NetLEAD School Leadership Grant Program
Tuesday, September 17, 2013
Saluda Shoals - 5605 Bush River Road
Columbia, SC 29212
9:30 AM to 12:00 PM

Meeting Minutes


Not present: Union, Dillon 4, CERRA, & SCASA

I. Welcome by Mark Mitchell
   a. Introduction of team members
      Each team member introduced themselves to the group

II. Approval of the minutes of the April 30, 2013 meeting
   MOTION made by all to approve the minutes to the April 30, 2013 meeting.

III. Amendment and approval of the agenda
    MOTION made by all to approve the agenda for the September 17, 2013 meeting.

IV. Unfinished Business
   a. Updates on progress made this summer – Mary Chandler
      • Extremely busy summer.
      • This summer, the Corps of Mentors worked on designing professional development customized to each district.
      • Research, reading, and planning were a big part of the work done this summer by the mentors.

V. New Business
   a. Year 4 Budget Information – Mark Mitchell
      • The award letter was recently received from USDOE. The NetLEAD Grant was fully funded for Year 4, October 2013 – September 2014.
      • With full funding in Year 4, NetLEAD will be able to continue with 5 mentors, the Director of Corps of Mentors, PBIS, Professional Development opportunities, etc.
b. **Schedule Dates for Grant Management Team Meetings in Year 4**
   - **MOTION** made by Joe Walker and Dannie Blair. NetLEAD Grant Management Team meetings will be held on the second Tuesday of every month. The meetings will alternate monthly from being face-to-face in Columbia and via zoom.us (online conferencing).
   - **Upcoming Dates and Location**
     | Date                        | Location                     |
     |-----------------------------|------------------------------|
     | Tuesday, October 8, 2013    | Zoom.us                     |
     | Tuesday, November 12, 2013  | Face-to-face, Columbia, SC   |
     | Tuesday, January 14, 2014   | Zoom.us                     |
     | Tuesday, February 11, 2014  | Face-to-face, Columbia, SC   |
     | Tuesday, March 11, 2014     | Zoom.us                     |
     | Tuesday, April 8, 2014      | Face-to-face, Columbia, SC   |

c. **PBIS Update and Plan for Year 4 – Bob Stevens**
   1. **Update on Summer Activities**
      - 3 day PBIS training held in Marion
      - 2 day PBIS training in Chester
      - Research to Practice Training – PBIS Professional Development was held by the State Department. Many of the NetLEAD PBIS schools also attended.
      - There was major growth of the PBIS programs in Marion and Chester.
   2. **Plans for Year 4**
      - **Schools Implementing with Fidelity**
        - Use implementation checklist
      - **Secondary Interventions**
        - Have been focusing on Tier One Interventions – this year want to look at secondary interventions
   3. **Interested in PBIS or CHAMPS?**
      If your district has a school that is interested in PBIS, please contact Tara Comer at comert@winthrop.edu to let us know.

d. **School Climate Olweus and Darkness to Light**
   1. **Olweus Bullying Prevention Program**
      - Olweus training has been conducted in Marlboro (5 schools) and Union (2 schools).
      - Interested in PBIS? Let Tara Comer know at comert@winthrop.edu.
   2. **Darkness to Light – Stewards of Children – Child Sexual Abuse Program**
      - Since improvement to school climate is important, NetLEAD is now offering the opportunity to train administrators to become Darkness to Light facilitators.
      - **What is Darkness to Light?**
        - It is a research-based child sexual abuse program, custom made for educators.
        - Assists educators in the identification and protection of kids.
• How would the training work?
   Mark Mitchell is a certified trainer and is able to train others to become facilitators.
   Those interested in becoming a facilitator would attend a one day training workshop (9am-3pm). To complete the training, it is required that the facilitator’s trainer watches him/her conduct the training.
   Facilitators can provide training to schools and the community.
   10 people need to sign up in order for a training session to take place. One session in Pee Dee will be offered and one session for Upstate (at Winthrop) will be offered if there is enough interest.
   Additional criminal background check is required.
   Cost per administrator is $300.

• Why is this important?
   Inappropriate relationships with students are still a problem in schools!
   Courts have lifted statute of limitations on sexual abuse and this means long reaching liability issues. Training to school staff could show that the district is proactive.

• Interested individuals may contact Tara Comer at comert@winthrop.edu.

3. Special notes on School Climate Programs

• Please note that all NetLEAD projects are administrator focused.
• We need your help to gather sign-ins for all NetLEAD activities.
• Leadership needs to be committed and on board for school climate programs to succeed!

e. Data Collection Update and Evaluation Overview – Felix Blumhardt

1. Mary Chandler, Felix Blumhardt, and Mark Mitchell will be attending the School Leadership Working Conference next week in New Mexico. They will present data and information to the group on NetLEAD projects. In addition, they will receive feedback and information on other programs.

2. Reminder: District data spreadsheets have been distributed and the deadline is Friday, September 27, 2013.

3. PIMRS, the evaluation system, is up and running. An email has been sent to principals requesting that the survey be distributed to supervisors and teachers. A reminder of this was sent out on September 18, 2013.
   The response rate has dropped off on this. Started out high, but then has decreased.
- Need this data to draw the magnitude of impact.

4. This is the first year that student achievement data will be used in the APR for NetLEAD.

5. We appreciate the data your districts have provided and your support for the June submission of the APR. The final APR for Year 3 is due at the end of October 2013.

6. Review of Timeline. See attached.

f. **School District Mentor Program Year 4 Plans – Mark Mitchell**
   1. The final piece of the Administrator Mentor training will take place on October 1-3, 2013 in Charlotte, NC on Professional Learning Communities at Work.
   2. The development of the district wide mentoring plan will be the next step in the program.
   3. The administrator mentor or mentors in your district will collaborate to create a district mentoring program. Administrator mentors will be compensated $150 a day for working on the creation of the program in your district. There should be a finished product at the end of the collaboration.
   4. The Corps of Mentors are willing to help with this.

g. **Year 4 NetLEAD Mini-Grants**
   1. The NetLEAD Grant has $6000 to distribute to our partner schools for mini-grants in Year 4.
   2. School faculty from partner districts will submit proposals to support data-based inquiry projects to improve student achievement.
   3. The mini-grants can range from $200 to $1000 and will support faculty in purchasing materials and supplies, traveling, and/or developing curriculum.
   4. An administrator must be a participant in the application process.
   5. The deadline for submission of the application is November 1, 2013.
   6. Awardees will be notified by December 16, 2013.
   7. Like previous years, mini-grant monies will be distributed as a reimbursement. Reimbursement forms will be due by March 3, 2014.

8. **VI. NetLEAD Corps of Mentors Report – Mary Chandler**
   a. **Updates from the Corps of Mentors – Mary Chandler**

   1. **What is the Corps of Mentors doing in your district?**

| Cherokee            | • Added 3 additional mentors to the Mentoring Program  
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| Chester             | • PLCs professional development monthly       
|                     | • Team approach in Chester High School and Chester Middle School  
|                     | • Continued mentoring                          |
| Fairfield           | • Continued mentoring                          
|                     | • Meeting with APs monthly                     |
| Union               | • Professional Development Days – APs        
|                     | • Continued work with APs                      |
### Dillon 3 & 4
- Mentored principals in first 3 years
- Serving districts through cohorts and mini-grants

### Marlboro
- Continued mentoring of principals
- Presented at “Under the Big Top”

### Marion
- Continued mentoring of principals
- Meeting with APs
- PLCs with Principals
- PD – Administrative Retreat

## 2. Focus for Year 4
Improved teaching and learning is the focus for year 4. The Corps of Mentors will be working with district partners on observations and feedback and instructional rounds.

### b. Mentor Reports – Corps of Mentors

#### 1. AP Professional Development – Sharon Buddin
- Working with Fairfield and Marion on this.
- Exposing Assistant Principals to instructional leadership.
- Focus on instruction!

#### 2. Huddle Time – Cathy Hammond
- Team at Chester Middle School (Dale, Cathy, and Mary)
- Instructional period of 45 minutes developed for all students where they are assigned to small groups by PASS and test scores. Currently focusing on language arts.
- All teachers teach one of the small groups.
- Bi-weekly meetings with the administrator with the team.

#### 3. High School Teams – Cathy Hammond
- Working through administrator. The team provides support with resources. The team meets with the administrator 2 times a month.
- The principal leads the meeting.

#### 4. Common Language and the 5 Dimensions of Teaching and Learning – Dale Goff
- Common Language
  - Educators do not use a common language.
  - This can be an issue.
  - Need to develop a common language.
- The Instructional Anatomy: 5 Dimensions of Teaching and Learning
  - Purpose
  - Student Engagement
  - Curriculum and Pedagogy
  - Assessment for Student Learning
  - Classroom Environment and Culture
Two part Equation:
1. Develop a common language
2. Develop greater expertise in leading for instructional improvement

Purpose
- Measureable, most important, made first, and manageable
- Begin with the end in mind
- Objective – Assessment – Activity

5. Lessons Learned – Mary Chandler
- Lay a firm foundation
- Build a will
- Build dreams

VII. Other

a. Update on the NetLEAD M. Ed. Cohorts – Dale Ritchie
- NetLEAD 1 Cohort – Graduating in December 2013. Working on their last internship and it is going well.
- NetLEAD 2 Cohort – Begin internships in January.

b. Message from Dean Rakestraw – Jennie Rakestraw
- The NetLEAD Grant and the projects that the grant is a part of is a point of pride for Winthrop University.
- New President of the University, Dr. Janie Comstock.
- Jennie is interested and invested in continuing the work Winthrop is doing with NetLEAD.
- Simultaneous renewal – constantly renewing and reinventing practices.
- The University is focusing on 21st century initiatives.
  - Includes a focus on technology
  - The new technology environment
  - PLCs established in the College of Education
  - Give future educators the knowledge and skills to thrive
- Read to Succeed
  - In-service teacher program – quality online program

c. The next GMT Meeting Grant Management Team meeting will be held via zoom.us on Tuesday, October 8, 2013.

VIII. Adjourn