high, middle, elementary, etc.) of the submitted recommendations of principals to be served by the NetLEAD Corps of Mentors.
   2. No action required.

e. **Principal (Program) Effectiveness Assessment - Felix Blumhardt**
   1. The principal and teacher letters, assessments, and parental permission forms will be updated to reflect that they are intended for program assessment instead of assessment of the principal.
   2. The Evaluation Group will work on the easiest and least intrusive method for the school to distribute these materials. Implementation of the pre-evaluation will occur early in the Professional Development Series (in May or August 2011).
   3. Grant Management Team agreed to changes and usage of the instrument.

V. **New Business**

a. **Interviews with GMT Members about Principal Mentors**
   The principal mentors and Winthrop faculty interviewed the district liaisons about the recommended administrator mentees.

b. **WPDC Course - Mark Mitchell**
   1. NetLEAD will provide payment for a professional development course called *Using Technology to Develop School Based Communities: The Good, The Bad, and the FREE!* This is a 3 hour graduate course developed for principals and assistant principals and will be taught on-line. There are twenty slots available free of charge to the NetLEAD districts.
   2. **MOTION** made by Lynn Liebenrood: The Grant Management Team agrees to split the 20 openings for the course equally, two per district. Dillon 1 and Dillon 2 will have a total of 2 slots, since they are to be combined into one school district, Dillon 4.
3. **MOTION** made by Page McCraw: The approximate date for the WPDC course will be May 2011 through June 2011.

4. Tabled Items:
   - Possibility of the course providing recertification points.
   - Teacher participation in the course.

c. **Elluminate Technology Training - Chelsea Pedersen and Marshall Jones**
   1. Elluminate technology is an “on-line” meeting service. The Grant Management Team could use this technology to reduce expense and time out of the office for its members. Chelsea Pedersen and Dr. Marshall Jones gave a brief training of the technology.
   2. Headphones and microphones will be provided by the grant.
   3. **MOTION** made by Kristi Woodall: The Grant Management Team will use Elluminate for the Grant Management Team meeting scheduled for April 26, 2011.

d. **Mini Grants - Mark Mitchell**
   1. The NetLEAD Grant has $6000 this year for mini-grants for our partner schools. The mini-grants will range from $500 to $2000 and will support faculty in purchasing materials, supplies, travel cost, and/or developing curriculum.
   2. School faculty, a principal/assistant principal and faculty member, will submit proposals to support data-based inquiry projects to improve student achievement. These mini-grants will take effect June 1, 2011 through October 1, 2011.
   3. **MOTION** made by Cheryl Warren: The deadline for the mini-grant application is **May 1, 2011** and the Grant Management Team will make the award decisions at the GMT meeting on **May 31, 2011**.

VI. **2011 M. Ed Programs - Mark Mitchell**
   - The deadline for nominations for the M. Ed. Program is **March 8, 2011**.
   - Please encourage all those interested in the program to attend the Open House.

VII. **Other**
   a. **Topics for next GMT meeting**
      - Master Calendar of important dates to be sent to all GMT members.
      - The GMT will do a trial of Elluminate before the April 26, 2011 Grant Management Team meeting.
      - Exact dates and possibility of graduate credit for the NetLEAD Professional Development Series One.
      - Teacher participation and recertification points for the WPDC Course.

   b. **The next GMT Meeting is scheduled for Tuesday, March 22, 2011**

VIII. **Adjourn**