

*Eta State Professional Affairs Committee  
Mini Planning Retreat Minutes  
January 29, 2010*

**Members present:**

Dr. Carol Maidon, Dr. Shirley Carraway, Ms. Judy Skroch, Ms. Lynn Ragsdale and Ms. Betty Marshall.

**Responsibilities of the Professional Affairs Committee (PAC):**

Carol Maidon opened the meeting by reminding the members that according to the Constitution, we are "urged to initiate, endorse, and support desirable legislation or other suitable endeavors in the interests of education and of women educators." But the International Standing Rules state that "legislative activities are the responsibility of the Professional Affairs Committee. One or more of its members shall be designated to assume the responsibility for heading the legislative program at the international, state organization, and chapter levels." Betty Marshall highlighted the fact that at the international level the committee's focus is on legislative matters. Further she noted that some of the DKG Purposes, specifically 3, 4, and 7 support our committee's work.

Carol Maidon asked members to begin by silently brainstorming their ideas in three areas Professional Development, Delivery of Professional Development, and Legislative Activities. After brainstorming individual ideas, then members organized their ideas, stack duplicative ideas, organize their ideas and create action headers. Later Carol Maidon facilitated the group discussion on timelines (everything listed below are activities for this year unless otherwise noted) and assignable tasks. The results are noted below.

<b>Professional Affairs Committee Plans</b>		
<b>Professional Development Activities</b>		
<b>Ideas</b>	<b>Task</b>	<b>Assigned To</b>
<p><i>Assessing PD Needs</i></p> <ul style="list-style-type: none"> <li>■ Survey members to assess PD needs</li> </ul>	<ul style="list-style-type: none"> <li>■ Create a survey</li> <li>■ Check with Research Committee to determine how they plan to survey members</li> </ul>	<ul style="list-style-type: none"> <li>■ Judy and Carol will draft survey</li> <li>■ Carol will check with the Research Committee Chair</li> </ul>

<p><b><i>Developing PD Opportunities</i></b></p> <ul style="list-style-type: none"> <li>■ Generation X – retaining new teachers</li> <li>■ Retirement options</li> <li>■ Teacher Leadership</li> <li>■ Develop theme for PD day</li> <li>■ Develop on-line PLCs for new teacher support</li> <li>■ Brain-based instructional strategies</li> <li>■ 21<sup>st</sup> century education</li> <li>■ New teacher training</li> </ul>	<ul style="list-style-type: none"> <li>■ Put ideas on member survey</li> </ul>	<ul style="list-style-type: none"> <li>■ Judy and Carol will draft survey</li> </ul>
<b>Delivery of Professional Development</b>		
<b>Ideas</b>	<b>Task</b>	<b>Assigned To</b>
<p><b><i>Electronic Professional Development</i></b></p> <ul style="list-style-type: none"> <li>■ Investigate feasibility of electronic webinar</li> <li>■ Teaching using the Internet i.e. daily news feed</li> <li>■ Committee meets using “Go to Meeting”</li> </ul>	<ul style="list-style-type: none"> <li>■ Investigates software and hardware requirements for electronic webinar</li> <li>■ Schedules “Go to Meeting” for next committee meeting</li> </ul>	<ul style="list-style-type: none"> <li>■ Shirley</li> <li>■ Carol coordinates with Betty to use</li> </ul>
<p><b><i>Options for Scheduling PD</i></b></p> <ul style="list-style-type: none"> <li>■ One day workshop</li> <li>■ Hands-on face to face seminars</li> <li>■ Try to have PD in 2 or 3 locations in the state</li> <li>■ Check on Survey Monkey and Zoomerang</li> </ul>	<ul style="list-style-type: none"> <li>■ Put ideas on survey to garner ideas and type of PD desired</li> <li>■ Check with Research Committee Chair to see what they might use or if anyone already has license to use</li> <li>■ Submit funding needs request to Finance Committee by February 20</li> </ul>	<ul style="list-style-type: none"> <li>■ Judy and Carol include possibilities on survey</li> <li>■ Carol</li> <li>■ Carol</li> </ul>
<p><b><i>Funding PD</i></b></p> <ul style="list-style-type: none"> <li>■ Apply for Cornetet Award</li> </ul>	<ul style="list-style-type: none"> <li>■ Write application for award and submit prior to November 1 deadline</li> </ul>	<ul style="list-style-type: none"> <li>■ Carol</li> </ul>

<b>Legislative Activities</b>		
<b>Ideas</b>	<b>Task</b>	<b>Assigned To</b>
<p><b><i>Communication</i></b></p> <ul style="list-style-type: none"> <li>■ Covenant information out put</li> <li>■ Monthly email to all members/local chapters on educational issues</li> <li>■ Share US Forum information</li> <li>■ Let members know the status on a weekly basis of specific bills that are important to teachers</li> <li>■ Someone is designated to read and highlight the most important ideas/concerns on the SBOE listserv</li> </ul>	<ul style="list-style-type: none"> <li>■ Written information shared</li> <li>■ Sent to Betty → Regional Directors → Presidents → Members</li> <li>■ Same</li> <li>■ Same</li> <li>■ Carol to check with Anne Radke</li> </ul>	<ul style="list-style-type: none"> <li>■ Judy</li> <li>■ Lynn</li> <li>■ Lynn</li> <li>■ Lynn</li> <li>■ Anne</li> </ul>
<p><b><i>Collaborate with Other Organizations</i></b></p> <ul style="list-style-type: none"> <li>■ Determine and encourage legislative contact in each chapter</li> <li>■ Investigate possible collaborations with: <ul style="list-style-type: none"> <li>□ NCDPI in support of major initiatives (State Board of Education)</li> <li>□ NCAE on specific initiatives of mutual interest</li> <li>□ the North Carolina Association of School Administrators on specific initiatives of mutual interest</li> <li>□ Committee on Teaching About the United Nations (CTAUN)</li> <li>□ NC Public School Forum</li> <li>□ NC PTA</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>■ Establish collaborations this year with appropriate educational groups</li> </ul>	<ul style="list-style-type: none"> <li>■ Lynne</li> <li>■ Anne</li> <li>■ Carol</li> <li>■ Carol</li> <li>■ Lynne</li> <li>■ Carol</li> <li>■ Carol</li> </ul>

<b>Legislative Activities (cont.)</b>		
<b>Ideas</b>	<b>Ideas</b>	<b>Ideas</b>
<p><b><i>Action</i></b></p> <ul style="list-style-type: none"> <li>■ Provide members with draft letters to initiate support of issues</li> <li>■ Provide forums on legislation</li> <li>■ Tag on to other groups on their legislative day</li> <li>■ Have a legislative day for our members</li> <li>■ Encourage members to go to town hall meetings</li> </ul>	<ul style="list-style-type: none"> <li>■ Develop legislative day for 2011</li> </ul>	<ul style="list-style-type: none"> <li>■ Lynne</li> </ul>
<p><b><i>Possible Issues</i></b></p> <ul style="list-style-type: none"> <li>■ No Child Left Behind</li> <li>■ Charter school cap</li> <li>■ Testing</li> <li>■ Year-round schools</li> </ul>	<ul style="list-style-type: none"> <li>■ Survey members on issues important to them</li> </ul>	<ul style="list-style-type: none"> <li>■ Lynne create and give to Judy and Carol to combine into one large survey</li> </ul>