
Agenda item: Fall 2007 Institute feedback

Presenter: Fran Miller

Discussion:

- Fran distributed the evaluations from the October Institute. She also provided a list of those participants who signed up to become more involved. This was as a result of the map of the under-represented areas of the state we displayed at the Institute.
- Feedback was generally positive. Attendees seemed to appreciate the structure of the conference: 3 keynotes without breakout sessions.

Conclusions: We must reach out to those interested in participating in order to “grow” our membership and discover effective new board members to fill vacancies.

Agenda item: Treasurer’s Report

Presenter: Claudia and Linda

Discussion:

- Claudia and Linda presented Pete’s report in his absence. We made a small profit with our Fall Institute, but we need to be careful with next year’s institute costs in order to continue to add to our coffers.
- Questions arose regarding the NSDC Coaching Academy, and Steve’s involvement. Claudia will contact Steve for clarification.
- A motion to accept the treasurer’s report was made by Fran, seconded by Sheila. The motion passed unanimously.

Conclusions: Speakers’ fees tend to be exorbitant. Thus we need to re-think our agenda in order to use presenters that are effective, but not over-priced.

Action items	Person responsible	Deadline
✓ Contact Steve Biancaniello regarding flow-through money for NSDC Coaching Academy.	Claudia	ASAP

Agenda item: Bylaws

Presenter: Linda and Claudia

Discussion:

- Our bylaws differ from NSDC in the way we elect or appoint board members. We seem to function like a club. We *all* participate in *all* committees. Does it make sense to create committees, led by board members, but filled with other interested people in the work of PSDC?

- Can we re-organize our bylaws to reflect those of NSDC and restructure our work to have committees meet at times other than executive board meeting times?
- We automatically renew our status as board members each year (other than officers). NSDC announces each year that the general session to elect new board members will happen at the conference. At the end of their conference, they announce the new board members. We want to be inclusive at these elections.

- Conclusions:**
- We should align bylaws to be inclusive about elections
 - Must involve non-board members in committee members

Action items	Person responsible	Deadline
✓ Members will work on bylaws and present at March meeting.		March 7

Agenda item: Act 48 **Presenter:** Claudia and Marcia

- Discussion:**
- The cost of Act 48 is new for us this year. We paid this *in addition* to the payment to the secretary at the MCIU.
 - To avoid this cost in the future, we could state that we are an Act 48 provider, but issue certificates so that participants take the cert back to their districts to have them enter it.
 - We could upload our own Act 48. Would we need a new registration system, since we use MCIU for registration? (Are we paying the \$10 for the registration and the Act 48 upload?)

Conclusions: We should investigate this further since it would represent a considerable savings.

Action items	Person responsible	Deadline
✓ Talk to Pete about costs and link between registration and Act 48 upload	Cindy	
✓ Investigate the software and template	Marcia	March 7
✓ Help with the process at the State level	Becky	

Agenda item: Website **Presenter:** Claudia/Linda, Marcia

- Discussion:**
- Members can cut and paste the membership e-mail list from Kathy into the “blind copy” and then click “save group as” **PSDC membership**. It is do-able. *Marcia will send out instructions.*
 - Is it possible to have an historian folder on website, password protected, for minutes and documents? Marcia says we could do this with Google docs to create a shared file. Marcia will do a demonstration/training during the March meeting. *Everyone should bring a laptop and Internet cord (next meeting, bring...)*
 - Marcy Hessinger asked if we can have a calendar tickler-file for things like Act 48 renewal. Marcia will explore options for the next meeting.

Conclusions: • We will explore updates for the website.

Action items	Person responsible	Deadline
✓ Send out instructions for cut-and-paste of membership e-mail list	Marcia	March 7
✓ Demonstration of Google-Docs explore options for the next meeting. explore options for the next meeting.		
✓ Explore web-based calendar options and present	ALL MEMBERS	
✓ BRING LAPTOPS AND INTERNET CABLES TO MARCH MEETING		

Agenda item: Fall Institute 2008 **Presenter:** Cindy

- Discussion:**
- We will move the date to October 21-22, 2008, since the Hilton cannot accommodate a full day on Oct 23.
 - Thompson: In the know with 21st century learning. He would address thinking skills, assessment and helping school leaders to understand that. How do we create constructivist learning w/ the staff so that that type of learning can be replicated with kids? Concerns may be that he has worked in the Harrisburg area. Is he saturated? Tracy is less than enthusiastic about him.
 - Marcia Tyrrell suggests that some attend the conference: 21st Century Skills by EduCon w/ Will Richardson January 25-27. He is very accessible. (Flat Classroom Project). It will take place at the Science Learning Academy in Phila.
 - Suggestions that Bob Laws speak for supporting leaders for 21 century teaching.
 - We broadened our base of teachers this year and we have earned the trust of our participants. We want to continue that with great topics.
 - Becky McHugh suggested that we advertise for CFF schools and have the coaches (PDE) Could Gerry Miller facilitate the afternoon?
 - Could we have Reiss for a full day, Max half day, and reflection for half day.
 - We should include some technology as part of building skills for the 21st Century, but we must be careful not to scare participants away. Sheila suggested that we title that session, "21st Century Strategies for Student Engagement (work smarter, not harder)", substituting the phrase, "21st century skills" for "technology".

Suggestions for Speakers:

1, Full Day with Kara Reiss; use video reflection to sum up the day

- Conclusions:**
2. AM: Will Richardson (21st Century Learning Skills OR George Mehler (CB) PM Round Tables
 3. Bob Laws: final keynote (what's a better way to make people more successful)

Action items	Person responsible	Deadline
✓ Book speakers and report to board	Cindy	March 7
✓ Send e-,mail to Institute participants, members (who had coaching initiative through CFF schools, ABG,. Reading First, Early Reading First, Getting to One,	Linda	
✓ Also send mailing and put on website	Cindy, Marcia, Cathy	

Agenda item: March 11-12, 2008; Dennis Sparks **Presenter:** Claudia

- Discussion:**
- We are co-sponsoring w/ MCIU. We get 25% of profits.
 - Last count was 63 participants

Action items	Person responsible	Deadline
✓ Each board member should register and bring someone with you. Also bring "give-away".	All members	Register NOW
✓ Linda, Claudia, Susan, and Cindy will help at institute.		

Agenda item: April Institute with Barkley: *A Culture of Coaching through a Collaborative Approach* **Presenter:** Linda/Cindy

- Discussion:**
- Will be held April 24 at Hershey School from 9:00 AM to 3:00 PM
 - If we have 50 people, we feel we will break even:
 - \$100 for coffee
 - \$450 for lunch
 - \$3,000 for speaker
 - \$200 for expenses
 - Charge \$135.00 for entrance
 - Limit to first 100 registrants
 - Offer Act 48

Action items	Person responsible	Deadline
✓ Create Flyer, secure room, finalize menu	Cindy	ASAP
✓ Distribute flyer	Linda	

Agenda item: Membership Report **Presenter:** Kathy Gibson

- Discussion:**
- 62 new members from fall Institute; 371 total members
 - MCIU sent all registration electronically which was a blessing. Thanks
 - Judy Ketchel: retired w/o forwarding address. Linda will try to find her. Because she has not attended nor paid membership since 3.05, Linda recommends that we drop her from board.
 - Tracy presented a motion, seconded by Fran with the recommendation to drop Judy Ketchel from the Board membership. The motion passed unanimously.
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Agenda item: Old Business -

Presenter: Claudia/Linda

- Linda distributed a White Paper on NSDC Innovation Configurations by Linda Delvernois and Susan Golder. This will be included in the next newsletter.
- Sheila's and Pete's photos are not on the website. Sheila will e-mail one to Marcia.
- Sheila missed retreat and wants to understand newsletter: We decided to go in the direction of information briefs. Linda read discussion from the minutes. We have put Sheila's Non-Traditional Professional Development paper on the web as a tab. Further work can be added to this tab.
- Discussion on PSDC political positions: We cannot impose a position on our membership. We can only identify the issues and present them for consideration. Examples of formats for dissemination of information:

Discussion:

1. Here's the issue: if you have thoughts, contact....
 2. Here's the issue and some possible concerns and thoughts. If you also think... contact....
 3. Here's the issue, here's our position, if you agree. Contact.....
- Have we followed through with the regional map? Claudia/Linda will follow through and send flyer about the April Institute to the three names they have.

Agenda item: Adjournment: 2:59 PM

Presenter: Claudia and Linda

Reminders:

- Next meeting: March 7 at Milton Hershey School 9:30 AM – 3:00 PM
- Dennis Sparks: MCIU, March 11-12
- April Institute with Steve Barkley, April 24, Milton Hershey School 9:00 AM – 3:00 PM
- Summer Retreat: June 9, 2008 at Milton Hershey School