

Minutes: WKU Writing Project Leadership Team

Saturday January 24, 2009

Those in attendance: Mandy Browning, Denise Henry, Larissa Haynes, Anne Padilla, Jamie Carnes, Sara Jennings, Linda Martin, Pat Puckett, Bonnie Honnaker, Michele McLoughan, Liz Jensen, Mollie Wade, John Hagaman, and Janet Martin, Chair

Individual Reports:

Mollie Wade shared the job description she had written for Co-Director of the Writing Project.

Denise Henry will work with KTRS to establish a connection between their group and ours.

Mandy Browning compiled a list of leadership team members with names and Project numbers. She will sort the fellows list by district and update it for accuracy.

Pat Puckett has recruited another teacher for the content support group, is working on brochure

Sara Jennings has created a presentation board with advertisements that can be used at various WP events.

Linda Martin and Bonnie Honaker reported on her efforts to devise a job description for the workshop leaders of summer writing camps, promoting that program.

Liz Jensen spoke to encourage attendance at KCTE. The group lamented the fact that no funds were available to provide financial support for folks who wanted to attend. Pat Puckett suggested that the WP might pay registration for person who would come back and do a workshop as a way of paying back. Denise suggested interested folks apply for a mini-grant for a set amount of money. Sara and Michele both expressed interest in attending (and later Larissa also expressed interest).

Anne reported that the Content Area (Extending our Offerings) Grant is underway and going smoothly. The group will present at the February meeting of the Summer Institute. She also expressed the necessity of Content teachers “owning” their writing strategies. This comment was supported by Pat Puckett who is also part of the grant. She also reported that their grant was the most diverse and seemed to be farther along than others from other areas of the country doing the same thing.

Jamie Carnes talked about the unique perspective of the administrator who sees the “big picture.” He/she serves as a resource for teacher consultants, as a contact for other administrators, as a publicity agent for TC’s. He commented on the fact that administrators/instructional leaders may have more impact on decision making in the school, and that they need to know more about the Writing Project and which members of their staffs are Fellows.

Janet Martin reported on her efforts to write a job description for Leadership Chair which consists mainly of planning, conducting, and following up on meetings of the Leadership team. She also reported on the usefulness of the survey in the completing of John’s Continuing Funding Application report for the NWP.

Anne reported on efforts to locate a potential faculty member outside the English Department to serve on a search committee (Fall 2009) for a new Director since John is retiring in 2011. John alluded to another possible committee member--Jennifer Montgomery--a professor in the Education College who directs the WKU Reading Project and is a Fellow of the NWP Huston Writing Project. (It may be possible for John himself to be a member of the Search Committee.) John cautioned that the make-up of the committee is solely the decision of the English Department Head.

Ideas for Reunion Meeting:

We will have a writer from the Southern Kentucky Bookfest to take part with us on April 18, 2009.

Jennifer Montgomery reported that the cost would be minimal (\$250?) Two names were possibilities: Brett Witter (DEWEY THE LIBRARY CAT) or Jen Callonita (SECRETS OF MY HOLLYWOOD LIFE, SLEEP AWAY GIRLS). Website SOKYbookfest.org. We also talked about meeting at the Bookfest site—the Sloan Convention Center/Holiday Inn . Sara Jennings suggested perhaps having a “breakfast with the author.” Committee: Mandy, Michele, Sara, and Mollie will work with Jennifer and John to make this work. Jennifer also encouraged folks to apply to the Reading Project and take applications back to their schools.

January 30, 31 and Feb.1 are dates for the used book sale

John suggested that the Leadership Team have an online chat on March 7 at 9:00 a.m. to keep up with details for the April 18th Bookfest/Reunion event.

Review of WP Components:

Outreach – We would like input from lots of people on what Outreach is doing effectively and what it needs to be doing.

Continuity – John expressed a need for a person to be in charge of Continuity, perhaps with a stipend being provided.

Summer Institute – 18 HS teachers have applied, 4 MS, and 3 elementary.

The group discussed a need for a transition team of about two years’ duration, perhaps making a document that would essentially be a framework/growth plan. Janet, Mandy, and Pat expressed

interest in working on this. People were urged to put related documents on the Kentucky Network Leadership Team Document Library.

Other:

Sara Jennings asked if anyone would be interested in helping with the Young Authors Conference. John offered the WP list, to make this need universally known among WP fellows.

Anne Padilla spoke on the value of having a literacy coach in your building.

John reported on sending in the 2009 NWP CFA on time and on mini-grants the Project applied for: One was through the Rural Sites Network for a conference on improving rural students' literacy in the Jamestown, KY, area, headed by Rhonda Godby. Another was through the Technology Liaison Network to create a board of teachers who would be responsible for the technology needs of the Project, headed by Terry Elliot. Audrey Harper (Project 23) has agreed to facilitate the interaction NING connection that Terry and David created on our web homepage. Look for information, news, and exchanges of teaching strategies soon. John also reminded us of the grant we receive last year to support content area teachers (co-led by Gaye Foster, Angela Lay, Pat Puckett, and Anne Padilla) and the inquiry group led by Mandy Browning.

Feedback on Website – members were very positive, talked about the ease of movement through the site. Larissa mentioned that more news of Project events be posted on the site, and John asked that she help to make Terry aware of those. John walked the group through a few of the components of the site. Various members spoke of the value of using the site to conduct meetings so that people don't all have to gather in one place.

Michele McCloughan mentioned that she did not receive a Writing Project shirt as other Leadership Team members had.

Wrap Up:

John will create a Continuity Position and set up chat for March.

Three Leadership Team members want to go to KCTE in addition to three other teachers who have already made requests. John is reviewing to what degree the budget will allow the Project to reimburse them for their registration fees if they offer service to the Project as a result, and if their schools partner in sharing expenses.

Pat will finish brochure template.

Denise will contact KTRS to find out what can be done and email cluster leaders in Warren Co.

Liz will write a description of how KCTE and WP can work together.

Jamie will post his description of Administrative Rep and will continue to serve as sounding board for anyone who needs administrative perspective.

Sara will serve on April 18 Committee and bring in Presentation Board and send an email about support for Young Author's Conference.

Mandy will sort all fellows in a list by district, will finalize job description, will serve on framework committee, and serve on April 18 Committee, will continue to co-direct inquiry group.

Michele will contact Joe Tinius about getting WP Outreach agenda, recruit for summer institute, will serve on April 19 committee.

Anne will get evaluations in for New Teacher workshop.

Larissa will post reading/writing strategies, serve on April 18 Committee, hopefully go to KCTE.

Bonnie will continue to work on job description, work on perhaps providing PD credit for working with teachers.

Linda will work with Bonnie on her tasks and looking into literacy coach, continue working with fifth graders.

Janet will write a job description for Leadership Team and LT Chair, will work with John to set the agenda for March 7 meeting, and get the transition committee going.

Respectfully submitted,

Mollie Wade (secretary pro tem)