

**Alaska ASCD Steering Committee
December Meeting**

Wednesday, December 19, 2007

3:30 p.m. – 5:00 p.m.

Elluminate Live

Mission Statement: Alaska ASCD is an inclusive professional association for educators, facilitating continuous professional growth and advocating for instructional leadership to assure success for all learners.

Purpose: to disseminate successful practices of instruction, curriculum development, and supervision and to provide opportunities for building a sustainable community of learners.

Beliefs:

1. We believe that each individual's dignity, uniqueness, capability and innate love of learning should be cherished and encouraged.
2. We believe that diversity should be celebrated in our schools and the values of cultural pluralism and exchange should be affirmed.
3. We believe that individuals prosper in a nurturing environment that promotes growth, self-renewal and lifelong learning.
4. We believe that equitable access to high-quality information, ideas and learning opportunities is key to the survival of civilization.
5. We believe that strong, positive relationships facilitate communication and lead to the accomplishment of organizational goals.
6. We believe that strong organizations share a culture where informed individuals work toward common goals.

Present:

Susan Garton	Kimberly Handy	David Dershin	
Dale Cope	Gerald Briscoe	Cleo Burgett	Teri Regan
<i>Dianne Zemanek (via recorded session for minutes)</i>			

This meeting began at 3:30 p.m. on Elluminate.

The meeting was facilitated by Susan Garton.

The meeting began with introductions of those in attendance.

Approval and modification of agenda hearing none agenda was approved.

Approval of the minutes from November's meeting.

Gerry Briscoe's presentation on Alaska's Cultural standards tied to our belief statement. 27 were easy to tie in while 2 were not. Discussion followed. Goals #5 & #7 are very similar so we agreed to delete #5.

NCLB Possibilities report from Terri Regan – No space for session at this time but a possible reception could happen for Thursday night but the short notice will be hard.

Discussion followed. Discussion about passing out flyers occurred. A drawing came up and we had many items to be given away. Discussion followed. We will try to get a half of a table for presentation of material. Terri will arrange the space on half a table. Volunteers to man the table: Cleo will do Thursday. Terri and Gerry will be at the meeting and will put in time. Kimberly would help out too. This will be arranged through e-mail. Applications will be there at the table as well as goodies and registration forms. Susan will facilitate coverage and supplies for this table.

Points from National Training: By Susan Garton

Margaret Murphy is our national director. We are to work under her and use their resources to help get us going. ASCD has many resources for us to avail ourselves too. Check the web. There is an enormous amount to do: web site, annual conference, regional meetings, Newsletter once a month or every other month. Follow through on unresolved issues: report on past members has been requested by Susan. The affiliate leader's checklist is where we begin.





Affiliate Leader's Checklist

Things to Do on a Regular Basis

- Read [Affiliate Action Online](#) and share important news with your board.
- Read and respond to communications sent to members of the ASCD Leadership Council and participate in ASCD Leadership Council discussions, if applicable.
- Communicate successes, challenges, and activities to your Constituent Partnerships director and for inclusion in [Affiliate Action Online](#).
- Keep in regular contact with [student chapters](#) in your geographic region.
- Participate in online or print surveys and in affiliate regional, president, or executive director and secretary electronic mailing list discussions.
- Keeping in mind ASCD's Diversity Plan and the affiliate's diversity strengths and needs, compile a pool of possible nominees for affiliate and ASCD officer, Leadership Council, emerging leader, and committee positions.
- Keep in touch with your [Constituent Partnerships director](#).

Things to Do in the Summer

- Register for [ASCD's Leadership for Effective Advocacy and Practice Institute](#) and confirm travel arrangements with Constituent Partnerships. If you are from the U.S., make appointments with your congressional Representative or Senator or their staff for the Day on the Hill.
- By July 1, provide ASCD with the names of your affiliate's representatives to the ASCD Leadership Council for the coming year.
- Submit the Affiliate Data Profile to ASCD by July 31.
- Submit your application for an [ASCD Influence Grant](#).

- Hold a board retreat for planning; use the [Affiliate Developmental Continuum \(ADC\)](#) ( 113KB) as a reflection and planning tool.
- Design an orientation for new affiliate board members.
- Review and refine your strategic plan with the board.
- For executive directors and secretaries, review the [Affiliate Administrative Manual](#).
- Consider using these board assessment tools to measure the effectiveness of your board's work in the previous year:
 - [Board Self-Assessment](#) ( 78KB)
 - [Self-Evaluation for Affiliate Board Members](#) ( 68KB)
 - [Wisconsin ASCD Board Self-Evaluation](#) ( 97KB)
- Consider inviting an [ASCD Resource Speaker](#) or a participating author from the [ASCD Author's Forum](#) for a conference or workshop in the upcoming year.
- Decide if you will need the [ASCD traveling exhibit](#) or [promotional materials](#) for upcoming conferences and submit your requests to the ASCD Service Center.
- Decide to whom you will offer [complimentary ASCD memberships](#) and send the completed forms to Constituent Partnerships.
- Decide if your affiliate will submit an application for an [Affiliate Overall Excellence, Individual Area of Excellence, or Best Practice Award](#) and begin to compile your presentation.
- Decide if your affiliate will initiate an activity at the ASCD Annual Conference for attendees from your geographic region. If it will, request from Constituent Partnerships staff a form to complete to reserve meeting space at the event.

Things to Do in the Fall

- Decide which affiliate leaders will attend your [regional meeting](#) and make the necessary arrangements.
- Register for [ASCD's Annual Conference](#) and make travel arrangements. Make your housing arrangements for the ASCD Annual Conference. Housing is first-come, first-served and the cutoff date is traditionally in January.
- Consider supporting student chapters members' attendance in your geographic region to ASCD's Annual Conference by participating in the ASCD scholarship program.
- Attend the [ASCD Leadership for Effective Advocacy and Practice Institute](#).
- Submit applications for the [Affiliate Overall Excellence, Individual Area of Excellence, or Best Practice Awards](#).
- Apply to host a reception or special meeting at ASCD's Annual Conference.
- Widely distribute ASCD candidacy recommendation information.
- Vote in the ASCD elections.

Things to Do in the Winter

- Respond to communications from your Constituent Partnerships director about [regional meeting](#) planning so that your affiliate's needs are met.
- Register for [ASCD's Annual Conference](#) and make travel arrangements. Make your housing arrangements for the ASCD Annual Conference. Housing is first-come, first-served and the cutoff date is traditionally in January.
- Make your reservation with Constituent Partnerships staff for the Affiliate Recognition Luncheon, held during the ASCD Annual Conference.
- Decide if your affiliate will initiate an activity at Annual Conference for attendees from your geographic region. If it will, request from Constituent Partnerships staff the addresses of those from your region who are registered to attend Annual Conference, or download the information via [Affiliate Access](#).
- Make arrangements for the affiliate's summer board retreat.
- Submit nominees for ASCD's Emerging Leader and [Outstanding Young Educator](#) Programs.
- Submit nominations for consideration for ASCD officers, the Nominations Committee, and other committees and work groups.
- For executive directors and secretaries, participate in agenda development for the Affiliate Executive Directors and Secretaries Meeting at the ASCD's Annual Conference.

Things to Do in the Spring

- Gather data and submit the Affiliate Data Profile to Constituent Partnerships by July 31.
- Attend the [ASCD Annual Conference](#). If you are a member of the Leadership Council, attend Council meetings at conference. If you are an affiliate executive director or secretary, attend the Affiliate Executive Directors and Secretaries Meeting at the Conference.
- Register for [ASCD's Leadership for Effective Advocacy and Practice Institute](#) and confirm travel arrangements with Constituent Partnerships. If you are from the U.S., make appointments with your congressional Representative or Senator or their staff for the Day on the Hill.
- Invite [ASCD Emerging Leaders](#) to join your affiliate.
- Decide if you would like to invite your [Constituent Partnerships director](#) to the summer board retreat for [strategic planning or board development assistance](#), and a shared review of the affiliate's status.
- If your summer board retreat did not include a shared review meeting with your Constituent Partnerships director, schedule an audio or video shared review meeting with the director, including members of your executive team.
- Renew your [affiliate library membership](#).
- Decide if your affiliate will apply for an [ASCD influence grant](#). If so, begin researching and crafting your plan or the grant's activities and costs.

David has some experience in creating web sites and would be happy to help us start our own web site. We can get \$1,000 to provide our own website through national. David thought this would cover our initial rental of space on a server for around 4 years. David will take the lead on this.

We need to recruit members. It is good we will be at NCLB. With David's help on the website we should get ourselves visible. We need to plan our new activities and benefits to new members and revise By-laws.

We need to work on getting a table set up for the BMEEC Conference in late Jan (28 & 29) *Mike Travis* might be the contact. Susan would be able to do a table there as she will be at the conference. Terri will look in to it.

National Conference is in March in New Orleans.

The next meeting will be on January 23, 2008 from 3:30 to 4:30pm.

This meeting will be conducted via E-Live. Susan Garton will send out the information required to access the meeting.

Next meeting: Directors for Positions and other necessary needs

Meeting adjourned at 4:15pm