Meeting Minutes

Present:  Winthrop University- Mark Mitchell, Shirley Martin, Mary Martin, Mary Chandler, Kathi Gibson, Sharon Buddin, Catherine Hammond, Tara Comer The Evaluation Group- Felix Blumhardt Research Associates- Michelle Troyer Fairfield- Andrea Hicks Marlboro- Dannie Blair Dillon 3- Martha Heyward Marion 1, 2, and 7- Cheryl Warren Cherokee- Joe Walker CERRA, Dillon 4, Union, Chester, SCASA - not present

I. Welcome by Mark Mitchell

II. Approval of the minutes of the May 31, 2011 meeting
MOTION made by Shirley Martin to approve the minutes from the October 4, 2011 meeting.

III. Amendment and approval of the agenda
MOTION made by Cheryl Warren to approve the agenda for October 25, 2011.

IV. Old Business
   a. PBIS Training
      i. Participation from Districts
         * PBIS Training via Elluminate Live began on October 11th. So far, we have only had six attend the live sessions.
         * In order to ensure involvement of those registered, all participants should log in to at least one of the live sessions in order to continue to receive the recorded sessions and materials from the training.
   b. SREB Training
      * Follow up: when are these online trainings offered and are recertification credits and graduate credits offered?
      * Principals, assistant principals, and current M. Ed. students are encouraged to participate in this training.
• May be a good idea to have a group of administrators work together in a PLC model when completing one of the courses.

MOTION made by Andrea Hicks that the funds for SREB training will be distributed evenly between the 10 school districts. This will allow each school district to use $1200 for SREB training. Emails must be sent to Tara Comer at comert@winthrop.edu by November 7, 2011 in order to request the use of the funds by the school district. If a response is not received, then the monies for that district will be redistributed to the other partner districts.

c. Implementation of the Common Core

• An overview session of the Common Core will be held for all partner school district’s administrators. The overview session will give a background of the common core, changes to ELA, changes to math, the change process, and how to implement the common core. Please have all principals and assistant principals attend the one day session. M. Ed. students are also encouraged to attend the one day session. The one day overview session of the common core will be held 2 days in the Upstate and 2 days in the Pee Dee for all principals and assistant principals to be able to attend.

• Following the overview session of the common core, principal learning communities or the Administrator’s Professional Learning Community will be established and will meet monthly. The APLC will include all principals and assistant principals in the district.

• MOTION made by Joe Walker that overview sessions of the common core will be held on the tentative dates of January 18-19, 2012 in the Upstate (on the Winthrop University campus) and on the tentative dates of January 25-26, 2012 in the Pee Dee (final destination to be determined).

• Dates and locations to be finalized at the November 29, 2011 Grant Management Team meeting.

V. New Business

a. Program Evaluation- Felix Blumhardt and Mark Mitchell

• The evaluation part of the grant is very important because it determines the grant’s funding.

• The original evaluation tool, Val-Ed, was changed due to the time commitment it required in order to complete (it required 1-3 days in the schools with the principal). The new evaluation tool, the Leadership Skills Inventory Assessment, discussed in the spring, will be used for the principals that attended more than one day of training. Twenty-two principals have been targeted for the pre and post tests and currently there are only seven that are willing to participate.

• Please encourage participation of the principals in your district. For the Annual Performance Report, other recorded data cannot be used.
• For the evaluation, parental consents are required and the surveys do not have to go the entire school.
• Felix to send evaluations and assessments to the GMT on 10-26-11.

b. Mini-Grant Applications- Shirley Martin
• We received 20 mini-grant applications for the 2011-2012 grant year.
• Like last year’s mini-grant funds, the 2011-2012 mini-grant awards will be issued as reimbursements. After the submission of the mini-grant reimbursement form and invoices/receipts a reimbursement will be sent to the awarded school or school district.
• The principal mentors will be reviewing the mini-grant applications very soon. Shirley Martin will be notifying the Grant Management Team and awarded mini-grant recipients by November 4, 2011.
• The schools that were awarded mini-grants for year one that have not been claimed will have the opportunity to submit reimbursement in year two.
• An email will be sent to the schools and district liaisons that have funds that are available from year one.

c. Mentoring and the Consultant Coaching Model- Mary Martin
• Handouts were given on the consultant coaching model.
• The consultant coach is an exceptional principal. A small group of principals gather for three hours at a school to discuss and issue. This small group is able to develop relationships and feel safe that information discussed is confidential.
• Surveys conducted by the Educational Leadership program on this model have been very positive.
• Focus is on instructional leadership.
• Principal mentors may use this model to facilitate the Administrator Professional Learning Communities for the Common Core.
• This model promotes the continuation of the principal learning community over time. Many times these meetings are scheduled on principal meeting dates.
• The NetLEAD Grant has money designated in year 2 for the consultant coach to go to NAESP mentor training.

VI. NetLEAD Corps of Mentors Report
a. Report from Shirley Martin, Director of the Corps of Mentors
i. NAESP Mentor Training
• The principal mentors chat with their NAESP coach monthly. Previously, the group was chatting with the coach individually, but recently they are chatting with the NAESP coach as a group. The coach is able to give feedback that helps the mentors to be successful.
• The principal mentors also write monthly reflections on their mentor work with their mentees using the competencies and standards that they learned in their training with NAESP.

ii. Mentor Activities

• Sharon Buddin
  ▪ With working with the 5 high schools, many have been focusing on common expectations. Some are participating in the PBIS training. With the focus off of discipline, this will allow the principal more time to be an instructional leader.
  ▪ The other focus has been on data and how to use it. These schools have been focusing on ninth grade data.
  ▪ Schools using the “schools that work” model have been focusing on literacy, instruction, and engagement.

• Cathy Hammond
  ▪ Focuses for the schools that Cathy has been working with has been literacy, establishing data meetings and teams, and PBIS.

• Mary Chandler
  ▪ A second year principal from Cherokee came and worked with the mentors on data.
  ▪ He was able to show the mentors warehouses for data information such as MAPs and PASS. In addition, he gave some ideas on how to use the data to meet the needs of children.

• Kathi Gibson
  ▪ The school in Marion that Kathi has been working with has been focusing on non-fiction writing. Kathi has been supporting the principal in the balance literacy piece.

iii. District Involvement Updates

• Information to be sent by email.

VII. Other

a. Topics for next GMT meeting

1. Mini-grants
2. Common Core Implementation
3. Update on evaluations
4. SREB Training

b. The next GMT Meeting is scheduled on November 29, 2011 via Elluminate Live!

VIII. Adjourn