Meeting Minutes

Present: Winthrop University- Mark Mitchell, Shirley Martin, Mary Martin, Gayle Sawyer, Mary Chandler, Kathi Gibson, Dale Goff, Sharon Buddin, Catherine Hammond, Tara Comer The Evaluation Group- Felix Blumhardt Research Associates- Anne Black Fairfield- Andrea Hicks Marlboro- Dannie Blair CERRA- Jane Turner Dillon 3- Martha Heyward Marion 1- Cheryl Warren Dillon 4-Lynn Liebenrood Cherokee, Chester, Union, Marion 2, Marion 7, and SCASA- not present

I. Welcome
   a. Introductions
   b. New Educational Leadership faculty introduced
      i. Gayle Sawyer (NetSCOPE)
      ii. Dale Ritchie (NetLEAD)

II. Approval of the minutes of the May 31, 2011 meeting
MOTION made by Kathi Gibson to approve the minutes from the May 31, 2011 meeting.

III. Amendment and approval of the agenda
MOTION made by Sharon Buddin to approve and amend the agenda to include a discussion of the SREB Funding for 2011-2012.

IV. Old Business
   a. NetLEAD Professional Development Series Two
      i. Dates
         • The NetLEAD Professional Development Series Two will be held in the second NetLEAD grant year.
         • A needs assessment survey will be sent very soon to all of our partner schools to request suggestions for topics.
MOTION made by Lynn Liebenrood that the NetLEAD Professional Development Series Two will be held in the months of November, December, January,
February, and June. The series will be offered in 3 sessions for 2 days each from 12-5pm and each session will be offered in the Upstate and the Pee Dee areas.

b. WPDC Course
   i. Dates
      MOTION made by Andrea Hicks that the second WPDC, 3 hour graduate credit online course, will be offered in October through December 2011.
   ii. Suggested Topics
      A needs assessment survey will be sent very soon to partner schools to request suggestions for topics.

c. Mini Grants
   i. Filing for reimbursement
      • Those that were awarded mini-grant funds were sent notifications by email of the award and procedures for reimbursement on June 9, 2011.
      • Another email will be sent to those that were awarded mini-grant funds as well as the district liaisons very soon to outline procedures for filing for reimbursement and the due date.
      • Expense Documentation (receipts and invoices) and the mini-grant reimbursement form must be submitted by September 15, 2011 to receive awarded mini-grant funds.
   ii. Beginning of Year Two Grants
      • The NetLEAD Principal mentors used a rubric to review the mini-grant applications for year one, and will do the same for year two applications.
      • Year two mini-grant applications are due on October 15, 2011. Note: The mini-grant project should be led by an administrator.

d. NetSCOPE 2 M.Ed. Cohort
   i. Beginning Dates – Locations
      The NetSCOPE 2 M. Ed. cohort will begin on Wednesday, October 12, 2011 at the Gaffney Middle School in Gaffney, SC.

e. NetLEAD 1 M.Ed. Cohort – Pee Dee Area
   i. Beginning Dates – Locations
      The NetLEAD 1 M. Ed. cohort will begin on Monday, October 17, 2011 at Marion One School District Office in Marion, SC.

V. New Business
   a. PBIS
      i. Follow up on training
         • At the PBIS training held in July, we had 33 teachers and administrators from our partner school districts participate. PBIS helps schools change their focus from discipline to instruction. A commitment from the school is needed.
NetLEAD would like to offer PBIS training online through Elluminate for other schools that are interested in your district. In addition, we would like to offer continued support to those that participate in the training.

ii. Dates for On-line training

MOTION made by Sharon Buddin that the Elluminate PBIS training will begin on Tuesday, October 11, 2011. Six sessions will be offered from 4:00pm to 6:00pm on Tuesdays from 10/11/11-11/15/11.

b. NetLEAD 2 M.Ed. Cohort – Pee Dee Area

In October 2012, the second NetLEAD M. Ed. cohort will begin in the Pee Dee area. Selection information will be sent to principals in the Pee Dee area. Input from the Grant Management team is welcomed.

c. SREB Training

- NetLEAD will pay for travel and registration expenses for one administrator from each district to attend the SREB training in the second grant year. The administrator should be a school leader that would be an excellent mentor to other administrators in the district.
- This item tabled until the next Grant Management Team meeting in September.

VI. NetLEAD Corps of Mentors Report

a. Summer Trainings for Corps of Mentors

i. Cognitive Coaching on June 13-16, 2011- Kathi Gibson

The cognitive coaching training focused on using group goals and interdependence to become a better leader. The five states of mind and listening skills are very important aspects of cognitive coaching.

ii. NAESP Mentoring Training on June 22-24, 2011- Dale Goff

The mentors attended this training to learn more about national standards for principals. NAESP.org offers a principal help line that is a great resource for principals and webinars on Professional Learning Communities. Handout was given.

iii. Poverty Jensen Workshop on July 6-8, 2011- Mary Chandler and Cathy Hammond

The mentors attended training in San Antonio presented by Eric Jensen. The training was very useful in strategies to use for students of poverty.

iv. PBIS Training on July 20-22, 2011- Sharon Buddin

The principal mentors attended the training and worked closely with the partner schools in the workshop. The PBIS training helps the schools to establish the climate and culture of the school. The training offered useful tools and strategies for positive behavior.

b. Professional Development Series One

The PD Series One was offered in 3 sessions for 2 days in Marion and Chester this summer.
i. **Session One- “Making it Matter”- Mary Martin**  
   Attendees discussed the definition of rigor, the six elements of rigor, and evaluated student work.

ii. **Session Two- “Poverty- Reversing the Trend”- Mary Chandler and Cathy Hammond**  
   The poverty workshop referenced experts in the field, Jensen and Marzano. Research and strategies were discussed for children of poverty. A special speaker Latoya Dixon presented a powerful message to the group.

iii. **Session Three- “Waking the Village”- Shirley Martin**  
   The focus of the workshop was on the importance of parents in the community, creation of the school story, and Action Teams for Participation (ATP) in the community support for schools.

c. **Site Support/Feedback**  
   - Relationships are being established and developed with the mentors and mentees. The principal mentors are pushing to a higher level with their mentees and building upon what others are doing to create a collaborative effort.
   - NetLEAD will be in contact with the Grant Management Team to make updates and modifications to the list of the principals that the mentors will work with this school year.

d. **Needs Assessment for Fall Professional Development Topics**  
   A needs assessment will be sent to principals of the partner school districts for assistance with determining the professional development topics for the Professional Development Series 2.

e. **School Hall Meetings**  
   - The NetLEAD team would like to have school hall meetings in September. If your district has not already done so, please contact Shirley Martin or Tara Comer with dates, times, and locations for us to be able to share with your group. The NetLEAD representative will discuss with the group the involvement of stakeholders, provide input into the program activities, discuss critical issues facing local education, and sharing of NetLEAD involvement.
   - Felix Blumhardt provided the group with a survey handout to be used for feedback on the School Hall Meeting. It is important to have a sign-in sheet to keep track of the numbers of attendees for evaluation purposes.

f. **Availability of Corps of Mentors for Providing In-Service Training**  
   Please let Shirley Martin know if you would like the principal mentors to provide in-service training in your district.

g. **Open Letter to the Principal – Pete Hall**  
   A handout was given to Grant Management team.

VII. **Other**
a. Topics for next GMT meeting
   1. PBIS Training
   2. SREB Training
   3. NetLEAD 2 M. Ed. Cohort
   4. Implementation of the Common Core

b. The next GMT Meeting is scheduled on September 27, 2011 via Elluminate
   For those that have not used Elluminate before, please contact Tara Comer at (803) 323-4710 or comert@winthrop.edu to set up a practice session.

VIII. Adjourn