

FASD Board Meeting Minutes

October 28-29, 2006

9:00 am-4:00 pm Saturday

9:00 am-12:00 pm Sunday

Attending:

Debbie Cooke

Pat Fenton

Bill Hall

Theresa Vernetson

Debra Elliott

Cathy Starling

Becky Shermis

Jim Coe

Maria Dempsey

Cynthia Lott

Anthony Cooley

Carol Johnson

Linda Ferrara

Vicki Crisp

Joyce Menz

Late Arrival:

Pam Burtnett

Opening: Everyone introduced him or herself to the rest of the group.

Minutes from last meeting (Refer to Florida Association for Staff Development Tradewinds Island Grand Resort September 24, 2006 Minutes of Meeting)

The minutes were sent around for additions and corrections. Corrections included a typographical error in the attendee list and a date change for the fall board meeting.

Treasurer's report: (Refer to FASD Treasurer's Report October 28, 2006)

Current Balance: \$34,589.79

There are still several outstanding invoices that will be coming in along with some expenses that have not been paid. We are in pretty good fiscal condition.

Action Item for Treasurer's Report

The report was approved as submitted.

Debra: *Why are we in better shape?* Registration process; more vendor sponsored events; fewer outstanding bills; smaller speaker fees due to national affiliation; attendance increased for both spring and fall conferences; FDLRS meetings/attendance; DOE Protocol Review Update folks

Could we solicit more groups to have meetings at the conferences to increase attendance; offering meeting space, for example FASA?

Strategic/Action Planning (Refer to Florida Association for Staff Development Strategic Plan dated 10/28/2004)

Linda reviewed the current strategic plan.

Debbie shared:

- Goal 1: strategy 2 - not being addressed
- Goal 2: strategy 3 - not being addressed
- Goal 3: strategy 1 - did at fall conference
- Goal 3: strategy 6 - electronic needs assessment done at fall conference in vendor area; suggest that we look at that data for our needs assessment with NSDC's alignment

Linda: *What do we want to focus on this year? Take a look at innovation configuration to see if we want to focus on any this year.*

Discussion:

Learning Communities:

- Are they being implemented well at the teacher level across the state?
- STAR may be hindering this because it is causing competition rather than collaboration.
- How can we assist in changing this view?
- Goal 4: Strategy 3 goes with this
- Communication is the key: definition; examples; steps/strategies; principals' role
- Could FASD develop a model?
- We should put things on our website.
- There are examples from protocol reviews and innovation configuration.
- Palm Beach has a model with a rubric that goes along with protocol.
- Can we bring in district/principal groups to come to the fall conference?
- Can we combine learning community with action research and also include technology?

Leadership Issues in Innovation Configuration (Refer to MOVING NSDC'S STAFF DEVELOPMENT STANDARDS INTO PRACTICE: Innovation configurations)

- Hot topics in general sessions should be correlated to our strategic plans (Becky)
- Spring Forum: Include round table discussions to have membership take a look at the strategic plan: current status, district examples, gaps, direction, using data from last fall conference for comparisons (Debbie)
- Innovation Configuration Goal 3, Strategy 4: school model for arranging the school day for learning time—need practical examples

Intention Pyramid (*Refer to Intention Pyramid and Intention Pyramid Example*)

Linda: *What one or two things can we do this year to accelerate the influence and visibility of FASD?*

1. FASD's intent is to show the relationships between action research, learning communities, and all other facets of professional development.

Action:

- a. Identify rubrics—multiple levels from awareness to proficient
- b. Step by step training on:
 - What is a learning community?
 - What is action research?
 - What data do I collect?
 - What do we do with the data?
 - Embedded professional development
- c. Look for examples of districts and schools doing this
- d. Levels (strands of training): awareness, intermediate, advanced
- e. Model, provide practice
- f. Use regional directors
- g. Threaded discussions
- h. Model (fishbowl) – Group model in front of audience, stop, ask questions, audience ask questions
- i. Audience ask questions before conference; use in presentation (Maria from Covey)
- j. Meet in role-a-likes and debrief
- k. Support structure for follow up (list of FASD board members who could assist)

Goals: Crosses over several goals and strategies

2. Intention:

- Acknowledge and partner with a variety of practitioners for Professional Learning Communities.
- Develop leadership at all levels of school/district organizations
- Leverage opportunities available via National Board Certified Teachers

Action:

- a. Seek higher education presenters/models
- b. Seek teacher-led models/presentations
- c. Invite/include roles and groups such as principals, teachers, NBCT's FDLRS, as well as district directors

Goal 2, Strategies 2, 5

3. Intention - Regional meetings to showcase:

- a. Action research
- b. Professional Learning Communities (clarify concepts)
- c. National, district, and state models

- d. Districts that have earned 4's on the protocol visit
- e. Focus on providing ideas and resources that are working in Florida
- f. Spring Forum/Leadership Conference should include best practices
- g. Invite practitioners to spring/fall conference

Goal 1, Strategies 2, 4, 5

Goal 4, Strategy 3

4. Intention –

- To improve our communication with our stakeholders:
 - Administrators (school and district)
 - Staff development providers
 - NBCT teachers
 - Institutes of higher education
 - Other professional organizations (FOIL, FASA, FACTE, Florida League of Teachers, Middle School Executive Planning Committees, Florida Reading Association, FLASCD, FDLRS, FCITL, E-Educators Conference, FATE, etc.)
 - Coaches and mentors (ACT, reading)
 - DOE
 - Legislators
- To get information and to share information about best practices (two way communication)
- To use a variety of communication tools
 - Newsletter
 - NSDC
 - Email
 - Website (update and revise)

Goal 1, Goal 4 Strategies 4 and 5

Goal 2, Strategy 3

Suggestion:

Match actions with our strategic plan for everything we do

(Identify in strategic plan like SSS in lesson plans)

Assign pieces to committees or individuals

Board and Committee Responsibilities (Refer to Officer/Director General Responsibilities handout)

Committees:

Audit	Joyce; Theresa
Election	Pam, Debra
Legislative	Pam
Membership	Vicki, Maria, Mae; All regional directors (ad hoc)
Nominations	Joyce – Debbie C., Pat, Mariann Schmudde, Sally Jenkins, Mae, Maria, Becky

Publications	Cynthia, Linda, Regional Directors
Affiliate	Linda, Joyce
Awards	Debra, Joyce, Dawn Wilson
By-Laws	Theresa, Pam
Facilities	Joyce, LC co-chairs; Bill, Pat, Carol (Executive Director)
Liaison	Vicki, Jane Meadows, Debra
Social	Jim, Anthony
Technology	Anthony, Cathy, Linda, Neal
Spring Forum	Linda, Bill, Debbie, Joyce, All Regional Directors
FASDLC	All

Executive director position report by Carol Johnson (Refer to Florida Association for Staff Development Executive Director Position Description in online handout document and applications from Schmudde, Compton, and Cooke on file with the secretary)

- Many job responsibilities tie in to technology so how does this position relate to the technology committee?
- Three areas of responsibilities:
 1. Contracts: Keep close tabs/files on speakers and hotel contracts
 2. Communication: Prior to and following meetings/conferences; newsletter information; registration
 3. Membership: Keep the history; correct membership records (self-editing for members); solicit new and inactive members
- Three applicants: Mariann Schmudde; Martha Barfield Compton; Debbie Cooke

Committee Meeting Reports:

Legislative Committee: Pam - FEA has filed a challenge to the STAR plan because TAP may be construed as promulgating rules rather than advising; FEA is also investigating a constitutional challenge based on proviso language infringing on current constitutional language

Membership: Cathy - Current membership is about 225; this will be on the “hidden” website

Nominations: Joyce – She will make sure that the change from the old committee to the new goes smoothly; she will get the “book” to the right people.

Publications: Linda, Cynthia – (Refer to FASD Newsletter Publication Deadlines) Wants to do a “did you know” column (first one may be information about membership); teacher academy update will be done

Affiliate: (Refer to handouts: NSDC Technical Assistance Call and Stephanie Hirsh’s Laser Talk on NCLB Reauthorization)

Joyce reported that we seem to be ahead of others in the nation.

Awards: Joyce, Dawn, and Debra are going to do the awards; they are looking at awards documents from other states; they will emphasize that they are applications rather than nominations (but still can be a nomination); shared an idea of giving the award at the conference and then re-present it again at the local district board meeting

By-laws - We have them!

Facilities: Carol – Wireless will be available for a charge at the LC and will be included by raising prices in sleeping rooms by \$10 to provide wireless and the resort package; meeting rooms will be contracted on an individual room-by-room rate; dates are September 21-26 for board with Sept. 27 for the academy; and participants Sept. 24-26.

Action Item Under Facilities Report

There was a motion and second to include the \$10 wireless in the sleeping rooms.

Discussion: It is the same price if a person subscribes individually and could thus save the \$10 fee for those who do not need it.

Discussion: We would need to let people know that wireless was a sleeping room wireless and not a meeting room access

Motion failed. Carol was asked to explore further options with the hotel.

Carol’s continuation: What facility do we want to use for the winter board meeting?
 Dates: Saturday for conference and spring forum planning; Sunday for board meeting

- February 3-4; location Melbourne Crowne
- January 27-28 in Melbourne or Tampa (first choice)

Liaison: What does one need to become a liaison with FASD? Just an exchange of information? A liaison is for making explicit connections for an exchange of communications as well as support and collaboration in coordinating efforts between the two agencies.

Social: Jim – There will be a social at DeSoto Park for the planning committee fall conference meeting; he will try to plan something for the Melbourne meeting

Technology report: Anthony - (*Refer to FASD tech committee meeting 2-page report*)
 How to pay for update of website: larger payment up front followed by monthly payments for upkeep

FASDLC Planning:

Carol will look into hotels in Gainesville for spring planning

Pat Fenton -

Possible Chairs for FASDLC	
Audio Visual	Martha Compton Mike Ballard
Awards	Joyce Menz Vicki Crisp Debra Elliott
Evaluation	Neal Meadows
Exhibitors	Rosa Harvey-Pratt Dawn Wilson
Facilities	Carol Johnson
Hospitality	Mae Moss

	Pam Burtnett
Marketing	Debbie Cooke Anthony Cooley
Program	Linda Ferrara Cynthia Lott
Registration	Cathy Starling
General Sessions	Theresa Croteau? Terry Tanner Smith? Mariann Schmudde Allison ???
Hot Topics	Becky Shermis Mary Ann Ahearn
Social	Jim Coe Kathy Hebda
New Attendees	Maria Dempsey Linda Diaz
Handouts, programs, etc.	Academy members

(Refer to handout: *Evaluation summary packet*)

- Pat collected suggestions of presenters for learning communities including NSDC and out-of-state as well as in-state.
- What are the advantages and challenges of learning communities?

Discussion for all:

- Should we advertise to school leadership teams to attend the conferences? Perhaps we could invite them, especially to the Spring Forum, but also to the fall conferences. Spring would be principals, professional development, and data person; fall would be the leadership team as targets.
- Should we submit presentation applications at other summer/annual leadership conferences? (Debbie)
- Jim suggested that we start with parent groups.
- Should we use AYP as the rallying call with PLC's, action research, time management, data, use of resources, leadership teams under that?
- Spring forum topics should carry over to the fall.

Theme for fall conference:

- *Don't let us steer you wrong*
- *S'more about Learning Communities or AYP*
- *Corraling Learning Communities*
- *Burning Issues*
- *Rounding Up More (fall topics carried over from spring)*

Spring Forum Planning:

- Models of time management for learning communities
- The academy: Extra on Tuesday for data on a first come-first serve basis

- Stephanie Hirsch will be there for 2008 Tuesday PM NSDC planning
- Title: ***Building Structures to Support Every Student's Progress***
- Use state or national principal of the year as foundational speaker for staff development (Cynthia will contact Florida principal of the year).
- Does NSDC have a suggestion of a principal to use? How about asking Joellen Killian? (Debbie will contact her).
- Connie/DOE give suggestions of school leaders from protocol review
- Council for Educational Change suggestions? Joyce to contact
- Florida Leadership Academy suggestions
- Joyce to do a save the date flyer

Business Meeting

Old Business

- Academy –Mary Ann Ahearn submitted a written report
 - Eight of the nine people who started are continuing in the academy
 - Feedback from the participants was very positive
 - Final cost was \$1198.85
 - Revenue was \$4000
 - Other expenses were donated by FDLRS: \$3124.00
 - Debbie suggested that we write a note of support to Mary Ann Ahearn thanking her for her activity with the academy; the secretary will take care of this for the FASD board.
 - Julie Henson will be a speaker at the next academy (during FASD Spring Forum) and Mary Ann suggests that others in FASD could attend a half day for a fee (\$50.)
 - FASD board members will be involved in Stephanie Hirsh's planning session at the same time, so may not be able to participate.
- Affiliation with other organizations
- Higher ed communication
- Executive director position:
 - Carol: Quite a bit of technology is involved with this position; do we need more information before we make a selection? Reports would go through Anthony at PAEC and then sent to Candy (webmaster) or Marie for postings. One key piece is membership; this could be addressed through the newsletter by contacting folks who did not attend the fall conference; also contact NSDC members, and others.
 - Becky: Can we send regional news to regional members, and not just to directors? Yes, Cathy has it already sorted by region and alphabet
 - Carol: We now have two databases? Yes, Cathy's membership list and PAEC's FASDLC registration list.
 - Fields needed for sort on PAEC site:
 - First

- Last
- Organization
- District
- Address fields
- Email
- Region
- Job title
- NSDC member
- Renew or first time
- Supervisor, phone
- Member since _____
- Telephone: work, home, cell

Action Item under Executive Director Position Discussion

A motion was made that FASD set aside \$2000 for the redesign and that Anthony will talk to Candy or another person about a contract for this. The motion was moved, seconded, and passed by the board members.

- Carol: (*Refer to handout Executive Director Position Individual Board Member Review*)
 - We will use the form to review the three candidates qualities
 - A discussion reviewed candidates' qualities

Action Item under Executive Director Position Discussion

A motion was made to accept the results of the ballot selecting Debbie Cooke as the new FASD executive director. The motion was moved, seconded, and passed by the board members.

New Business

- Credit Card (Cathy):

Action Item

A motion was made that Cathy investigate the use of a credit/debit card for conference registration and board expenses. The motion was made, seconded, and passed.

- Cathy presented an expense sheet from the 2005 conference up to the current time (*Refer to handout Transaction Description*).

Board meeting minutes recorded and reported by Vicki Crisp.