Meeting Minutes


I. Welcome by Mark Mitchell

II. Approval of the minutes of the October 30, 2012 meeting

MOTION made by Joe Walker to approve of minutes of the October 30, 2012 meeting.

III. Amendment and approval of the agenda

MOTION made by Joe Walker to approve the agenda for November 27, 2012 meeting.

IV. Old Business

a. Budget Information for Year 3

- In the Year 3 original budget, only 3 principal mentors are funded. Due to the cost of two NetLEAD M Ed cohorts in progress, the budgeted funds went to that line item.

- In Year 2, only 4 of the principal mentors were funded. We were able to take care of the extra mentor expense with carryover funds from Year 1.

- We believe that the work of the Corps of Mentors is very important to the success of the grant. In Year 3, funds were moved to this line item to continue funding for 5 principal mentors.

- The Year 3 budget is much tighter than Year 1 and Year 2.

b. School District Mentor Program- Mark Mitchell

- The school district mentor program is important to the sustainability of the initiatives of the NetLEAD Corps of Mentors. The program will create mentors in each of the partner school districts.
• Qualifications of the District Administrator Mentor:

1. Mentor must present material in their district on the attended training. The Corps of Mentors are available to assist with presenting the materials, if needed. Presentations should be to a group of school administrators.

2. The mentor should have the time to present the material to their district.

3. The mentor is likely to stay with the school district.

4. The mentor participates in the development of the district mentoring program ($150/day for 10 days). The mentoring program will be developed for new administrators, struggling administrators, and administrators that aspire to become mentors.

5. The mentor receives training in the following:
   - **Lead the Change to CCSS: Get Essential Tools for School and District Leaders** (Charlotte – 1/24-1/25/13 - $413 for non-members - $349 for members of ASCD) ($3,304)
   - **90/90/90 training** (Charlotte – April 2013) – One from every district ($5,480)
   - **Eric Jenson Poverty Training** - Martina Rush & Becky Ford (Marion), Toma Dees (Marlboro), Jennifer Etheridge, Claudia Edwards, Gale Whitfield, & Wanda Poag (Fairfield) – July 2013 in Charlotte. – Five Districts remain to be sent ($575 per person)
   - **PLC Training** (Professional Learning Communities at Work – Charlotte – Oct. 2013) ($5,192)

6. We can allow for 1 person from every district (8 person maximum). The district has the option to send the same person to all of the trainings or one individual of their choice to each of the trainings.

7. The mentor must participate in the evaluation.

• MOTION made by Bob Stevens: One administrator mentor is eligible to attend the **Lead the Change to Common Core State Standards: Get Essential Tools for School and District Leaders Institute** in Charlotte, NC on January 24-25, 2013. Registration fees will be paid by NetLEAD. Travel expenses will be paid by the district.

• Tara Comer will send an email out with the information to register for the training.

c. Professional Development Series Update- Mary Chandler

• PLC Professional Development
  - Professional development for principals on the basics of PLCs is being conducted in 4 of the partner districts (Chester, Fairfield, Marion, and Marlboro).
  - The collaboration element has really been developed.
  - The goal of the PLC PD Series is to systematically monitor student achievement.

• Common Core Professional Development
The Corps of Mentors is also working with Dillon 4 on Common Core. The next meeting is scheduled in February 2013.

d. **NetLEAD 2 Cohort Update - Dale Ritchie**
   - The pre-admission screenings for the NetLEAD 2 cohort were held on November 5, 2012 at the Marion School District Office. There were 21 applicants that screened for the program and 15 of those were selected to participate in the cohort.
   - Notifications were sent on November 15, 2012 to the accepted applicants and the district liaisons.
   - NetLEAD 2 cohort will begin classes on Tuesday, January 8, 2013.
   - Principal Mentor Orientation will be held in Marion on Monday, December 3, 2012. All Pee Dee GMT members are welcome to attend.
   - Internship Information for NetLEAD 1 Cohort:
     - First Internship - Home School
     - Second Internship - Another Grade Level School
     - Third Internship - Home School

e. **PBIS Updates - Bob Stevens**
   - 3 components of PBIS
     - Data
     - Systems
     - Practices
   - In survey of NetLEAD schools, the average student population that is cognitively engaged is 18%.
   - The PBIS team is going to focus on the practices piece. The PBIS team will help with data decision making and instructional management with PBIS practices (whether or not the school is practicing PBIS).
   - Kathy Lewis offers an in-service titled “Redefining Good.”
   - Bob and Kathy will offer a list of possible topics that are available to your schools that incorporate PBIS practices. It is mandatory that administrators attend this training. Tara will be sending the list out by email soon.

f. **Curriculum Design Retreat 2013 Update - Mark Mitchell**
   Due to budget constraints, the Curriculum Design Retreat will not be held in Year 3.

g. **NetLEAD Mini-Grants 2012-2013 - Mary Chandler**
   - The NetLEAD Grant has $6,000 this year (2012-2013) for Mini-Grants for our partner schools.
   - The deadline for application was on November 15, 2012 and we received a total of 11 applications. The Corps of Mentors will use a rubric to make the award decisions by December 17, 2012. The awardee and the GMT member will be notified of the award and will be
sent the form to complete for reimbursement. All reimbursement request forms will be due by **March 1, 2013**.

- **Submitted proposals by district:**
  - Chester- 1
  - Dillon 3- 1
  - Fairfield- 8
  - Marlboro- 1

V. **NetLEAD Corps of Mentors Report**
   a. **Updates from the Corps of Mentors- Mary Chandler**
      1. **SMART Goals**
         - Mentors are currently setting 2-3 **SMART Goals** with mentored principals that will align with expectations of the superintendent.
         - Mentors will meet with superintendents to ensure the alignment and gain any additional information that will be helpful in meeting the goals.
         - These will be submitted to Dr. Mitchell by December 1st, who in turn will submit them to Evaluation Group.
   
   b. **Mentor Reports-Corps of Mentors**
      - **Cathy Hammond-**
        - Is currently working with 2 more schools in Marlboro.
        - Principals have created goals with the superintendent. Is now determining what the mentor’s role is in meeting the goals.
      
      - **Theodore Jackson-**
        - Is working with principals on grade-level PLCs and focusing on the importance of data.
      
      - **Sharon Buddin-**
        - Is working with high schools.
        - The SMART goals give structure.
        - **Rigor is not a Four Letter Word** by Barbara Blackburn and **Ethics of Excellence** are great resources.
      
      - **Kathi Gibson-**
        - Making good progress with principals.
        - The SMART goals align with the superintendents’ goals and add structure the mentor’s work.

VI. **Other**
   a. **Project Directors Meeting in November**
      - Data is very important.
      - Evaluations are crucial to continued funding.
      - Handout from Felix of Year 2 evaluation. This was also given out at the Project Directors meeting in Denver, CO.
   
   b. **Topics for next GMT meeting**
• Mini-grant Decisions
• School District Mentor Program

c. The next GMT Meeting is scheduled on January 29, 2013, location to be announced

VII. Adjourn